



Australian Government  
Department of Industry,  
Innovation and Science

**Business**

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Programme Guidelines

# Women in STEM and Entrepreneurship

Version May 2016



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## 1. Introduction

These guidelines set out the funding rules for the Women in STEM (Science, Technology, Engineering, and Mathematics) and Entrepreneurship programme for applicants (the programme). The programme is part of the National Innovation and Science Agenda and aligns with the requirements of the [Commonwealth Grants Rules and Guidelines](#).<sup>1</sup>

The Department of Industry, Innovation and Science is responsible for administering the programme. The programme was announced as part of [the Inspiring all Australians in Digital Literacy and STEM](#) element of the National Innovation and Science Agenda. The Australian Government has allocated \$8 million for the first four years from 2016-17 to 2019-20. We expect application rounds to be held twice a year.

The department may set a targeted round that will focus on a particular theme, group or sector. The department will publish the opening and closing dates and any other relevant information to a funding round on [business.gov.au](#).

We have defined key terms used in these guidelines in Appendix A.

You should read this document carefully before you fill out an application.

## 2. Programme overview

STEM encompasses a wide range of study, research and work. It includes physics, astronomy, chemistry, geology, biology, agriculture, environmental studies, information and communications technologies, engineering, mathematics and their many related fields.

There are persistent challenges in attracting and retaining girls and women in STEM studies and careers, including entrepreneurship. This is shown by low and declining female enrolments in science and mathematics at school, persistent underrepresentation of women in IT and engineering courses at universities, and a low proportion of women in senior and leadership positions in research organisations. Women comprise over half the science PhD graduates and early career researchers in some fields but only 17 per cent of the senior academics in Australian universities and research institutes.

Girls are often discouraged from undertaking STEM studies by their parents, teachers and peers, largely based on perceptions of limited career options, poor remuneration and residual beliefs that STEM is 'not for girls'. Women are squeezed out of science careers by systemic and inherently inequitable structural barriers, institutional policies, and poor career pathways. As entrepreneurs, women have access to fewer key resources than men, including access to business networks, financial capital and management experience.

Supporting girls and women in STEM and entrepreneurship is not just about increasing the number of female students in STEM fields or the number of firms owned by women, but also about raising their performance and capabilities to grow those and fulfil their potential. Addressing the barriers to women's participation in STEM and entrepreneurship studies and careers will improve women's overall workforce participation and help drive cultural change including increased innovation. Addressing these challenges helps to implement Australia's international obligations under the [Convention on the Elimination of All Forms of Discrimination Against Women](#) to take all appropriate

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<sup>1</sup> <http://www.finance.gov.au/resource-management/grants/>

measures to ensure the full development and advancement of women and also to accelerate de facto equality between men and women in relation to STEM and entrepreneurship participation.

With these aims in mind, the programme provides funding to support women in STEM, to eliminate barriers for women's participation in STEM education and careers, including entrepreneurship. The programme supports outreach programmes 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 role models in science and research, entrepreneurship and corporate leadership to inspire school-age girls.

The programme's objectives are to:

- increase 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
- increase participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers
- stimulate an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

The programme's intended outcomes are to:

- increase the number of girls and women participating in STEM education and careers at schools, in universities and in research organisations
- increase participation by girls and women in other parts of the innovation ecosystem such as innovative businesses, start-ups and other entrepreneurial activities and careers
- increase the awareness of the range of opportunities for girls and women arising from STEM education
- increase the number of women role models in STEM and entrepreneurial sectors
- contribute to the evidence base for future policies by providing data on girls' and women's participation in STEM education and careers, including entrepreneurship
- produce effective strategies for improving gender equity in STEM-based organisations.

Given the complex nature of the challenges this programme is intended to address, it is likely that significant and measurable outcomes can only be delivered over the medium to long term.

## **3. Grant amount and grant period**

### **3.1 Grants available**

- The minimum grant is \$5,000 per project.
- The maximum grant is \$250,000 per project.

### **3.2 Project duration**

- The maximum project duration is 24 months.
- There is no minimum project duration.
- We measure project duration from the project start date as identified in the grant agreement.

## **4. Eligibility criteria**

We cannot consider your application if you do not satisfy all eligibility criteria.

## 4.1 Who is eligible?

To be eligible you must have an Australian Business Number (ABN) and be one of the following:

- an entity incorporated in Australia
- a Publicly Funded Research Organisation (PFRO) as defined in Appendix A, or
- a not for profit organisation.

Joint applications from consortia are acceptable, provided you have a principal applicant who is the main driver of the project and is eligible as per the list above.

