



# Travel Bursary Guidelines

## RLQ and Small Libraries Workshops 2026

**State Library of Queensland is offering travel bursaries of up to \$1,500 to Queensland councils to attend the RLQ and Small Libraries workshops taking place in Longreach (10-11 March 2026) and Townsville (18-19 March 2026).**

To apply for a travel bursary, please read the following travel bursary guidelines prior to submitting the travel bursary application form.

Councils must arrange their own travel and accommodation, and State Library will reimburse the approved travel costs prior to the event on receipt of an invoice based on the approved bursary application estimate. Daily expenses such as meals and incidental are not paid by the travel bursary.

### Eligibility criteria

1. Successful applicants are required to attend Day 1 – Workshop, but are encouraged to stay overnight and attend optional Day 2 – RLQ Library Tours (half day).
2. Councils are required to submit a completed SmartyGrants application form including an estimate for costs associated with travel and accommodation.
3. Evening event (dinner) is optional and at the participants' own cost.
4. Nominated applicants must be a staff member of a Queensland public library service.
5. Attendance by new library staff who have not previously attended professional development is encouraged.
6. Council agrees to pay for any additional costs above the approved bursary amount associated with travel and accommodation.
7. Councils must be meeting all their Service Level Agreement conditions and have no outstanding annual, mid-point, or grant acquittals.

### Payment of travel bursary

8. Eligible expenditure for the travel bursary can include the cost of travel (e.g. bus, train, fuel, flights, parking) and accommodation only.
9. Daily expenses (e.g. meals and incidentals) are **NOT** covered by the travel bursary and must be covered by council or the individual.
10. The travel bursary will be paid to the successful Council on receipt of a detailed invoice based on the estimated costs from the successful bursary application.

### Travel arrangements

11. Successful applicants are required to make their own travel arrangements, based on the estimates approved by State Library through the travel bursary application.
12. The travel bookings need to be made as soon as possible after receiving confirmation of the successful bursary application from State Library.

## **Assessment process**

13. All applications will be assessed by State Library staff and are required to provide at minimum the following:
  - a. Plan for and estimated costs of travel.
  - b. Consideration of how attendance will benefit Council's library service.
  - c. Consideration of how learnings will be shared by the attendee after the event with other council staff.
14. The total bursary awarded will be assessed on a case-by-case basis.

## **Grant acquittal**

15. Applicants must attend and participate in the full program.
16. Applicants will be required to participate in a feedback survey evaluation for the event.
17. If the successful applicant (or a suitable alternative representative from the library service following approval by State Library) does not attend the event all bursary funds must be returned to State Library.
18. Successful applicants grant permission for State Library to use photographs and application information for the purposes of reporting and promotion.