

GSA Federal funds-matching for GSA Divisional/Branch education and outreach activities Guidelines and application form

Aim

To support the provision of Earth Science education and outreach activities by GSA Divisions and Branches directly associated with the introduction of Earth and Environmental Science as the fourth senior science subject in the new Australian Curriculum, and also associated with the resultant increase in the earth science content of the science curriculum from years K-10.

Background

In May 2010 the Finance and Risk Committee of the GSA recommended that the GSA introduce a '\$1.00 for \$1.00 subsidy to the Divisions for expenditure relating to the implementation of the National Curriculum Earth and Environment Sciences (EES). The subsidy is to be capped at \$5.00 per member from the National accounts and commencing in the 2011 budget.' The motion accompanying this report proposed that the 'recommendations be endorsed after careful consideration' and was carried.

This document outlines what subsidy is available, what types of activities are eligible, and how Divisions/Branches should apply for a subsidy. It is likely that most educational outreach activities by GSA Divisions will fit within these guidelines.

Goal

To support, and if possible increase the number of, students being exposed to a number of areas of Earth Science and create an appreciation of Earth Science. This initiative is designed to encourage GSA Divisions to contribute and receive matching funds for Earth Science promotional activities/initiatives by their divisions.

Who can apply?

Divisions and Branches may apply. Specialist Groups and external parties may apply to their local Division for support and if that Division chooses to provide support, the Division may then apply to the GSA Executive* for matching funds.

*Note: The GSA Executive will become the Governing Council as of 6 July 2014.

What activities will be covered?

Activities that are covered are those that will aid in the implementation of the National Curriculum Earth and Environment Sciences (EES), or equivalent. This includes (but is not limited to):

- Provision of K-12 teacher training courses
- Production of teaching specific publications (brochures, flyers, lesson plans, textbooks and field guides)
- Sponsorship of teachers to attend Earth Science-related conferences
- Fieldtrips directed specifically at K-12 teachers/students
- Supply of existing GSA publications as supporting material for fieldtrips run for K-12 teachers/students
- Provision of geoscience classroom resources (e.g. rock sample kits, magnifying lenses etc.)

What is not covered?

- University fieldtrips
- University publications (unless they are being specifically produced for K-12 teachers/students)
- General GSA publications
- Industry/University career events (even those aimed at year 11 and 12 students)

How much money is available and how much can each Division apply for?

Funds made available for funds matching will be capped at \$10,000 per calendar year.

Each Division/Branch may apply for up to \$2,500 per calendar year. Divisions/Branches may apply for funds matching multiple times in a calendar year but will only be awarded up to a total amount of \$2,500.

How to apply

1. Division/Branch identifies an activity/product. The required documentation for the proposed activity can be developed by the Division/Branch or can be supplied by a group that is requesting funds from their local GSA representatives.
2. Complete the application form. Include any information you believe relevant to your proposal.
3. Application submitted to the GSA Executive via GSA Head Office. Note that under normal circumstances the Executive will approve proposals at one of their regular meetings. The Executive will decide if the proposed activity meets the goal of aiding in the implementation of the National Curriculum Earth and Environment Sciences (EES).
4. Applicant notified of the outcome (application successful/unsuccessful).
5. Payment details will be confirmed on a case-by-case basis, but ordinarily the Division/Branch should provide details of the total costs, a copy of the Division/Branch's payment and seek two invoices (one made out to the Division/Branch and the second invoice made out to GSA Inc. [for Head Office]). The Division/Branch should pay 50% directly and the GSA Head Office will pay the federal account's 50% share directly to the appropriate organisation. The separation of the percentage share and invoicing is to ensure the federal accounts are able to include any GST funds invoiced by an organisation. Alternatively, if this is not possible, the Division can have the external organisation invoice GSA Inc. the full amount, and then arrange to repay the GSA Inc. The preference is for two invoices.

Reporting Requirements

- All applications must provide an application that covers the required information (see *Application Requirements* below).
- All successful applicants must submit a post-event report (no more than two pages) outlining the event/program outcomes within two months of the date that the activity was completed. The report must be suitable for publishing in TAG. Failure to submit a report will render the Division ineligible for any future funding from the GSA Executive.
- The report should be accompanied by an itemised budget and proof of expenditure (e.g. receipts).
- If for any reason the activity for which funds-matching is provided does not go ahead, the funds provided from the GSA federal accounts must be repaid.

Recommendations

- Film or take photos of your event so that it can be used to showcase and raise the profile of GSA activities.
- Consider collecting feedback. A science communication toolkit is available from: <http://inspiringaustralia.net.au/toolkit/evaluation/>

GSA Federal funds-matching for GSA Divisional/Branch education and outreach activities application form

Division: [Click here to enter text.](#)

Full name, main contact: [Click here to enter text.](#)

Phone and email of the main contact: [Click here to enter text.](#)

Name, alternative contact: [Click here to enter text.](#)

Phone and email of an alternative contact: [Click here to enter text.](#)

Proposed event/activity title: [Click here to enter text.](#)

Describe your proposed activity

Include (where applicable) the date, time, location, purpose of event, expected attendance numbers, production timeframe, a description of the product, sale price of the product, and any other relevant information.

[Click here to enter text.](#)

Funding amount sought

Give total cost of the activity and also clearly state how much the Division intends to spend/contribute.

[Click here to enter text.](#)

Describe how the funding will be spent

[Click here to enter text.](#)

Name any project partners and give a brief description of their involvement

[Click here to enter text.](#)

Will your event/activity have the potential to become self-sustaining in the foreseeable future?

[Click here to enter text.](#)

What is the anticipated impact of the event or initiative?

Please indicate the direct impact your event/publication/course etc. will have on students and/or teachers, including estimated numbers of people that will be reached/influenced, and also any possible indirect impacts e.g. on parents. How will this event increase public awareness of, or engagement with, the target audience?

[Click here to enter text.](#)

Describe how you will promote your event

[Click here to enter text.](#)

Outline any prior funds-matching provided by GSA Federal to your Division/Branch

Include details of the TAG edition your report was published in.

[Click here to enter text.](#)

Anything else the GSA Executive should know

E.g. background information, prior support by the Division/Branch, existing publications etc.

[Click here to enter text.](#)