You are not eligible to apply as a principle applicant if you are:

- a primary or secondary school (however, primary and secondary schools may apply as part of a consortium if the principal applicant is eligible)
- an individual or trust (however, a corporate trustee may apply on behalf of a trust)
- a Commonwealth, state and local government agency or body (including government business enterprises).

In order to be eligible you must provide 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.

## 4.2 Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least \$5,000 in total eligible expenditure
- take no longer than 24 months to complete
- be aimed at addressing discrimination against or inequality for girls and women in STEM and entrepreneurship by:
  - increasing awareness and participation of girls and women in STEM and/or entrepreneurship education and careers, including in schools through to university and the research sector; or
  - increasing participation of girls and women in other parts of the innovation ecosystem including innovative businesses, start-ups and entrepreneurial activities and careers; or
  - stimulating an increase in the number of women in senior leadership and decision making positions in government, research organisations, industry and businesses.

## 4.3 Eligible activities

Eligible activities must directly relate to the project and can include:

- developing and delivering workshops, conferences, networking events and other forums (including travel costs of up to 10 per cent of total project costs for key participants such as keynote speakers or role models)
- developing and delivering education and professional development activities including courses and training
- developing and distributing educational materials, curriculum content, toolkits or similar activities

- developing and delivering change management programmes and industry transformation activities
- research activities directly in support of the activities above.

The Programme Delegate may also approve other activities.

Ineligible activities include:

- capital for start-ups
- recruitment for business as usual activities
- salary for staff involved in activities that are not directly related to the project
- research activities which are not linked to any other project activities
- training course attendance including personal development courses and conferences that are not directly linked to any other eligible activities
- routine operational activities, including running costs.

#### 4.4 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure on an approved project.

- For guidelines on eligible expenditure, see Appendix B.
- For a list of ineligible expenditure, see Appendix C.

The Programme Delegate may issue further information outlining eligible and ineligible expenditure.

We may update the guidelines on eligible expenditure. If your application is successful, the version in place when your grant agreement is signed (by both the Commonwealth and you) will be the version that applies to your project.

You must incur the project expenditure between the approved project start and end date for it to be eligible. You may start your project from the date that we notify you that your application is eligible and complete. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

## 5. The merit criteria you need to address

To be competitive, you will need to address each merit criterion in your application. We will assess your application against each merit criterion using the weighting indicated. The application form asks questions that relate to the merit criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form displays word limits.

We will only award funding to applications that score highly against all merit criteria.

### 5.1 Merit criterion 1

#### **Expected impact and benefits of the project (40 points).**

- Identify the specific problem, gap or opportunity that you aim to address through your project. Your project must relate to Australian girls and women's participation in STEM and/or entrepreneurship education and careers.
- Explain how your project will address the problem, gap or opportunity?
- 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 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.
- d. Describe any consultations with Women in STEM and Entrepreneurship representatives to develop the project.

## 5.2 Merit criterion 2

### **Demonstrated capacity and capability to carry out the project (40 points).**

- a. Describe your track record and/or experience with similar projects?
- b. Describe your access to resources and personnel including their skills and experience.

## 5.3 Merit criterion 3

### **The value for money offered by your project (20 points).**

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

- a. 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?
- b. Demonstrate 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.

# 6. How to apply

Before applying you should read and understand these guidelines, the online application form and the grant agreement. View the grant agreement at [business.gov.au](http://business.gov.au).

You can only submit one application as the principal applicant per application round. We will publish the opening and closing date for each round on [business.gov.au](http://business.gov.au). We expect to run two application rounds per year.

To apply, you must:

- complete the online [Women in STEM and Entrepreneurship application form](#) on [business.gov.au](http://business.gov.au)
- provide all the information that is needed for us to assess your application
- address all eligibility and merit criteria, ensuring each requirement has been considered
- ensure all attachments are included.

When you submit your online application we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.



You are responsible for making sure your application is complete and accurate. We will investigate false or misleading information and may exclude your application from consideration. If you find an error in your application after submitting it you should phone us immediately on 13 28 46.

If we find an error or information that is missing we may ask for clarification or additional information from you. This should not change the nature of your application. However we can also refuse to accept any additional information, or requests to change submissions from you after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at business.gov.au or call the contact centre on 13 28 46.

## 7. How we assess your application (selection process)

We first assess your application against the eligibility criteria. Only eligible applications will proceed to the merit assessment stage.

We then refer your application to the Women in STEM and Entrepreneurship selection committee (the Committee) to provide advice on the relative merits of eligible applications. The Committee will be gender balanced consistent with the [Government Board Diversity Target](#). The Committee will be made up of departmental representatives including:

- General Manager, Science Policy Branch (or delegate)
- Manager, Commercialisation Policy
- Programme Manager, AusIndustry

The Committee may seek additional advice from [Australia's Chief Scientist](#) (or delegate), independent technical experts from the science and research sector and the entrepreneurial sector.

