Expression of Interest – Astrofest Seed Grant

Expressions of interest for an Astrofest Seed Grant are open till **28th October 2016.** Applications for up to $1,500 will be considered, for single events that promote astronomy in your region. Application amounts between $1,000 to $1,500 are suggested, but lesser amounts will be given consideration.

Grants can be spent on equipment hire, hiring presenters, covering costs for volunteers, printing, and advertising. Applications for capital expenditure or long term projects will not be considered. Organisations and local councils are eligible, schools and government organisations are ineligible.

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone number** |  |
| **ABN** |  |
| **Event name** |  |
| **Event date** |  |
| **Short event description** |  |
| **Estimate funding request** |  |
| **Items that funding will be spent on and their cost** |  |
| **Total budget of your event (including contribution from the seed grant program.) Include in-kind costs.** |

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| --- | --- | --- | --- |
| **Budget Item** | **Cash request from Astrofest Grant** | **Other cash contributions & source** | **In-Kind contribution & source** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL**  |  |  |  |

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Conditions of Astrofest Seed Grant

**Please tick to indicate that you agree with the following conditions:**

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| 1. You are in a position to officially represent the non-government organisation. (Local councils are eligible, schools and government organisations are ineligible)
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| 1. Astrofest Seed Grant will be used for equipment hire, printing, advertising, costs for volunteers and appearance fees for professionals. Astrofest Seed Grants may not be used for capital expenditure or long term projects.
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| 1. You will hold your event **by March 31st 2017**.
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| 1. To receive approved grant funds, a valid tax invoice must be submitted to ICRAR **by 31 December 2016.**
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| 1. Capture photos/videos of your event and submit with your report, for future Astrofest promotional purposes.
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| 1. Will complete a brief one page report about the event with itemised budget and receipts **by 30 April 2017.** See template below for final report**.**
 |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit page one and two via email to** **carley.tillett@scitech.org.au****, by October 28th 2016.**

**Post Event Report Template**

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| --- |
| **APPLICATION DETAILS** |
| Event name: |  |
| Organisation name: |  |
| Applicant name: |  |
| Applicant email address: |  |
| **EVENT DETAILS** |
| Location: |  |
| Date: |  |
| Time: |  |
| **SUMMARY**  |
| **Please provide a brief overview of how the event/project went this year. Include any additional comments on planning, implementation and outcomes here.** |
| **PARTICIPATION**  |
| **Who participated in your event? (Families, students, adults, small children)** |
| **What was the total number of participants in your event?** |
| **Are there any continuing relationships between various groups/organisations as a result of this event?** |
| **PROMOTION AND PUBLICITY** |
| **How did you promote your event? (Please include a copy of promotional material used)** |
| **Did your event receive any publicity? (TV, newspapers, radio, other. Please attach copies of any relevant publicity.)** |
| **Please attach photos of the event/project suitable for use in reporting and/or future promotion** |
| **FINANCIALS AND EXPENDITURE** |
| **Please attach an outline of expenditure for the amount of the grant as well as any in kind costs associated with the event.** |