



**Australian Government**  
**Department of Industry,  
Innovation and Science**

# Business

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**13 28 46**  
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Tracking Code: **FCS6TD**

## Instructions

### Women in STEM and Entrepreneurship Programme Application Form

*Fields marked with \* are required*

#### About Women in STEM and Entrepreneurship

The \$8 million Women in STEM (Science, Technology, Engineering and Mathematics) and Entrepreneurship programme provides funding to support women in STEM and entrepreneurship, to eliminate barriers for women's participation in STEM and entrepreneurship education and careers.

The programme supports outreach programmes, projects and activities targeting girls and women to foster interest in entrepreneurship, to develop innovation and entrepreneurial skills, and to build professional networks. The programme also provides funding to identify and celebrate STEM female role models in science and research, entrepreneurship and corporate leadership to inspire school-age girls and women.

The programme's objective is to address discrimination against or inequality for girls and women in STEM and entrepreneurship by:

- Increasing awareness and participation of girls and women in STEM and entrepreneurship education and careers, including in schools through to university and to the research sector.
- Increasing the participation of girls & and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers.
- Stimulating an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

#### Completing this form

Please read the Women in STEM and Entrepreneurship [Programme Guidelines](#) before completing this application form.

#### Confidentiality and obligations

The Commonwealth's use and disclosure of your information (provided in this application or otherwise) is set out in the Women in STEM and

Entrepreneurship [Programme Guidelines](#).

## Google Places

The Address search fields in this form use Google Places to help fill in the address details. By using this feature you agree to be bound by [Google's Terms of Service](#) and are subject to [Google's Privacy Policy](#).

## Getting help

If you require assistance completing this application form please [contact us](#) on 13 28 46. Our website and staff can help you with forms, finding business information and service and allow you to provide feedback, comments or suggestions.

## Submitting your application

Applications may be submitted at any time up until 5.00pm AEST on {closing date of round}.

## Eligibility

### Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

#### Eligibility

*This section will help you determine whether you are eligible to apply for the Programme.*

Do you have an Australian Business Number (ABN)? \*

Yes

No

## Applicant information

### Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

#### Type of application

You may apply for funding as an individual entity or as a Principal applicant of a Consortia. A Principal applicant of a Consortia is the main driver of the project and must be an eligible applicant.

Are you applying on behalf of: \*

- Individual entity
- Principal applicant of a Consortium

#### Type of applicant

*In this section you need to indicate what type of entity your business (being the Applicant for the services) operates under.*

Please select if the applicant is a: \*

- Company
- An incorporated Trustee of a Trust
- An Incorporated Entity
- A Publically Funded Research Organisation (PFRO)

A not for Profit Organisation

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## ANZSIC details

What is the applicant's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).  
Phone 13 28 46 if you require assistance.*

ANZSIC division \*

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## Address details

*Provide your Business Street Address*

*Google Places - start entering your address to search Google Places and if found will auto fill the fields below. If not found, please enter the address details directly in the fields below.*

Address Search: Enter a location to search for

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

Postcode \*

Is the Postal Address the same as the Business Street Address entered above? \*

 Yes No

Business website address

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### Project site address

Will the project's activities occur solely at the above listed Business Street Address? \*

 Yes No

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### Latest financial year figures

Has the applicant existed for a complete financial year? \*

 Yes No

## Latest Financial Year Figures

All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the incorporated entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

If you cannot complete this field because it is not appropriate for your organisation, please enter zero.

Recent Trading Performance	FY 2016/17
Sales Revenue (Turnover) *	<input type="text"/>
<i>Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).</i>	
Export Revenue *	<input type="text"/>
<i>Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).</i>	
R&D Expenditure *	<input type="text"/>
<i>Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.</i>	
Taxable Income *	<input type="text"/>
<i>Taxable income or loss as per the Applicant's Business Income Company Tax Return Form.</i>	
Employees, including working proprietors and salaried directors (headcount) *	<input type="text"/>
<i>Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.</i>	

Independent contractors (headcount)

\*

*Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.*



## Project details and funding

### Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

#### Project title and description

*If your application is successful, the details you provide below will be published on the departmental website. Published project details will include:*

- *name of the applicant*
- *title of the project*
- *a description of the project and its intended outcomes*
- *amount of funding awarded.*

Provide a project title. \*

*If the application is successful, this project title may be used by the Australian Government in published material.*

