Theo Murphy Initiative Australia (TMIA)

Fact Sheet: Flagship grant eligible and ineligible expenses

This fact sheet helps Flagship 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 proposed Flagship activity.

Core funding rule

Flagship funding may only be used for expenses that are directly related to delivering the approved Flagship activity and achieving the outcomes described in the application. Costs must be reasonable, represent value for money, and be included in the approved budget. Expenses that are primarily for institutional operations, research projects, personal benefit, general professional development or unrelated activities are not eligible.

Before you prepare your budget

- Only include costs that are clearly connected to the approved Flagship activity.
- Use realistic estimates and provide supporting evidence for the amount requested.
- Explain any costs that may not be self-evident from the budget table.
- 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, booking estimates or screenshots of published prices.
- Venue, catering, audio visual or facilitator estimates, where relevant.
- Travel and accommodation estimates for approved speakers, contributors or delegates.
- A short justification where a formal quote is not available.
- Evidence that institutional funding is not available, where requesting travel and accommodation for the Project Lead or organising committee members.
- A one-page outline for bursaries, grants, scholarships or other participant support, including the purpose, intended recipients, expenses covered and allocation process.

Important limits and conditions

- Project lead and organising committee travel expenses
    - Travel and accommodation for the Project Lead or organising committee members is not automatically eligible. It may be considered where institutional funding is not available, attendance is essential to delivery, the cost is reasonable and the Academy approves the expense.
- Bursaries, grants, scholarships and other participant support

  - Bursaries, grants, scholarships or other participation support must be clearly described in the application and distributed through a documented, transparent and reasonable process.
- Publication costs associated with the activity
  - Publication costs may be considered where the publication is an approved output of the Flagship activity, is identified in the application, and is not already supported through institutional funding or another source.
- Research and institutional costs
  - The Flagship grant only supports activity delivery. It does not support general research costs, institutional overheads, salaries, administration or organisational operating expenses.

Eligible expenses for Flagship activities

Expense category	Usually eligible where directly related to the approved Flagship activity	Examples of supporting evidence
Venue hire	• Conference venues, meeting rooms, workshop spaces and breakout rooms. • Venue costs required for official program sessions. • Reasonable room hire that matches the scale and format of the activity.	• Venue quote or booking estimate. • Evidence of room hire rates. • Short explanation of why the venue is suitable for the activity.
Event catering	• Catering for participants, invited speakers and official program sessions. • Catering for networking functions included in the approved activity. • Catering for organising committee members where they are attending as part of the approved activity delivery.	• Catering quote or package estimate. • Estimated participant numbers. • Program showing where catering is required.
Audio visual services	• AV equipment hire, technicians, microphones and sound equipment. • Recording, livestreaming or hybrid event services. • Captioning services or platforms required for the approved activity. • Online platform costs required specifically for the approved activity.	• Supplier quote or published price. • Description of the session format. • Evidence the service is required for delivery or accessibility.
Design, printing and production	• Event programs, signage, posters and name badges. • Workshop and participant resources. • 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 activity.
Publication costs	• Reports, conference proceedings, articles or other approved outputs arising from the funded 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.	• Fee quote or written estimate. • Role description for the contributor.

	• Panel chairs or moderators engaged for the approved activity.	• Program showing how the contributor supports the activity.
Participant support	• Registration fee waivers, bursaries, travel grants or accommodation support. • Childcare support or other approved financial assistance that removes barriers to participation. • Support distributed through a documented and transparent process.	• One-page participant support outline. • Selection or allocation 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 participation.	• Supplier quote or published rate. • Explanation of the accessibility need being addressed. • Confirmation that the support relates to the approved 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 air travel, reasonable accommodation and local transport for invited speakers, subject matter experts and approved delegates. • 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 Flagship activity	• Funding must directly support the delivery of the approved activity and its intended outcomes. Costs for unrelated events, future projects, general professional development or personal benefit are not eligible.
Organising committee attendance costs, unless approved	• TMIA funding is generally intended to support activity delivery rather than the attendance of the Project Lead or organising committee. Travel and accommodation 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	• The Flagship grant supports activity delivery, 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 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 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.