

Theo Murphy Initiative Australia (TMIA)

Fact Sheet: Amplify grant eligible and ineligible Expenses

This fact sheet helps Amplify applicants prepare a compliant activity budget. It explains the types of expenses that may be supported, expenses that are not eligible, and the evidence applicants should provide to show that costs are reasonable, necessary and directly related to the approved Amplify add-on activity.

Core funding rule

Amplify funding may only be used for expenses that are directly related to delivering the approved Amplify add-on activity and achieving the outcomes described in the application. Funding cannot be used to subsidise, replace or offset costs associated with the core delivery of the host conference or symposium. Costs must be reasonable, represent value for money, be included in the approved budget, and be directly attributable to the approved Amplify activity.

Before you prepare your budget

- Only include costs for the approved Amplify add-on activity.
- Do not include whole-of-conference or host event costs.
- Clearly justify any shared costs and only request the proportion directly related to the Amplify activity.
- Use realistic estimates and provide evidence that costs are reasonable and attributable to the add-on activity.
- Do not include costs that are already covered by another source of funding.
- Contact the Academy before including an expense if you are unsure whether it is eligible.

Evidence applicants should provide

- Supplier quotes, estimates or screenshots of published prices.
- Host event program or draft schedule showing where the Amplify activity fits.
- Confirmation from the host organisation, where relevant.
- Venue, catering, audio visual, facilitator or speaker quotes, where relevant.
- Evidence explaining how shared costs have been calculated.
- A one-page outline for bursaries, registration support, scholarships or other participant support, including the purpose, intended recipients, expenses covered and allocation process.
- Travel or accommodation estimates, where relevant.
- A short justification where a formal quote is not available.

Important limits and conditions

- Host event costs:

- Amplify funding cannot support the core conference or symposium.
- Shared costs:
 - Only the proportion directly attributable to the Amplify activity may be requested and it must be clearly justified.
- Project Lead and organising committee travel:
 - Travel and accommodation for the Project Lead or organising committee members is not automatically eligible. It may only be considered where institutional funding is not available, attendance is essential for delivery, the cost is reasonable and the Academy approves the expense.
- Bursaries, registration support, scholarships or other participant support:
 - Bursaries, registration support, scholarships or other participant support must be described in the application and distributed through a documented, transparent and reasonable process.
- Publication or output costs associated with the activity:
 - Publication or output costs may be considered where they arise from the approved Amplify activity, are identified in the application, and are not already supported through institutional funding or another source.
- Research and institutional costs:
 - Amplify supports the add-on activity, not general research, institutional overheads, salaries or operating costs.

Eligible expenses for Amplify activities

Expense category	Usually eligible where directly related to the approved Amplify activity	Examples of supporting evidence
Venue hire	- Breakout rooms, workshop rooms or additional event spaces used for the Amplify activity. - Proportionate venue hire where the cost is shared with the host event. - Separate venue hire where justified and approved.	- Venue quote or booking estimate. - Host event program showing where the Amplify activity fits. - Calculation showing the Amplify proportion of any shared cost.
Event catering	- Catering provided during the Amplify activity. - Catering for Amplify participants, invited speakers or delivery sessions. - Catering for networking sessions that form part of the approved Amplify activity.	- Catering quote or package estimate. - Estimated participant numbers. - Program showing where catering is required.
Audio visual services	- AV equipment hire, microphones, technicians or sound equipment. - Recording, livestreaming or hybrid event services. - Captioning services or online platforms required for delivery or accessibility.	- Supplier quote or published price. - Description of the session format. - Evidence the service is required for delivery or accessibility.
Design, printing and production	- Workshop programs, participant resources, signage or name badges that are separate from the host event. - Evaluation materials. - Approved digital or post-event outputs.	- Design or print quotes. - Draft list of materials to be produced. - Explanation of how resources support the Amplify activity.
Publication or output costs	- Reports, articles, conference proceedings, peer-reviewed papers or other approved outputs arising from the Amplify activity. - Publication costs identified in the application as a key activity deliverable. - Costs not otherwise covered by institutional funding or another source.	- Publication quote or fee schedule. - Explanation of the proposed output. - Evidence that institutional publishing support is not available, where relevant.
Invited speakers and specialist contributors	- Speaker, facilitator or registered training provider fees. - Subject matter experts or specialist contributors required for delivery. - Panel chairs or moderators engaged for the approved Amplify activity.	- Fee quote or written estimate. - Role description for the contributor. - Program showing how the contributor supports the activity.
Participant support	- Bursaries, registration support, travel grants, childcare support or other approved support to enable participation in the Amplify activity. - Support that removes practical barriers to participation.	- One-page participant support outline. - Selection or allocation process.

