

Tips for applying for a Queensland National Science Week seed grant

The aim of this document is to provide you with some insights into how to put together a competitive Queensland National Science Week seed grant.

Before you start writing

Read the Guidelines

Guidelines give you some really important information about the grant, but they also include lots of clues on what the grants committee are looking for when they assess the applications. Four important things to look out for are:

- **Your eligibility** – can you apply for this grant?
- **The eligibility of your project** – does it meet the objectives of the scheme?
- **Key assessment criteria** – what will the grant be judged on?
- **Closing date** – how long do you have to work on your application?

Identify who will benefit from the grant.

The grant guidelines stipulated that events must meet at least **two** of the following objectives:

- Inspire young people to pursue an interest or aptitude in STEM
- Extend networks and partnership opportunities
- Encourage community participation and feedback
- Encourage diversity and inclusion in programming
- Share Australian science achievements and knowledge

So, before you start writing your application, consider which of the objectives you will address and work out how you might achieve these. This will become important when you write about the impact of your project. You may also want to identify who the target audience for your event will be and what you know about them. The idea is to ensure that you can justify that your project will have an impact on inspiring and engaging them in STEM.

Writing the grant

Whenever you write a seed grant, our committee will want to be able to understand:

- What you want to achieve:
 - Where is it going to happen?
 - Who will benefit from it happening?
 - Why does it need to happen? (What are the aims of the event and why will it make a difference for STEM engagement for your target audiences?)
 - Do you have a clear plan to make it happen?
- Whether the project represents good value for money:
 - How much will it cost?
 - How much cash and in-kind resources are available?
 - Are your costs realistic?
 - Are your budget items reasonable?
- What the outcomes and impact will be:
 - What will your target audiences get out of the event?
 - How will you reach your target audiences through promoting the event?
 - What are the potential longer-term benefits?

Now you have written the grant

It's important, once you have written your grant, to:

- Get someone to read it for you to make sure that the grant reflects the key messages you want to convey and that it is easy to read.
- Proofread your grant to check for spelling mistakes and missing or incorrect information.
- Check that all the attachments needed have been attached.