

# Conference Sponsorship Program 2024

## Form Preview

### Privacy Statement

### Application Terms

#### Your application

- Submission of an application to the Crown in the Right of the State of New South Wales acting through the Department of Enterprise, Investment and Trade (the Department) (ABN 51 766 912 245) constitutes an acceptance by you of the Conference Sponsorship Program (Program) Guidelines and these Terms and you agree to be bound by both of them.
- Your application must be submitted on or before **10:00 AEST Friday 17 November 2023**.
- Applications may only be submitted using the method described in the Program Guidelines.
- Applications that are incomplete or do not comply with the instructions provided in the application form and/or the Program Guidelines may be rejected by the Department. the Department may, in its sole discretion, accept or reject an application which is incomplete or does not comply with the Program Guidelines, or for any other reason.
- You agree to bear the costs of preparing and submitting your application without recourse to the Department.
- You confirm that all of the information provided as part of the application is true, correct and valid as at the date of your application.
- You agree to indemnify the Department against and in respect of all damages, losses, expenses and costs (including legal costs on an indemnity basis) which arise out of or in relation to any incorrect or invalid information that you provide to the Department through this application.
- If you are found to have made false or misleading claims or statements, or to have obtained improper assistance in relation to your application, the Department may exclude your application from the evaluation process. You should be aware that giving false or misleading information to the Department is a serious offence under the Crimes Act 1900 No 40(NSW).
- An application submitted electronically will be treated in accordance with the Electronic Transactions Act2000 (NSW).
- Assessment and approval of your application will be in accordance with the criteria outlined in the Program Guidelines.
- Submitting an application does not guarantee approval under the Program. Approval is at the sole discretion of the Department.
- the Department reserves the right to verify the information provided by you as part of your application and determine your eligibility for the Program.
- You must seek the written consent of the Department before making any public announcement about the Program and the Department's and the State's role in the Program.
- Nothing in this request for applications or your application will be construed as giving rise to any contractual obligations or rights, express or implied, (other than your agreement to these Terms and the Program Guidelines).
- If your application is successful, the information provided in your application will form part of a funding agreement to be separately agreed and signed between you and the Department.
- If your application is unsuccessful, feedback will be provided. Unsuccessful applications will be notified via email and/or letter of the outcome of their application and will be

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offered further feedback if requested. Unsuccessful applicants may reapply at any time you believe you are eligible under the Program Guidelines.

- You are not eligible for any funding until a funding agreement is agreed and signed.
- Subject to the terms of any funding agreement entered into between you and the Department, the Department reserves the right to alter, amend, suspend, cancel or withdraw the Program for any reason and in any circumstances in its sole and absolute discretion and without notice to you

## Disclaimer

- Subject to any applicable law, the Department makes no representation or warranty of any kind, express or implied, in relation to any information or material provided in the application form or the Program Guidelines including as to its accuracy, currency or reliability.
- The information and material provided by NSW Government as part of the application form and Program Guidelines is of a general nature only and is not legal or other professional advice or intended to be comprehensive. You are responsible for determining the validity, quality and relevance of any information or materials and taking appropriate independent advice before submitting an application or entering into a funding agreement.
- NSW Government does not accept responsibility for and excludes liability for any loss, damage, cost or expense howsoever caused (including through negligence or matters outside its control), which you or any person may directly or indirectly suffer in connection with your or such person's use of or reliance on, information or materials contained in the application form or the Program Guidelines.

## Privacy and disclosure

- The Department collects the information in your application, which may include “personal information” for the purposes of the Privacy and Personal Information Protection Act 1998(NSW) (PIPP Act). The Department collects this personal information for the purposes of considering and assessing your application. If your application is successful, your information will also be used to provide the rebate(s) to you, to assist you in meeting your obligations and for reporting on the Program to which your funding relates.
- Providing your personal information to the Department is voluntary, however, if you do not provide this information, we will not be able to assess your application and you will not be considered for the Program.
- The Department may also disclose your personal information to the following third parties:
  - Smarty Grants (through Our Community Pty Ltd ABN 24 094 608 705), being the application portal providers that assist the Department to administer the Program;
  - Independent probity advisors assisting the Department with its general risk assessment of the Program;
  - Legal advisers and other advisers to the Department;
  - A credit assessment agency to help complete due diligence checks, and
  - Other New South Wales Government agencies (including but not limited to the Premier’s Department) to help assess and administer the Program, monitor activity, assist organisations whose applications are successful in meeting their obligations,

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and introduce unsuccessful applicants to other support programmes that may be of assistance to them.

