

Engaging Science Grants Program Application form 2025

Form Preview

GENERAL INFORMATION

* indicates a required field

Engaging Science Grants Application 2025

CLOSING DATE: 4:00PM Friday 27 September 2024

Please note: only one application per project will be accepted during this round.

Incomplete application and/or applications received after the closing date will not be considered.

IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION BEFORE COMMENCING YOUR APPLICATION ONLINE

BEFORE YOU BEGIN

Welcome to the Department of Environment, Science and Innovation's (the department) online grant application service for the Engaging Science Grants Program 2025.

This program will allocate funding to support teachers, scientists, organisations, and community groups to deliver STEM-based (science, technology, engineering and mathematics) events or educational and engagement activities or projects. STEM is inclusive of the social sciences.

You are required to fully read the Engaging Science Grants Program Guidelines [here](#) to understand the department's requirements before proceeding with your application.

NAVIGATING (FILLING OUT) THE APPLICATION FORM

On the left hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move 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 form.

You are strongly encouraged to save your application form every 5 to 10 minutes to reduce the risk of loss of information.

SAVING YOUR DRAFT APPLICATION FORM

If you want to leave a partially completed application, press 'save' and log out. When you log back in and click the 'My Applications' link at the top of the screen, you will find a list of applications you have started or submitted.

You can re-open your draft application and continue where you left off.

DOWNLOAD DRAFT APPLICATION

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk '*' are completed.

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Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

IMPORTANT: Any question marked with an asterisk (*) is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form.

Once you have submitted your application, no further editing or uploading of supporting documents is possible.

When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email address that you used to register with SmartyGrants.

If you do not receive a 'confirmation of submission' email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.

ATTACHMENTS AND SUPPORTING DOCUMENTS

You will need to upload attachments to support your application. This is simple but will require you to have the documents saved on your computer, or on a USB stick, or similar.

You will need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Remember - some requested document fields are mandatory. Failure to attach them will stop you from being able to successfully submit your application form.

If you are not able to attach a document, please contact SmartyGrants on phone (03) 9320 6888 for technical support.

COMPLETING AN APPLICATION IN A GROUP OR TEAM

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go. It is recommended that the email address provided be accessible by multiple people within the organisation, such as *admin@project.com.au*. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

SPELL CHECK

Most internet browsers (including Firefox v2.0 and above, Safari, and Google Chrome) have spell check functions built in. You can switch this function on or off by adjusting your browser settings.

HELP

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on phone (03) 9320 6888 during business hours or email service@smartygrants.com.au and quote your application number.

Help is available to guide you through using this form - please download the [Help Guide for Applicants](#).

PROGRAM QUESTIONS

For queries about the guidelines, deadlines, or questions in the form, please read the [Engaging Science Grants FAQs](#), contact the Grants Administration team on (07) 3330 6360 or email grantsadministration@des.qld.gov.au.

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Please confirm you have read the above information before proceeding *

- ☐ Yes
☐ No

PRIVACY STATEMENT

The Queensland Government collects and collates information from the application form to evaluate applications for the program. Only authorised Queensland Government officers and approved grant assessors have access to this information under the *Financial Accountability Act 2009* for the purpose of assessing the application for funding.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government.

Some of this information may be used and published to promote funded projects.

Your personal information will not be disclosed to any other third party without your consent, unless required or authorised by law or by the *Information Privacy Act 2009*.

For audit and record-keeping purposes, the Queensland Government is required to retain the applications and other supplied support material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

If your application is successful, the following information will be routinely published on the Department of Environment, Science and Innovation's website:

- Your organisation's name
- Total amount of funding allocated
- Project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please [contact us](#).

I have read and accept the Privacy Statement *

- ☐ Yes

APPLICANT DETAILS

* indicates a required field

Have you read the Engaging Science Grants Program guidelines? *

- ☐ Yes
☐ No

If you answered 'no', please stop your application and read the guidelines before proceeding any further. Visit <https://www.chiefscientist.qld.gov.au/science-comms/engaging-science-grants>

ELIGIBILITY

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Referring to the eligibility criteria in the guidelines are you (the applicant) either Queensland-based with an Australian Business Number (ABN), or work for a Queensland-based organisation with an ABN? *

- ☐ Yes
☐ No

Referring to the eligibility criteria in the guidelines please indicate which of the below your project aligns to: *

- ☐ Increase public awareness and appreciation of science and innovation, including acknowledgement of First Nations cultural knowledge in local communities and its connections to western science.
☐ Promote the importance of science literacy and critical thinking skills
☐ Grow opportunities for scientists to engage with the community.
☐ Promote STEM careers to increase the pipeline for the jobs of the future.

