

## **Travel Bursary Guidelines**

### **Indigenous Languages Research Discovery Workshop**

State Library of Queensland is offering travel bursaries to Aboriginal and/or Torres Strait Islander community language workers, researchers and, educators to participate in the Indigenous Languages Research Discovery Workshop, scheduled from 28 April – 2 May 2025.

To apply for a travel bursary, please read the following travel bursary guidelines before submitting the Expression of Interest form.

## 1. Bursary Distributions

- 1.1. **IKC/Language Centre staff:** The preferred method is that you arrange the travel and accommodation at a preferred location (unless private accommodation is being provided), and State Library reimburses the approved travel costs prior to the event on receipt of an invoice based on the approved bursary application estimate.
- 1.2. **Individuals:** State Library will arrange and pay for travel prior to the event.
- 1.3. Meals and daily expenses for meals will be paid in line with the State Government's Domestic Traveling and Relieving Expenses Directive 13/23 and will be paid into the attendees' nominated bank account. A set fee for travel to/from the workshops may be payable when not provided by State Library Queensland. Incidentals and travel to/from local transit (airports, train stations, etc.) are not paid by the travel bursary.

## 2. Eligibility Criteria

To be eligible for a travel bursary to attend the Indigenous Languages Research Discovery Workshop, applicants must meet the following criteria:

- 2.1. Full Attendance: Applicants must commit to attending the entire program of the Indigenous Languages Research Discovery Workshop.
- 2.2. Priority Consideration: Priority will be given to individuals who have not previously attended similar training provided by the State Library of Queensland.
- 2.3. Applicants contributing to the 2025 Indigenous Languages Symposium will also be prioritised. If you wish to contribute, please submit a [speaker Expression of Interest \(EOI\)](#).
- 2.4. Required Documentation: A completed Expression of Interest form must be submitted, including a detailed estimate of costs associated with travel and accommodation.
- 2.5. Responsibility for Additional Costs: Any costs exceeding the approved bursary amount, including those arising from travel changes, will be the responsibility of the applicant.

## 3. Payment of Travel Bursary

Eligible expenses for the travel bursary include:

- 3.1. Return travel expenses from your local transit centre to Brisbane (e.g., bus, train, fuel, flights).
- 3.2. Accommodation expenses.
- 3.3. Travel to/from local transit (airports, train stations, etc.) is **not** covered by the travel bursary.

#### **4. Travel Arrangements**

Successful applicants must:

- 4.1. Return any additional documentation required by State Library required to make travel arrangements by the due dates.
- 4.2. Liaise with State Library to confirm travel and accommodation.

#### **5. Assessment Process**

Applications will be assessed on a case-by-case basis. The following criteria must be included in the application:

- 5.1. Submission of completed EOI Form

#### **6. Grant Acquittal**

- 6.1. Applicants must attend and participate in the full workshop program.
- 6.2. Participation in the event evaluation is required.
- 6.3. If the applicant or an approved representative does not attend the event, all funds provided must be returned to the State Library.
- 6.4. Successful applicants grant permission for State Library to use photographs and application information for reporting and promotion purposes and acknowledged they may be asked to submit a re-cap of their learning for promotional use on social media or blog post.