- The Department may also use your information to promote and make announcements about successful applicants. Information (such as your company and business name, office location and CEO) will be used by the Department for media announcements and case studies which may be published on NSW Government websites and other social media accounts.
- We may also be required to disclose information by law. For example, the Department is subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which means the information you provide may be required to be released in response to a request under the GIPA Act. We may also be required to disclose information to oversight and investigative bodies and to the Parliament of New South Wales.
- By submitting this application form, you consent to the Department collecting, using and disclosing information about you in the manner described above.
- You must comply with the PIPP Act in relation to any personal information disclosed to you by the Department in connection with this application or the Program Guidelines.
- Please refer to website [Privacy management plan | Department of Enterprise, Investment and Trade NSW Government](#) for more information on the Department's privacy policy and your rights to access or correct the information.
- All applications become the property of the Department on submission. The Department may make copies of the application for any purpose.

## Instructions

### Moving through the application form

- On every page of the form, you will find a **Form Navigation** contents box on the right-hand side. Click the page title link to jump directly to the page you want.
- You can also click **Next Page** or **Previous Page** on the top or bottom of each page to move forward, or backward, through the application.
- Do not use the Forward or Back buttons on your browser as you may lose your progress.
- Moving between pages using the Form Navigation, Next and Previous Page buttons will automatically save your application.
- You can also click the **Save Progress** button as you go.

### Saving your application

- Moving between pages using the **Form Navigation, Next** and **Previous Page** buttons will automatically save your application. You can also click the **Save Progress** button as you go.
- You can start your application, save what you have done and return to it as many times as you like before the grant deadline.
- If you wish to leave a partially completed application, press **Save and Close** and log out. This will save your application as a draft.
- When you log back in and click on the **My Submissions link** at the top of the screen, you will find a list of applications you have started or submitted.
- You can reopen your draft application and continue where you left off.
- You can also download any application, whether draft or completed, as a PDF. Click on the Download PDF button located at the bottom of the last page of the application form.

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### Required fields and correct formatting

Questions with a red asterisk\* are required fields. Some questions require a correct format to be considered a valid response, such as:

- Number and Currency fields can only accept numbers and a decimal point, not text (one hundred) or punctuation (, and \$)
- Dates must be in the Australian format DD/MM/YYYY
- Websites must be an active web address.

You will not be able to submit your application until all required fields are complete and in the correct format.

### Completing an application in a group or team

- Several people can work on an application using the same log-in details. If applicable, it's recommended to use a shared email address.
- It is important to ensure only one person is working on an application at a time. If two people are working on the same form at the same time, it will only save the progress of one person and someone may lose their work.

### Submitting your application

- You will find a **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it.
- Once you have reviewed your application you can submit it by clicking on 'Submit' at the top or bottom of the screen or on the navigation panel.
- You will not be able to submit your application until all the compulsory questions are completed and there are no validation errors.
- Once you have submitted your application, no further editing or uploading of support materials is possible.
- When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

### Need help?

- If you need more help using this form, please read the [Help Guide for Applicants](#) and [Applicant Frequently Asked Questions \(FAQs\)](#).
- If you have any questions regarding the eligibility criteria or the program, please contact the **Office of the Chief Scientist and Engineer on 9228 4184 or email [raap.grants@chiefscientist.nsw.gov.au](mailto:raap.grants@chiefscientist.nsw.gov.au)**
- At NSW DEIT, we are committed to diversity, equity, and inclusion. We encourage people with disability to apply. If you have a disability and require more information on adjustments and assistance to apply, please contact us. Assistance in completing this application can be found at [Communities and Justice](#), [People with disability Australia](#) or [legal aid](#). If you are an Aboriginal or Torres Strait Islander check out [Aboriginal Affairs](#) or your country's [Aboriginal Corporation](#) to get assistance in the preparations of applications and grant program processes.

### Before you begin

Please read the Program Guidelines and understand the requirements before proceeding with your application. Guidelines can be viewed here [Conference Sponsorship Program | Chief Scientist \(nsw.gov.au\)](#)

## Introduction

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### Overview

The NSW Department of Enterprise, Investment and Trade (DEIT), through the NSW Office of the Chief Scientist & Engineer (OCSE), is offering grants for research conferences to be held in New South Wales.