The Committee will assess your application against the merit criteria and compare it to other eligible applications. In order for the Committee to recommend your application it must rank highly against each merit criterion. While the Committee assesses all applications against the same merit criteria, it will assess your application relative to others based on the project size, complexity and grant funding amount requested.

### 7.1 Final decision

The Programme Delegate decides which grants to approve taking into account the recommendations of the Committee and the availability of grant funds.

The Programme Delegate is the AusIndustry General Manager who is authorised by the Minister to administer the programme.

If you are successful, you will receive a written offer.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same project (or a similar project) in any future application rounds. You should include new or more information to address the weaknesses identified in the previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application we may refuse to accept it for merit assessment.

The Programme Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the grant funding amount to be awarded

- the terms and conditions of funding.

The Programme Delegate must not approve funding if they reasonably consider the programme funding available across financial years will not accommodate the funding offer.

We cannot review decisions.

## **7.2 Attachments to the application**

The following is required with your application:

- evidence of support from the your governing or managing Board (or support from the owner or Chief Executive Officer or equivalent if there is no Board).

You must attach supporting documentation to the application form in line with the instructions provided within the form.

## **7.3 Applications from consortia**

We recognise that some organisations may want to join together as a group to form consortia to deliver activities. If you are submitting a joint application for funding or submitting an application on behalf of a consortium, you must appoint a principal entity. Only the principal entity will enter into, and be responsible for the grant agreement with the Commonwealth. The principal entity must complete the application form and identify all other members of the proposed consortium in their application. The application should also include a letter of support from each of the other organisations involved in the proposal. Each letter of support should include:

- an overview of how the organisation will work with the principal entity and any other consortium members to successfully complete the grant activity/ project
- an outline of the relevant experience and/ or expertise the organisation will bring to the consortium
- the roles/ responsibilities the organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer
- details of the additional entity.

# **8. If your application is successful**

## **8.1 Grant agreement**

You must enter into a grant agreement with the Department of Industry, Innovation and Science, acting on behalf of the Commonwealth. A sample grant agreement is available on [business.gov.au](http://business.gov.au).

You will have 30 days from the date of offer to execute a grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time we will work with you to finalise details. We may withdraw the offer if both parties do not execute the grant agreement within this time. Under certain circumstances we may extend this period.

We will not make any grant payments until there is an executed grant agreement in place. We are not responsible for any of your project expenditure until a grant agreement is in place. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

The funding approval may have specific conditions as a result of the assessment process or other considerations made by the Programme Delegate. We will identify these in the offer of funding.

If you enter an agreement under the Women in STEM and Entrepreneurship programme, you cannot receive other Australian Government grants for the same project activities funded under this programme.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## **8.2 How the grant will be paid**

The grant agreement will state the maximum grant amount to be paid.

We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must meet it yourself.

The grant agreement will specify the payment schedule and milestones necessary to receive payments.

For grants up to \$50,000 we will pay the entire grant amount on execution of a grant agreement.

For grants over \$50,000, we will make an initial payment of up to 50% of the grant on execution of the grant agreement. We will make subsequent payments progressively based on your progress reports.

For grants over \$50,000, we set aside 10% of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report.

## **8.3 How we monitor your project**

You must submit progress reports in line with the grant agreement. We will expect you to report on:

- progress against agreed project milestones
- contributions of participants directly related to the project
- eligible expenditure of grant funds.

The amount of detail you provide in your reports should be commensurate with the project size, complexity and grant funding amount. We will provide you with templates during the grant agreement process.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits if necessary.

Where progress reports are required we will only make grant payments when you submit a satisfactory report.

You must submit the final project report within three months of completing the project. We may require an independent audit certificate of the total eligible expenditure. The audit certificate ensures you spent grant funds and matching financial contributions on the approved project.

## **8.4 Project variations**

We recognise that unexpected events may affect project progress. In these circumstances, you can request a project variation, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum 2 year period
- changing project activities.

Note the programme does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date.

We will not consider changes after the grant agreement end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough funding in the relevant year to allow for the revised payment schedule.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the programme policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of programme funds.

## **8.5 Evaluation**

We may conduct an evaluation of the programme to determine the extent to which the funded activity is contributing to the objectives and outcomes of the programme. We may use information from your application and project reports. We may also interview you, or ask you for more information to help us understand how the grant impacted the grantees and to evaluate how effective the programme was in achieving its outcomes.