APPLICANT DETAILS

The applicant is the Queensland-based and ABN registered organisation, or a Queensland-based and ABN registered person making an application in their individual capacity, who is applying for an Engaging Science Grant.

Name of applicant/applicant organisation *

Trading name of the organisation (if applicable)

ABN *

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	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Website address of organisation (if applicable)

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Must be a URL.

Street address *

Address

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

Postal address

Address

Mobile phone Number *

Alternative phone number

Must be an Australian phone number.

PROJECT LEADER

The project leader is the individual who works as part of the applicant organisation and who will direct the project activities and provide the final report, invoice and proof of payments in support of the grant.

Project leader name *

Title First Name Last Name

Project leader position (at applicant organisation - if applicant is an individual, leave this blank) *

Project leader mobile number *

Must be an Australian phone number.

Project leader phone number (other) *

Must be an Australian phone number.

Project leader email *

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Must be an email address.

Project leader secondary email (if applicable) *

Must be an email address.

Please note if your organisation has a generic email address please include as the secondary email.

ADDITIONAL CONTACT PERSON DETAILS

Please ensure that this person is aware of the application and able to readily respond to any questions regarding this application. It is preferable the contact person is the registered SmartyGrants user.

It is also recommended that the email address provided be accessible by multiple people within the organisation, such as *admin@project.com.au*. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

Additional contact name

First Name

Last Name

Additional contact position

Additional contact phone number

Must be an Australian phone number.

Additional office email

Must be an email address.

Project details

** indicates a required field*

Project name and description

Project Title *

Short project description - is it an event, series of activities, educational workshops or other science engagement projects *

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Word count:

Must be no more than 300 words.

What is the extent of collaboration with researchers, community groups, companies etc? *

Word count:

Must be no more than 200 words.

Please list your collaborators and partners (if any)

Contact name

Organisation name (if applicable)

Target audience

Please tick your target audience *

- ☐ First Nations people
- ☐ Girls and women
- ☐ Disadvantaged groups
- ☐ Young people aged between the ages of 12-25
- ☐ Children under 12 years of age
- ☐ Other

Who is your target audience and what is the anticipated number of participants?

Must be no more than 300 words.

Please attach a communications plan detailing how you will communicate with your target audience, before, during and after the project. You may wish to use the template provided in the [Engaging Science Grants FAQs](#).

Attach your communications plan *

Attach a file:

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Will the project involve participation by rural or remote communities? *

- ☐ Yes
☐ No

If yes, what is the importance of the project to remote, regional communities - is there currently a lack of access to such a project?

Did you or your organisation received funding in the Engaging Science 2024 round?

- ☐ Yes
☐ No

If yes please provide details (application number)

Assessment criteria 1: Well-planned project with appropriate levels of engagement, collaboration and target audience reach. (Weight 40%).

Please explain your project aims, how you will you carry out the project, and how you will involve the community.

Please outline the project approach, and communication/promotion and evaluation plans. What is the targeted audience and the expected number of individuals who will attend the event, participate in the activity or take part in the project. What is the extent of collaboration with other organisations, scientists, researchers, community or cultural groups who will provide expertise, skills or stakeholder know. What contribution the proposed event or project will make to Queensland or Queenslanders i.e. the economic, environmental, educational, social, health and/or cultural benefits. What is the importance of the project to rural, regional, or remote communities, where applicable.

Assessment criteria 2: Clear alignment with the four goals. (Weight 30%)

1. Increase public awareness and appreciation of science and innovation, including acknowledgement of First Nations cultural knowledge in local communities and its connections to western science.

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2. Promote the importance of science literacy and critical thinking skills.
3. Grow opportunities for scientists to engage with the community.
4. Promote STEM careers to increase the pipeline for the jobs of the future.

Please explain how your project aligns with at least one of the goals mentioned above and what are the expected outcomes of the project.

Assessment criteria 3: Your capacity, capability and resources to carry out the project. (Weight 30%).

Demonstrate how you will ensure the success of your project.