This round of the Conference Sponsorship Program is open to organisations hosting research conferences in New South Wales from February 2024 to December 2024.

Grants will be awarded on a competitive basis and are the primary mechanism by which the NSW Government provides financial support for research conferences.

Successful applicants will be awarded funds from a maximum available pool of \$100,000 (excluding GST) with the final amount decided at the Department's discretion. Each successful applicant will receive **up to \$10,000**, at the discretion of the assessment panel.

### Eligible Applicants

To be eligible for the Program applicants must be from a NSW public sector research institution or from the NSW communities sector. This includes:

- Non-profit organisations incorporated under the Federal Corporations Act 2001 as applied in NSW OR a national non-profit organisation planning a conference in NSW.
- Community groups
- Universities
- Government associations

A Professional Conference Organiser (PCO) may apply in partnership with the above entities.

### Program Key Dates

#### Activity

#### Timeframe

Applications open

Friday 20 October 2023

Applications close

10:00 AEST Friday 17 November 2023

Notification of outcome

Late January 2024

Allocation of funds

By 30 June 2024

Earliest start date of the conference

1 February 2024

End date of the conference

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31 December 2024

### Departmental Contact Details

Office of the NSW Chief Scientist & Engineer: raap.grants@chiefscientist.nsw.gov.au

### Applicant Information

\* indicates a required field

#### Organisation Details

**Organisation/Institute Name \***

**Organisation/Institution Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Organisation/Institution Postal Address**

Address

  

**Website \***

Must be a URL.

**ABN Details \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Is your organisation registered for GST? \*

- Yes  
 No

## Primary Contact Details

### Primary Applicant Full Name \*

### Applicant Position \*

### Applicant Email \*

Must be an email address.

### Applicant Mobile Number \*

Must be an Australian phone number.

### Applicant Phone Number

Must be an Australian phone number.

## Secondary Contact

### Secondary Applicant Full Name \*

Organisation Name

### Secondary Organisation

If different to primary applicant

### Secondary Contact Position

### Secondary Contact Primary Address

Address

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If different to primary contact address

### Secondary Contact Email \*

Must be an email address.

### Secondary Contact Phone Number \*

Must be an Australian phone number.

## Adverse Findings and Legal Proceedings

### Is the organisation and/or any of the director(s) subject to adverse or legal findings? \*

- Yes  
 No

### If yes, please provide details of adverse findings or legal proceedings.

## Project Information - Eligibility and Assessment

\* indicates a required field

### Project Information

#### Conference Name \*

Must be no more than 500 words.

#### Expected Start Date \*

Must be a date and between 1/1/2024 and 31/12/2024.

#### Expected End Date \*

Must be a date and no later than 31/12/2024.

#### Alternate Start date

Must be a date.



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### Alternate End Date

Must be a date.

### Estimated number of participants for the 2024 conference from NSW, Interstate and International \*

Provide a breakdown

### Estimated number of participants from previous years (if applicable) from NSW, Interstate and International

Provide a breakdown

### Location of Conference \*

Location and proposed venue

### Funding Request \*

Must be a dollar amount.

Please indicate how much funding you are requesting (ex GST) from the Office of the NSW Chief Scientist and Engineer

## Eligibility Questions

### The applicant is from an NSW public sector research institution or from the NSW communities' sector. This includes: \*

- Non-profit organisations incorporated under the Federal Corporations Act 2001 as applied in NSW OR a national non-profit organisation planning a conference in NSW
- Community groups
- Universities
- Government associations
- Professional Conference Organiser in partnership with the above entities

### The research area of the conference falls under one of the following categories. Tick as many that apply \*

- Mathematical, information and computing sciences
- Physical, chemical and earth sciences
- Engineering, environmental sciences and renewable energy
- Biological and biotechnological sciences

### This funding request is for scientific conferences to be held between February and December 2024 \*

- Yes
- No

### The conference will comprise of a formal meeting of various people, including researchers, industry and government representatives, and students, whose

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**primary purpose is to share knowledge and collaborate on a particular scientific topic. \***

- Yes
- No

**The conference will take place in NSW? \***

- Yes
- No

**Did this conference receive funding from the Department (including the Office of the NSW Chief Scientist and Engineer) in 2023? \***

- Yes
- No

You are not eligible to apply for the Conference Sponsorship Program

Based on your response, you are not eligible for this program. If you have any questions regarding the eligibility criteria, please contact OCSE: [raap.grants@chiefscientist.nsw.gov.au](mailto:raap.grants@chiefscientist.nsw.gov.au)

**Do you understand? \***

- Yes I understand that I do not meet the mandatory criteria for the Conference Sponsorship Program and therefore I am ineligible to apply.