*Example Project Title: Inspiring The Next Generation of Female Entrepreneurs*

Provide a brief project description for publication on our website. \*

*Ensure your project description focuses on your project's key activities and outcomes. If the application is successful this project description may be used by the Australian Government in published material.*

*{Example Project Description: The Australian Academy of Entrepreneurs will design a series of educational workshops for school-age girls featuring high-profile female entrepreneurs to encourage and inspire girls to pursue entrepreneurial careers}*

### Field of Research (FoR) codes

*Enter up to 3 FoR codes that are most relevant to this project, using the 4-digit Group level codes.*

#### Field of Research (FoR) Code 1

Division \*



Delete Field of Research (FoR) Code



Add Field of Research (FoR) Code

### Socio-Economic Objectives codes

Select up to 3 Socio-Economic Objectives codes that are most relevant to this project.

### Socio-Economic Objectives Code 1

Division \*



Delete Socio-Economic Objectives Code



Add Socio-Economic Objectives Code

### Field Of Education Codes

Enter up to 3 FoE codes relevant to this project, using the 4-digit Group level codes. [Use the Australian Standard Classification of Education\(ASCED\) provided on the ABS website.](#)

### Field Of Education Code 1

Broad Field \*



Delete Field Of Education Code



Add Field Of Education Code

## Project plan

*Provide a plan of the project activities you will conduct, include a timetable and budget for all significant activities. You may attach a project plan if you like or use the free text field below.*

Project plan

Project plan



**Click to Upload**

## Project milestones and key activities

*You must complete your project within 24 months.*

*You must list and describe all major activities and outcomes for each stage of your project. Your grant payments may be tied to the achievement of milestones. Ensure that each milestone has specific and measurable outcomes and that you will be able to provide evidence of milestone achievement. You can group multiple related and unrelated outcomes within a single milestone.*

*The project start date is the date you commence project activities and should be the date you commence Milestone 1. You may start your project from the date that we notify you that your application is eligible and complete. However, we will not provide grant funding to unsuccessful applicants, and we are not responsible for any expenditure by successful applicants until a grant agreement is in place. If you choose to start your project before a grant agreement is signed, you do so at your own risk. Further guidance on completing the milestone table including eligible expenditure and eligible activities is in the Programme Guidelines Appendix B and C.*

**Milestone 1**

Milestone title \*

Milestone description \*

Milestone start date \*

Milestone end date \*

Estimated eligible milestone cost (\$A) (ex GST) \*

**Add Milestone**

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### Project duration

*Project duration dates are prefilled from Milestones section. Earlier Milestone Date will be the Project Start Date and latest Milestone Date will be Project End Date.*

*Project duration cannot be more than 24 months.*

Project Start Date

Project End Date

## Project funding

Complete the table below to show the total funding for the project costs.

Amounts must be GST exclusive. Note, the minimum grant amount under the programme is \$5,000 and the maximum grant amount is \$250,000.

a. Total Project Cost \*

State your total project costs including all eligible, in kind and other ineligible costs.

b. Applicant's contribution (\$A) \*

This includes all cash contributions from the principal applicant and other consortium members.

c. Applicant's partner contributions (\$A) \*

This includes all cash contributions from private partners that are not from your consortium.

d. Other Government funding (state and territory) (\$A)

This is funding from other state and territory government grants for this project.

e. Total cash contributions (b+c+d) (\$A)

f. In-kind contributions in \$A equivalent

g. Total project funding including cash and in-kind contributions (e+f)

h. Programme grant amount (\$) \*

*This is the amount of grant you are applying for.*

i. Grant Percentage (%) of total project costs including in-kind contributions

*The project activities cannot be funded by this grant in conjunction with any other Commonwealth grant.*

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### Applicant's contributions

*Please upload the following:*

*Evidence from the principal applicant's governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that the applicant(s) can complete the project and meet the costs of the project not covered by grant funding.*

Evidence \*

**Click to Upload**

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### Project budget

*Grant funding will only be provided for eligible expenditure on an approved project. For guidelines on eligible expenditure please see the Programme Guidelines Appendix B. Guidelines on ineligible expenditure are at Appendix C.*

*Enter amounts of both eligible expenditure and ineligible project costs into the table below.*

*All amounts entered into the table must be GST exclusive.*

*Please note your project must be completed within a 24 month period.*

*Travel Costs can be no more than 10% of total eligible expenditure unless approved by the programme delegate.*