Please outline the skills and experience of the applicant's project leader and any partner organisations assisting or involved, including any track record with similar STEM projects, events or activities as well as their past experience with or connections to the target audiences e.g. school children, ground under-represented in STEM. Why the project would not go ahead without the grant funding, or how the grant will impact the project in terms of its scope and outcomes.

Project budget

* indicates a required field

Will the project receive financial or in-kind support from sponsors or partners? (please select all that apply) *

- ☐ Financial
- ☐ In-kind
- ☐ Nil/Not Applicable

If you will receive financial or in-kind support, please attach letters of support confirming this commitment from sponsors or partners.

Attach a file:

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Please elaborate on any in-kind support you have such as access to required venues, presenters, study sites, infrastructure, or technology.

Details of your project budget

Please read:

Make sure you have read the funding requirements in the [Engaging Science Guidelines](#).

Outline your project budget including details of activities and funding already received.

Ensure the information you provide in this table is clear and accurate. For example, do not roll all capital purchases into one line item. Separate the purchases out so that the Assessment Panel has a clear understanding of exactly how you wish to allocate your grant funding.

The grant funds cannot be used for organisational overheads at the applicant organisation including public liability insurance.

Any ineligible items listed as part of the project expenditure will not be funded.

Please don't add commas to figures, eg. write \$1000 not as \$1,000 as the application will automatically add the comma when entered.

GST Information

If your organisation is registered for GST, the amounts in the expenditure table below should be listed as **ex GST**. Please note that, if successful, applicants registered for GST will not be provided with funding to account for costs directly associated with GST. Note: Recipients registered for GST can claim the GST component for any expenditure that they incur back from the Australian Taxation Office (ATO).

If your organisation is not registered for GST, the amounts in the expenditure table below should account for any GST costs as no additional funding will be provided by the department to account for these costs.

As an example, just say your project involves hiring a contractor to undertake catering and set up for your project events.

The contractor's quote comes to \$10,000 + GST, so \$11,000 in total.

In your budget, you should include the actual cost to you, ie. \$11,000. This way you're not out of pocket at the end of the project.

If you would like to discuss this further, please contact the Grants Coordinator by telephone on (07) 3330 6360 prior to completing this section.

Is your organisation registered for GST? *

- ☐ Yes
☐ No

Staff costs (for those organisations/individuals registered for GST)

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Expenditure Description - (Fees for the project leader, or staff salaries working directly on the project).

Engaging Science Grants funding sought (\$ amount ex GST)

Funding from other grants or sponsors/ partners (\$ amount ex GST)

Funding from applicant organisation (\$ amount ex GST)

	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
	\$	\$	\$
	\$	\$	\$

Specialist skills (for those organisations/individuals registered for GST)

Expenditure Description (fees for external guest speakers and specialist contractors such as graphic designers engaged to support the activity).

Engaging Science Grants funding sought (\$ amount ex GST)

Funding from other grants or sponsors/ partners (\$ amount ex GT)

Funding from applicant organisation (\$ amount ex GST)

	Must be a whole dollar amount (no cents)	Must be a dollar amount.	
	\$		\$
	\$		\$

Production (for those organisations/individuals registered for GST)

Expenditure Description (Cost of administration, materials, equipment, venue hire, catering etc.)

Engaging Science Grants funding sought (\$ amount ex GST)

Funding from other grants or sponsors/ partners (\$ amount ex GST)

Funding from applicant organisation (\$ amount ex GST)

	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
	\$	\$	\$
	\$	\$	\$

Project planning (for those organisations/individuals registered for GST)

Expenditure Description (no more than 20% of the total requested funds are to be used on this component)

Engaging Science Grants funding sought (\$ amount ex GST)

Funding from other grants or sponsor/ partners (\$ amount ex GST)

Funding from applicant organisation (\$ amount ex GST)

		Must be a dollar amount.	
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	\$		\$
	\$		\$

Purchase of equipment (for those organisations/individuals registered for GST)

Expenditure Description - (no more than 50% of the total requested funds are to be used on this component) eg. iPads or drones or development of software/technology solutions eg. teaching software	Engaging Science Grants funding sought (\$ amount ex GST)	Funding from other grants or sponsor/ partners (\$ amount ex GST)	Funding from applicant organisation (\$ amount ex GST)
---	--	--	---

.		Must be a dollar amount.	
	\$		\$
	\$		\$

Marketing / media / promotion (for those organisations/individuals registered for GST)

Expenditure Description (cost of printing, advertising, etc).	Engaging Science Grants funding sought (\$ amount ex GST)	Funding from other grants or sponsors/ partners (\$ amount ex GST)	Funding from applicant organisation (\$ amount ex GST)
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	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$

Travel (for those organisations/individuals registered for GST)

Expenditure Description (travel directly relating to the project)	Engaging Science Grants funding sought (\$amount ex GST)	Funding from other grants or sponsor/ partners (\$amount ex GST)	Funding from applicant organisation (\$amount ex GST)
--	---	---	--

	Must be a dollar amount.	Must be a dollar amount.	