## **8.6 Tax obligations**

Grants are subject to the Goods and Services Tax (GST). We will increase your grant payments to pay for GST if you are registered.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

On payment of grant funds we will provide you with a recipient created tax invoice (RCTI).

# **9. Other things you should know**

## **9.1 Conflicts of interest**

For staff, technical experts and others who help to manage, assess and evaluate the programme, a conflict of interest can exist if there is a conflict between:

- their programme duties, roles and responsibilities; and
- their private interests (where these interests could inappropriately influence the way they manage the programme).

Private interests include an individual's own personal, professional or business interests or the interests of individuals or groups they are closely associated with. This includes relatives, friends or other affiliations.

A conflict of interest can be:

- real (or actual)
- apparent (or perceived)

- potential.

A real (or actual) conflict of interest exists when a person's private interests or their programme duties, roles and responsibilities could improperly influence how they manage, assess and evaluate the programme.

An apparent (or perceived) conflict of interest exists where it appears or is perceived by a third party that someone's private interests or their programme duties, roles and responsibilities could improperly influence how they manage, assess and evaluate the programme, even if a real or actual conflict has not, or cannot, be established.

A potential conflict of interest exists when someone has a private interest and an actual conflict of interest could arise if they make any decisions related to the programme.

### 9.1.1 How we manage conflicts of interest

We manage conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our conflict of interest policy on the [Department of Industry, Innovation and Science<sup>2</sup>](#) website.

Programme advisory committee members and other officials must declare any conflicts of interest. A delegated authority receives all declarations and assesses them to determine whether a conflict of interest exists and whether it is significant. In the event that a conflict of interest is found, that individual will be advised what they must do to manage the conflict. For example, if a conflict of interest is a cause for concern, that official will not take part in the assessment of applications under the programme.

## 9.2 How we use your confidential information

We'll treat the information you give us confidentially if it meets all of the four conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.
4. You provide the information with an understanding that it will stay confidential.

We'll use the information you give us according to Australian laws, including the:

- *Public Service Act 1999 (Cth)*
- *Public Service Regulations 1999 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Crimes Act 1914 (Cth)*
- *Criminal Code Act 1995 (Cth)*.

### 9.2.1 When we may reveal confidential information

We may reveal confidential information:

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<sup>2</sup>

<http://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Pages/Library%20Card/ConflictofInterestInsideTradeExpectationsofInnovationEmployees.aspx>

- to the Committee and other Commonwealth employees and contractors, to help us manage the programme effectively
- to employees and contractors of our department, so we can research, assess, monitor and analyse our programmes and activities
- to other Commonwealth, state, territory or local government agencies in programme reports and consultations
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Parliamentary Secretary
- to a House or a Committee of the Australian Parliament.

We may also reveal confidential information if:

- we are required or allowed by law to reveal it, or
- you agree to the information being revealed before we reveal it, or
- someone other than us has made the confidential information public.

### 9.3 How we use your personal information

We treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

We collect personal information from you, and may give that information to our employees and contractors, the Committee, and other Commonwealth employees and contractors, so we can:

- manage the programme
- research, assess, monitor and analyse our programmes and activities.

We, or our Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

Please read our [Privacy Policy](#)<sup>3</sup> on the Department of Industry, Innovation and Science website for more information on:

- what is personal information
- how we collect, use, store and reveal your personal information
- how you can access and correct your personal information.

### 9.4 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the programme. If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

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<sup>3</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

## 10. Public announcement

The Minister may publicly announce successful projects and may include the:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded.

We will also publish details of successful projects on the [Department of Industry, Innovation and Science<sup>4</sup>](#) website as per the requirement of the *Commonwealth Grants and Rules Guidelines*.

## 11. Enquiries and feedback

For further information or clarification you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish questions you ask us with our answer on our website as Frequently Asked Questions.

The AusIndustry [Customer Service Charter](#) is available at business.gov.au. AusIndustry uses customer satisfaction surveys to improve its business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry - Business Services  
GPO Box 9839  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman<sup>5</sup>](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>4</sup> <http://www.industry.gov.au/Pages/default.aspx>

<sup>5</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

In these *Guidelines* unless otherwise defined:

**Applicant** means an entity that submits an application for Women in STEM and Entrepreneurship programme funding.

**Application Form** means the document issued by the *Programme Delegate* that *applicants* use to apply for funding under the *programme*.

**AusIndustry** means the division of the same name within the *department*.

**Conflict of Interest** means the exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.

**Department** means the *Department* of Industry, Innovation and Science.

**Eligible Activities** means the activities undertaken by a *grantee* in relation to a *project* that are eligible for funding support. This is decided by the *Programme Delegate* in accordance with these *guidelines* and the *grant agreement*.