*Overseas Costs can be no more than 10% of total eligible expenditure unless approved by the programme delegate.*

<b>Cost item</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>Total</b>
Salaries for staff directly employed for the project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Contractor costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Costs of developing and distributing educational materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Costs of developing and delivering events including courses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Travel costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Overseas costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
Other eligible costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
<b>Total Eligible Expenditure</b>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>



Ineligible costs (including in kind)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0"/>
<b>Total</b>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>

## Merit criteria

### Women in STEM and Entrepreneurship Programme Application Form

*Fields marked with \* are required*

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**Merit criterion 1**

Expected impact and benefits of the project \*

1. *Identify the specific problem, gap or opportunity that you aim to address through your project. Note that your project must relate to Australian girls and women's participation in STEM and/or entrepreneurship education and careers.*
2. *How will your project address the problem, gap or opportunity?*
3. *Explain the expected reach and/or impact of the project and how the project will:*
  - *increase awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and to the research sector; and/or*
  - *increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; and/or*
  - *stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.*
4. *Describe any consultations with Women in STEM and Entrepreneurship representatives to develop the project.*

Add an attachment



**Click to Upload**

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**Merit criterion 2**

Demonstrated capacity and capability to carry out the project \*

1. *What is your track record and/or experience with similar projects?*
2. *Describe your access to resources and personnel including their skills and experience.*

Add an attachment



**Click to Upload**

### Merit criterion 3

Describe the value for money offered by your project \*

*To be competitive against this criterion you should make an in-kind or cash contribution to the project*

1. *Demonstrate your need for funding – explain the impacts on the project if the application for grant funding is not successful. Will the project go ahead without the grant and if not, why not?*
2. *What is the total value of investment leveraged from this project – describe cash and/or in-kind contributions from partners including state, territory or local governments, philanthropic organisations and the private sector.*

Add an attachment



**Click to Upload**

# Supporting documents

## Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

### Supporting documents

Any supporting documentation you would like to attach to the application can be uploaded here. The following restrictions apply to attachments:

- Total file size of all attachments in the application should not exceed 20MB
- only files with the following file type extensions can be uploaded (.pdf, .rtf, .doc, .docx, .xls, .xlsx)

For assistance with any technical issues experienced while completing this application form or attaching documents, please [Contact Us](#). Our website and staff can help you.

### Attachment 1

If you wish to include additional documents, these should be limited to those directly relevant to, and in support of, your application. Each attachment cannot be greater than 2MB in size



**Click to Upload**



**Add Attachment**

## Contact details

### Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

#### Primary contact

*Person authorised to act on behalf of the applicant. (Note: At least one phone number or mobile must be entered and all the remaining fields below are mandatory unless stated otherwise.)*

Title

Given Name \*

Family Name \*

Position Title \*

Please enter either a Phone or Mobile number \*

Phone

Mobile

E-Mail \*

Provide the postal address of the primary contact.

*Google Places - start entering your address to search Google Places and if found will auto fill the fields*

*below. If not found, please enter the address details directly in the fields below.*

Address Search: Enter a location to search for

Address Line 1 \*

Address Line 2

Address Line 3

Suburb \*

State \*

Postcode \*

Is the applicant the primary contact's employer? \*

Yes

No

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## Feedback

How did the applicant hear about the programme? \*

Advertisement

Attend Public Forum



Call Centre

Direct Mail / Email

Industry Group

Internet

Newspaper / Magazine

Word of mouth

Social Media

Other

# Applicant declaration

## Women in STEM and Entrepreneurship Programme Application Form

Fields marked with \* are required

### Confidentiality and obligations

I confirm that I have read and understood the privacy, confidentiality and disclosure provisions outlined in the Programme Guidelines \*

### Applicant declaration

I declare that I have read and understood the Programme Guidelines.

I declare that the proposed application project and/or any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. I also understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995 (Cth)*.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the Department of Industry, Innovation and Science (the Department) may, during the application process, consult with other government agencies, including State and Territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the Department is satisfied that any statement made in an applicant is incorrect, incomplete, false or misleading the Department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Guidelines and for management purposes and/or terminating any Agreement between the Commonwealth and the recipient including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the Department.

I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the

applicant.

I approve of the information in this application being communicated to the Department in electronic form.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true \*

By including my name in this application it is deemed to be my signature for the purpose of this application.

State your name \*

State your email address \*