



Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**
Science and Innovation

SCIENCE CAPABILITY AND PARTNERSHIPS

SPONSORSHIP GUIDELINES

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1. Introduction

The Department of Jobs, Tourism, Science and Innovation (JTSI) leads Western Australia's economic development, international trade and investment, and tourism. Additionally, JTSI promotes the defence, international education, science, and innovation sectors. The Department supports a wide range of initiatives on behalf of the Western Australian Government, spanning from large-scale mining and industrial operations to innovative startups and small to medium enterprises throughout the state.

JTSI is committed to nurturing Western Australia's leading science, research, and innovation sectors, with the goal of building a technologically advanced and prosperous future for all residents. The Science Capability and Partnerships team, part of JTSI's Science Division, plays a crucial role in advancing scientific research by strengthening research infrastructure, talent and collaboration and enabling research to address state priorities.

Through these initiatives, we aim to drive scientific progress and stimulate innovation, equipping the workforce with the skills necessary for the jobs of the future.

This document is intended for organisations interested in applying for Science Capability and Partnerships sponsorship funding. For any questions about the application process, please contact science@jtsi.wa.gov.au.

1.1. Western Australia's 10 Year Science and Technology Plan

Western Australia's 10 Year Science and Technology Plan aims to establish Western Australia as a global hub for leading and inclusive science and tech research, development, commercialisation and deployment.

The Western Australian Government aims to enhance our place as a global leader in science and technology.

It involves investigating solutions to current and future challenges faced by the State, from diversifying and decarbonising the economy, to finding new medical solutions, to improving the quality of life of Western Australians and others around the globe.

For more information on the WA 10 Year Science and Technology Plan, please visit the [website](#).

2. Objectives

The objectives of Science Capability and Partnerships sponsorship funding are to:

- a) Promote a collaborative research ecosystem in Western Australia;

- b) Enhance research capability to improve the quality and competitiveness of research in Western Australia;
- c) Enable research opportunities with strategic value for Western Australia; and
- d) Strengthen Western Australia's national and international research standing.

3. Levels of funding support

Funding support is available in amounts ranging from \$5,000 to \$20,000. Sponsorship proposals requesting more than \$20,000 will not be considered.

Sponsorship is allocated on a competitive basis, with proposals required to clearly demonstrate they meet the selection criteria. Financial assistance under sponsorship is at the absolute discretion of the Western Australian Government and is subject to the availability of funds.

Receiving funding from [Business Events Perth](#) is an exclusion criterion for this Sponsorship program. JTSI, through Tourism WA, contributes funding to Business Events Perth, which can provide comprehensive support for your event. Therefore, prospective applicants are recommended to investigate support from Business Events Perth in the first instance.

Receipt of sponsorship does not guarantee funding for the same initiative the following year and recipients are encouraged to explore co-investment opportunities from other sources.

Participation in the application and evaluation processes does not establish:

- a) Legal relations or any agreement between the Minister for Science or the Western Australian Government and the applicant; or
- b) Legitimate expectations on the part of the applicant.

4. Application and evaluation processes

A sponsorship proposal must address the selection criteria and be submitted by an eligible organisation based in Western Australia, as outlined in Item 5.

Proposals must be submitted in PDF format and not exceed 4 pages. The proposal should clearly state the amount of sponsorship funding sought and may include options for varying levels of sponsorship e.g., Gold, Silver, and Bronze).

Proposals can be submitted via email to science@jtsi.wa.gov.au at any time during the year. Eligible proposals will be evaluated by the Science Capability and Partnerships team

based on the objectives and selection criteria outlined in these guidelines. Proposals that do not meet the basic requirements will not be assessed further.

Queries about eligibility criteria or general questions about Science Capability and Partnerships sponsorship funding can be addressed to science@jtsi.wa.gov.au.