**Eligible Applicant** means an *applicant* that satisfies the requirements described in section 4.1 of these *guidelines*.

**Eligible Application** means an application or proposal for *grant funding* under the *programme* that the *Programme Delegate* has determined is eligible for assessment in accordance with these *guidelines*.

**Eligible Expenditure** means the expenditure incurred by a *grantee* on a *project* and which is eligible for funding support. This is decided by the *Programme Delegate* in accordance with these *guidelines* and the *grant agreement*.

**Eligible Expenditure Guidelines** means the guidelines which outline what is accepted as eligible expenditure under the *programme*. This is decided by the *Programme Delegate* and may be updated from time to time.

**Grant agreement** means a single agreement for a grant received under the *programme* for a *project*.

**Grant Funding** or **Grant Funds** means the funding made available by the Commonwealth of Australia to successful *applicants* under the *programme*.

**Grantee** means an entity that has been offered funding and has entered into a *grant agreement* with the Commonwealth in relation to the *programme*.

**Minister** means the Minister for Industry, Innovation and Science.

**Non Income-Tax Exempt** means not exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997 (Cth)* or under Division 1AB of Part III of the *Income Tax Assessment Act 1936 (Cth)*.

**Personal Information** means the same as in the *Privacy Act 1988 (Cth)*.

**Programme** means the Women in STEM and Entrepreneurship programme.

**Programme Delegate** means an employee of the *department* who is authorised by the *Minister*, or is otherwise duly authorised, to carry out the relevant functions in respect of the *programme*.



**Programme Directions** means the directions that the *Minister* gives under the Act to Innovation and Science Australia concerning its functions in relation to [programme name], as in force from time to time.

**Programme Funding or Programme Funds** means the funding made available by the Commonwealth for the *programme* in any given financial year. This is the funding specified in the Portfolio Budget Statement (as varied by any Portfolio Additional Estimates Statement or by the *Minister*) for that year.

**Programme Guidelines or Guidelines** means these *guidelines* that the *Minister* gives to the *department* to provide a framework to operate and administer the *programme*, as in force from time to time.

**Project** means a project described in an *application form* for Women in STEM and Entrepreneurship *programme funding*.

**Publicly Funded Research Organisation (PFRO)** means all higher education providers listed at Table A and Table B of the *Higher Education Support Act 2003* (Cth) as well as Commonwealth, state and territory government departments or agencies which undertake publicly funded research.

**Women in STEM and Entrepreneurship selection committee** means the body by the same name established to consider and assess *eligible applications* and make recommendations to the *Programme Delegate* for funding under the *programme*.

## Appendix B. Guidelines on eligible expenditure

This section provides guidelines on the eligibility of expenditure. We will update these guidelines from time to time, so you should make sure you have the current version from [business.gov.au](http://business.gov.au) before preparing your application.

The Programme Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by the grantee within the project period
- be a direct cost from the project
- meet the eligible expenditure guidelines.

### How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your milestone achievement reports.

You must also keep payment records of all eligible expenditure, and must be able to explain how the costs relate to agreed project milestones and activities. At any time, we may ask you to provide records of your paid expenditure. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

### Eligible expenditure

Grant funds must be eligible expenditure directly related to the project. Eligible expenditure can include:

- salaries for staff and direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs
- costs of developing and delivering in workshops, conferences, networking events and other forums (including travel costs for key participants)
- costs of developing and delivering education and professional development activities including courses and training
- costs of developing and distributing educational materials, curriculum content, toolkits or similar
- costs associated with industry transformation activities for a particular sector
- research costs to help support the project outcomes
- communication and promotional costs directly related to the project
- staff training costs including personal development courses and attending conferences, where the expenditure directly supports the achievement of project outcomes

- costs of international travel for bringing experts into Australia of up to 10% of eligible expenditure. The Programme Delegate may consider requests for an increased funding cap for international travel if they consider the expenditure is within the objectives of the programme.
- workshops in support of the activities, knowledge transfer and capability development.

Other specific expenditures may be eligible as determined by the Programme Delegate.

## Appendix C. Ineligible expenditure

This section provides guidelines on the ineligible expenditure of Commonwealth Government grant funds. We will update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The Programme Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is eligible and complete
- any in-kind contributions
- financial costs, including interest
- costs incurred to prepare the application
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade / hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- travel or overseas costs that exceed 10 per cent of total project costs except where otherwise approved by the Programme Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the programme. The principal participant must ensure it has adequate funds to meet the costs of any ineligible expenditure associated with the project.