

Theo Murphy Initiative Australia (TMIA)

Fact Sheet: Participation Support Grant eligible and ineligible expenses

This fact sheet helps Participation Support applicants prepare a compliant funding request. It explains the types of expenses that may be supported, expenses that are not eligible, funding limits that apply, and the evidence applicants should provide to show that costs are reasonable, necessary and directly related to their participation in the approved activity.

Core funding rule

Participation Support funding may only be used for expenses that are directly related to the applicant's attendance or participation in the approved activity. Funding is intended to reduce practical participation barriers and cannot be used for research costs, salaries, institutional costs, personal expenses or costs unrelated to the approved activity. Expenses must be reasonable, necessary and within the approved amount.

Funding limits

Limit	Amount
Total support available	Up to \$5,000, subject to the approved program guidelines.
Economy airfare	Up to \$1,700 per person for domestic or international flights.
Accommodation	Up to \$250 per room, per night, for a maximum of five nights.
Local transport	Up to \$50 per adult, per day, for a maximum of six days. This cap does not apply to additional transport costs associated with accessibility needs.
Approved amount	Funding cannot exceed the approved amount, even where actual costs are higher.

Before you prepare your budget

- Only include costs that are directly related to attending or participating in the approved activity.
- Do not include research, project delivery, salary, institutional or unrelated personal costs.
- Use realistic estimates and provide evidence for the amount requested.
- Clearly explain the participation barrier the funding will reduce or remove.
- Do not include costs already covered by an employer, institution, event organiser or another funding source.
- Contact the Academy if you are unsure whether a cost is eligible.

Evidence applicants should provide

- Event registration page or confirmation of event participation.
- Screenshots of registration or participation fees.
- Flight estimates or quotes.

- Accommodation estimates.
- Local transport estimates, where relevant.
- Childcare quotes or invoices from a business or sole trader.
- Accessibility support quotes or estimates.
- Travel insurance estimate, where directly linked to flights or accommodation.
- A short explanation of the barrier or additional cost the funding will address.
- Evidence that the cost is not covered by another funding source, where relevant.

Important limits and conditions

- Approved activity only:
 - Costs must relate to the specific conference, workshop, symposium, training activity or professional development opportunity named in the application.
- Funding caps:
 - Applicants must stay within the relevant expense caps and total approved amount.
- Childcare costs:
 - Childcare costs are eligible where charged by a business or sole trader. Informal care arrangements are not eligible unless the guidelines allow them.
- Accessibility-related costs:
 - These may include reasonable adjustments, support workers, accompanying carers, accessible transport or other costs needed to enable participation.
- Accompanying carer:
 - Unless otherwise approved, only one accompanying carer is permitted per application.
- Costs already funded elsewhere:
 - Applicants must not request costs already covered by another source.
- Changed or cancelled arrangements:
 - Applicants should notify the Academy and take reasonable steps to minimise financial loss, including seeking refunds, credits or alternative arrangements where available.

Eligible expenses for Participation Support

Expense category	Usually eligible where directly related to the approved activity	Examples of supporting evidence
Participation or registration fees	- Conference, workshop, symposium, training activity or professional development registration fees. - Standard participation fees required to attend the approved activity.	- Registration page or invoice. - Screenshot of published fees. - Confirmation of event participation.
Economy airfare	- Economy domestic or international flights needed to attend the approved activity. - One reasonable return journey within the relevant airfare cap.	- Flight quote or booking estimate. - Screenshot showing route, fare class and price.
Accommodation	- Reasonable accommodation needed to attend or participate in the approved activity. - Accommodation within the nightly and maximum-night caps.	- Accommodation quote or booking estimate. - Screenshot showing nightly rate and dates.
Local transport	- Train, bus, taxi, ride share, airport transfer, parking or other local transport needed to attend the approved activity. - Additional transport costs associated with accessibility needs.	- Published fare estimate. - Transport quote or route estimate. - Short explanation where accessibility needs affect transport costs.
Travel insurance linked to flights or accommodation	Travel insurance directly associated with approved flights or accommodation bookings.	- Insurance estimate or quote. - Evidence that the policy relates to the approved travel.
Childcare costs	- Childcare centre fees, outside school hours care, vacation care or private childcare charged by a business or sole trader. - Childcare needed to enable the applicant to attend or participate in the approved activity.	- Childcare quote, invoice or published fee schedule. - Evidence the provider is a business or sole trader.
Accessibility-related costs	Reasonable adjustments, accessible transport, mobility assistance, support workers, accessible materials or other costs needed to enable participation.	- Supplier quote or estimate. - Short explanation of the participation barrier or accessibility need being addressed.
Accompanying carer costs, where approved	- Reasonable travel, accommodation or local transport costs for one accompanying carer, unless otherwise approved. - Costs must be needed to enable the applicant to participate in the approved activity.	- Travel or accommodation estimates. - Short explanation of why carer support is needed for participation.
Other direct participation costs	Other reasonable costs that directly reduce a practical barrier to participating in the approved activity and are approved by the Academy.	- Quote, estimate or published price. - Short explanation of how the cost enables participation.

Ineligible expenses

Ineligible cost type	Why it is not eligible
Costs unrelated to the approved activity	Funding must directly support the applicant's attendance or participation in the activity named in the application.
Food, meals, per diems or personal expenses	Participation Support is not intended to cover general living costs, meals, allowances or personal purchases.
Medical expenses	Medical costs are outside the purpose of the grant and are not participation support expenses.
Research costs and project expenses	The grant supports participation in an approved activity, not research activity, project delivery, fieldwork, laboratory costs or project outputs.
Salaries, wages, income replacement or staff costs	Funding cannot be used as salary, wage replacement, contractor payment or payment for staff time.
Institutional overheads, management or administrative costs	Institutional operating, management, finance, administration or indirect costs are not direct participation barriers.
Equipment or infrastructure	Permanent equipment, infrastructure or items for ongoing personal, institutional or workplace use are outside the grant's purpose.
Costs above the approved amount or relevant cap, unless approved	Funding cannot exceed the approved amount or relevant expense cap unless the Academy has approved the exception.
Premium travel, upgrades or personal travel	Business or first-class travel, upgrades, holiday travel, additional personal travel and unrelated travel are not eligible.
Informal childcare costs, unless the guidelines allow them	Childcare must be charged by a business or sole trader unless the program guidelines allow another arrangement.
Costs already funded elsewhere	Applicants must not request costs that are already covered by an employer, institution, event organiser, sponsor or another funding source.
Anything not explicitly permitted in the eligible expenses list	If a cost is not listed as eligible or approved by the Academy, applicants should not include it in the funding request.

Unsure if an expense is eligible? If you are uncertain whether an expense can be funded, please contact the Academy at theomurphyau@science.org.au before including it in your budget or committing expenditure.