5. Eligibility Criteria

To be considered eligible for Science Capability and Partnerships sponsorship funding, an **applicant** must:

- i) Have an Australian Business Number (ABN) and/or Australian Company Number (ACN);
- ii) Have the business/organisation's (including not-for-profits) registered business address in the State of Western Australia; or
- iii) Be an Australian business/organisation located in the State of Western Australia, that is hosting an initiative within the State of Western Australia.
- iv) Be made by a valid legal entity that can enter into a funding agreement with the Western Australian Government;
- v) Be a solvent Western Australian based non-government organisation (business or not-for-profit);

and, an **application** must:

- i) Not have secured funding from Business Events Perth;
- ii) Not be for a human health-related event;
- iii) Be for an event that will attract national and/or international participants;
- iv) Be for an event that seeks sponsorship from multiple entities, not just JTSI; and
- v) Address the selection criteria (see Section 7).

6. Sponsorship Proposals

Applicants are requested to submit a sponsorship proposal that includes the following information:

Description of the initiative

- ✓ Overall Description: Provide a comprehensive overview of the initiative.

- ✓ Objectives and Activities: Outline the main goals and planned activities of the initiative.
- ✓ Audience/Participants: Specify the target audience and participants for the initiative.
- ✓ Timeline: Present a proposed timeline, detailing key phases and milestones.
- ✓ KPIs and Milestones: Define key performance indicators (KPIs) and milestones to measure the success of the initiative, including expected outputs such as the number of participants.
- ✓ Acknowledgement of JTSI: Explain how JTSI's support will be recognised and detail any specific sponsorship benefits JTSI will receive.

Budget

- ✓ Sponsorship Request: State the amount of sponsorship requested from JTSI.
- ✓ Detailed Budget: Provide a budget breakdown, specifying identified costs and how the sponsorship funds will be allocated.
- ✓ Co-investment: List any co-investment from the applicant and other parties, including both cash contributions and in-kind support.

Evaluation

- ✓ Expected Outcomes and Impact: Identify the anticipated outcomes and impact on participants and the broader Western Australian community, referencing evidence such as KPIs from previous initiatives.
- ✓ Measurement and Evidence Collection: Describe how you will measure and collect evidence of the initiative's outcomes for participants. This should include the KPIs you will track and the methods of data collection, such as surveys and case studies.

7. Selection Criteria

Each eligible sponsorship proposal will be assessed on merit across the following three themes:

- i) **Impact** – The proposal's benefit to the Western Australian community;
- ii) **Excellence** – How the initiative will support excellence in scientific research in Western Australia;
- iii) **Alignment** – The proposal's relevance to State Government needs as well as the priorities outlined in the WA 10-Year Science and Technology Plan.

8. Reporting

Successful applicants will enter into a Sponsorship Agreement with JTSI and will be required to provide a report upon completion of the event or activity providing evidence of outcomes for participants and benefits to WA.

JTSI should also be acknowledged on websites, promotional material and program content.

9. Other

8.1 *Freedom of Information Act 1992*

The Department of Jobs, Tourism, Science and Innovation is subject to the [Freedom of Information Act 1992](#) (WA) which provides a general right of access to records held by Western Australian State and Local Government agencies.

Information that relates to the receipt of State Government financial support may be tabled in the Western Australian Parliament. This information could include names of recipients, the amounts of financial support, the name of the project/activity and, possibly, a brief description of the project/s funded. This could result in requests for more detail to be released publicly. Likewise, recipients may be mentioned in Ministerial media releases, on the Department of Jobs, Tourism, Science and Innovation's website, and social media platforms.

Further information on the operation of the *Freedom of Information Act 1992* can be obtained from the Department of Jobs, Tourism, Science, and Innovation's website.

8.2 *Conflicts of Interest*

Applicants are required to disclose any information that might be relevant to an actual or potential conflict of interest.

8.3 *Tax Information for Applicants*

The Department regards sponsorship as having sufficient nexus for supply, and as such grant funds will be inclusive of GST.

Grant Recipients must provide the Department with a tax invoice for the GST inclusive value of the Grant. Payment will not be made until the Department receives a tax invoice.