Sample and data collection (for those organisations/individuals registered for GST)

Expenditure Description	Engaging Science Grants funding	Funding from other grants or sponsor/	Funding from applicant
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	sought (\$ amount ex GST)	partners (\$amount ex GST)	organisation (\$amount ex GST)
		Must be a dollar amount.	

Budget Totals (for those organisations/individuals registered for GST)

Engaging Science Grants funding sought:

\$

This number/amount is calculated.

Funding from other grants or sponsors/
partners:

\$

This number/amount is calculated.

Funding from applicant organisation:

\$

This number/amount is calculated.

Staff cost (for those organisations/individuals NOT registered for GST)

**Expenditure
Description (Fees
for the project
leader, or staff
salaries working
directly on the
project).**

**Engaging Science
Grants funding
sought (\$ amount
inc GST)**

**Funding from other
grants or sponsors/
partners (\$ amount
inc GST)**

**Funding from
applicant
organisation (\$
amount inc GST)**

	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$

Specialist skills (for those organisations/individuals NOT registered for GST)

**Expenditure
Description (fees
for external
guest speakers
and specialist
contractors such as
graphic designers
engaged to support
the activity).**

**Engaging Science
Grants funding
sought (\$ amount
inc GST)**

**Funding from other
grants or sponsor/
partners (\$ amount
inc GST)**

**Funding from
applicant
organisation (\$
amount inc GST)**

		Must be a dollar amount.	

Production (for those organisations/individuals NOT registered for GST)

**Expenditure
Description (cost
of administration,
materials,**

**Engaging Science
Grants funding
sought (\$ amount
inc GST)**

**Funding from other
grants or sponsors/
partners (\$ amount
inc GST)**

**Funding from
applicant
organisation (\$
amount inc GST)**

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equipment, venue hire, catering, etc).

	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$

Project planning (for those organisations/individuals NOT registered for GST)

Expenditure Description (no more than 20% of the total requested funds are to be used on this component)	Engaging Science Grants funding sought (\$ amount inc GST)	Funding from other grants or sponsor/ partners (\$ amount inc GST)	Funding from applicant organisation (\$ amount inc GST)
---	---	---	--

		Must be a dollar amount.	

Purchase of equipment (for those organisations/individuals NOT registered for GST)

Expenditure Description - (no more than 50% of the total requested funds are to be used on this component) eg. iPads or drones or development of software/technology solutions eg. teaching software	Engaging Science Grants funding sought (\$ amount inc GST)	Funding from other grants or sponsor/ partners (\$ amount inc GST)	Funding from applicant organisation (\$ amount inc GST)
---	---	---	--

		Must be a dollar amount.	

Marketing / media / promotion (for those organisations/individuals NOT registered for GST)

Expenditure Description (cost of printing, advertising, etc).	Engaging Science Grants funding sought (\$ amount inc GST)	Funding from other grants or sponsors/ partners (\$ amount inc GST)	Funding from applicant organisation (\$ amount inc GST)
--	---	--	--

	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
	\$	\$	\$
	\$	\$	\$

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Travel (for those organisations/individuals NOT registered for GST)

Expenditure Description (travel directly relating to the project).	Engaging Science Grants funding sought (\$ amount inc GST)	Funding from other grants or sponsor/ partners (\$ amount inc GST)	Funding from applicant organisation (\$ amount inc GST)
		Must be a dollar amount.	

Sample and data collection (for those organisations/individuals NOT registered for GST)

Expenditure Description	Engaging Science Grants funding sought (\$ amount inc GST)	Funding from other grants or sponsor/ partners \$ amount inc GST)	Funding from applicant organisations (\$ amount inc GST).
		Must be a dollar amount.	

Budget Totals (for those organisations/individuals NOT registered for GST)

Engaging Science Grants funding sought:

\$

This number/amount is calculated.