## Assessment Criteria

**Purpose of conference - demonstrate value of conference to the community, research sector and the NSW Government, including how the conference will recognise the financial contribution of the Department? \***

Word count:

Must be no more than 500 words.

**Alignment with NSW 20-Year R&D Roadmap - demonstrate how the conference aligns to the industry, technology and innovation needs of the state as identified in the NSW 20-Year R&D Roadmap? \***

Word count:

Must be no more than 300 words.

The R&D roadmap can be found here [-https://www.chiefscientist.nsw.gov.au/rdsw/nsw-20-year-r-and-d-roadmap](https://www.chiefscientist.nsw.gov.au/rdsw/nsw-20-year-r-and-d-roadmap)

**Anticipated benefits - describe how the conference will deliver economic, environmental, social and/or technological benefits to New South Wales? \***

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Word count:  
Must be no more than 300 words.

**Engagement with established networks or platforms - please provide evidence of engagement or collaboration with established research entities, networks or platforms? \***

Word count:  
Must be no more than 300 words.

**Demonstrate how equity, diversity and inclusion will be considered in the planning and delivery of the conference \***

Word count:  
Must be no more than 300 words.  
Diversity metrics may include female, non-binary or gender diverse, age, culturally and linguistically diverse (CALD), Aboriginal or Torres Strait Islander, neurodiversity, disability or chronic illness, Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Gender Diverse or Asexual (LGBTIQ+), socio-economic background and from regional or remote areas.

### Budget

Demonstrate need for funding through a budget breakdown, including co-sponsorship and other financial contributors. Refer to sample below.

Item	Incoming Funds \$	Funding Source (including from the Conference Sponsorship Program grant, sponsors, partners and registrations, if applicable)	Outgoing Costs \$
------	-------------------	--	-------------------

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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### Sample Budget

#### Item

#### Incoming Funds (\$)

**Funding Source (including from the Conference Sponsorship Program grant, sponsors, partners and registrations, if applicable)**

#### Outgoing Expenses (\$)

Venue hire

Registration fees

\$82,000

Speaker costs (airfares & accommodation)

OCSE funding grant

\$2,300

Catering

Exhibition & sponsorship

\$3,500

AV & IT

Exhibition & sponsorship

\$3,575

Welcome Reception

Exhibition & sponsorship

\$6,000

Advertising & promotion

Funding grant

\$5,000

Insurance

Exhibition & sponsorship

\$450

Event Management

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Registration fees, exhibition & sponsorship

\$30,500

Registration fees

\$89,575

Exhibition & Sponsorship

\$36,000

OCSE Funding grant

\$7,300

### **Total Income**

**\$132,875**

### **Total expenses**

**\$132,875**

## Budget Totals

**Total Incoming Funds \***

\$

This number/amount is calculated.

**Total Outgoing Expenses \***

\$

This number/amount is calculated.

## **Additional Information**

Word count:

Must be no more than 300 words.

## Feedback, Evaluation and Communication

\* indicates a required field

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**The Department of Enterprise, Investment and Trade regularly examines its programs to ensure they are achieving their intended outcomes and providing benefit to people in NSW. We will evaluate the Program to: study the implementation of the Program and measure how well the outcomes and objectives have been achieved. Are you happy to be contacted by the Department of Enterprise, Investment and Trade within one year for research related to the evaluation of the Program? \***

- Yes
- No

**Sign up to receive email updates on new grant programs and newsletters promoting our programs:**

**Receiving emails on new grant programs \***

- Yes
- No

**Receiving newsletters promoting OCSE programs \***

- Yes
- No

## Declaration

\* indicates a required field

I confirm that:

- I have read and understood the Terms.
- I have read and understood the Program Guidelines with respect to assistance under this Program.
- I am authorised to make this application on behalf of the applicant.
- The applicant agrees to the Terms and the Program Guidelines.
- The information provided in this application is true, correct and valid as at the date of submitting this application.

**I agree to the Application Terms \***

- Yes
- No

**Signatory Name (Conference organiser or representative) \***

**Date Signed \***

Must be a date.

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NOTE: Please ensure you click Submit Application when you are ready to submit. Applications must be submitted prior to the round closing date to be eligible for consideration.

Once you have submitted your application you cannot make any changes.