	Support distributed through a documented and transparent process.	Estimated number of recipients and amount per recipient.
Accessibility and participation support	- Auslan interpreters, live captioning or hearing assistance services. - Accessibility equipment hire, accessible materials or mobility assistance. - Carers, support workers or other reasonable adjustments required to enable equitable participation.	- Supplier quote or published rate. - Explanation of the accessibility need being addressed. - Confirmation that the support relates to the approved Amplify activity.
Direct event costs	- Activity development, stakeholder engagement and facilitation materials. - Evaluation surveys, impact reporting and post-event reports. - Photography or videography required to document the approved activity or support required reporting outputs.	- Supplier quote or estimate. - Short description of how the cost supports delivery or reporting. - Program or workplan showing where the cost fits.
Travel and accommodation	- Economy travel, reasonable accommodation and local transport for invited speakers, subject matter experts and approved delegates participating in the Amplify activity. - Travel and accommodation for the Project Lead or organising committee members only where institutional funding is unavailable, attendance is essential to delivery, the cost represents value for money and the Academy approves the expense.	- Travel or accommodation estimate. - Program showing why attendance is required. - Evidence that institutional funding is not available, where relevant.

Ineligible expenses

Ineligible cost type	Why it is not eligible
Costs unrelated to the approved Amplify activity	Funding must directly support delivery of the approved add-on activity and its intended outcomes. Costs for unrelated activities, future projects, general professional development or personal benefit are not eligible.
Core host conference or symposium costs	Amplify funding cannot subsidise, replace or offset the core delivery costs of the host conference or symposium.
Whole-of-conference costs	Whole-of-conference costs are not eligible unless the applicant can identify and justify the proportion that directly relates to the approved Amplify activity.
Organising committee attendance costs	Attendance costs for the Project Lead or organising committee members are not automatically eligible. They may only be considered where the conditions in this fact sheet are met, and the Academy approves the expense.
Salaries, wages and staff time	Funding cannot be used for salaries, income replacement, staff costs, contractor employment costs or payment for normal organising committee responsibilities.
Institutional overheads and indirect costs	The Academy does not fund institutional overheads, management costs, administration, finance, human resources, general operating expenses or organisational support functions.
Research project costs	Amplify supports delivery of the approved add-on activity, not general research activity. Laboratory consumables, scientific equipment, fieldwork, sample collection, research personnel and other research project costs are not eligible.
Gifts, prizes and entertainment	Funding cannot be used for gifts, prizes, branded merchandise, alcohol, entertainment expenses or private social functions unrelated to the approved Amplify activity.
Personal or premium travel costs	Business or first-class travel, travel upgrades, holiday or personal travel, accompanying family travel unless approved for accessibility or caring purposes, and travel unrelated to the approved activity are not eligible.
Permanent equipment or infrastructure	Funding cannot be used to purchase permanent AV equipment, computers, tablets, cameras, building modifications or infrastructure improvements for ongoing organisational use.
Costs already funded elsewhere	Expenses already covered by institutional funding, sponsorship, partner support, host event support or another funding source must not be included in the requested budget.

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