Funding from other grants or sponsors/ partners:

\$

This number/amount is calculated.

Funding from applicant organisation:

\$

This number/amount is calculated.

Quotes

Where applicable, please attach quotes for materials, proposed use of contractors/consultants, and evidence of applicant contribution

Attach a file:

Max 25mb.

Recipient Created Tax Invoice (RCTI)

RCTI is a tax invoice generated by the recipient (the Department) responsible for issuing the payment. More information can be [found here](#) at the Australian Taxation Office.

Agreement to issue RCTI:

As you have indicated above that your organisation is **registered for GST**, the following conditions will apply if your application is successful:

- The grantee and the Department must be registered for GST when the Tax Invoice is issued;

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- The grantee will not issue a tax invoice in respect of the supply of services under this Agreement;
- The grantee acknowledges that it is registered for GST and agrees to notify the Department if the grantee ceases to be registered or if the grantee ceases to satisfy any of the requirements relating to RTCI; and
- If changes to your GST status occur during the duration of the project, the grantee must notify the Department.
- I understand the above conditions apply, and that the Department will create an invoice on the organisations behalf, if the application is successful.

I agree to the above RCTI conditions:

- ☐ Yes
☐ No

Invoice

As you have indicated above that your organisation is **not registered for GST**, if the application is successful, the Department will request you to submit an invoice to the Department for the approved funding amount.

The invoice **must not include GST**.

Other government funding for applicant

Has the applicant previously received government funding that you will be using in this project? *

- ☐ Yes
☐ No

If you answered 'Yes' to the question please explain what the government funding was.

Please list the name of the grant/funding, time-frame over which the funding will be used, and amount of funds received

Certificate of Currency

Please attach a Certificate of Currency for the applicant's public liability insurance.

If the applicant does not currently have public liability insurance they may still submit an application - but please note that if the applicant is awarded the grant they must hold public liability insurance at the time of a Funding Offer.

Public Liability Insurance - Certificate of Currency

Attach a file:

Do you hold appropriate industry requirements?

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- ☐ Yes
☐ No
☐ Not applicable

e.g. If you are working or volunteering with children in Queensland you may need a Blue Card.

Please upload a copy of the industry requirements (if applicable)

Attach a file:

Additional Information

Please attach any other documents you would like to submit to support your application

Attach a file:

Review, feedback and submit

* indicates a required field

DECLARATION

This MUST be completed by an authorised representative from the applicant's organisation or the applicant if applying as an individual.

With reference to this application for an Engaging Science Grant, the applicant (being an authorised representative from applicant's organisation or the applicant if applying as an individual):

- 1.authorises the Queensland Government to undertake any necessary checks, (including criminal history checks) to assess the application, subject to any written notification as to confidentiality provided to the Queensland Government;
- 2.declares that:
 - 1.the information supplied in this Engaging Science Grants application is true, accurate and not misleading to the best of my knowledge;
 - 2.I have received no guarantees or assurances that this Engaging Science Grants application will be approved by the Queensland Government; and
- 3.acknowledges and agrees that if this Engaging Science Grants application is successful, the applicant will be bound by the Engaging Science Guidelines and Terms and Conditions. For the avoidance of doubt, the Engaging Science Grants terms & conditions are not binding until the Funding Offer is signed by both parties.
- 4.the applicant, applicant organisation or any authorised representatives have not become or are not involved in any situation which, in the reasonable opinion of the Department, reflects unfavourably upon the State of Queensland and/or the Project and Program.

I agree *

- ☐ Yes ☐ No

Name *

- ☐ Individual ☐ Organisation

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Organisation Name

Title

First Name

Last Name

Date *

Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some data and feedback which will be used for statistical research and evaluation of our program.

The project leader is: *

- ☐ Male
- ☐ Female
- ☐ Non-binary or other gender diverse
- ☐ Prefer not to declare

The project leader is of Aboriginal or Torres Strait Islander origin: *

- ☐ No
- ☐ Yes Aboriginal
- ☐ Yes Torres Strait Islander
- ☐ Yes both Aboriginal and Torres Strait Islander
- ☐ Prefer not to declare

Please indicate how you found the online application process: *

- ☐ Very easy
- ☐ Easy
- ☐ Neither
- ☐ Difficult

How many minutes did it take you to complete this application? *

Please estimate in minutes e.g. 1 hour = 60 minutes

Please provide us with any improvements and /or additions to the application process/form that you think we need to consider: