



Amplify: Young Voices in Libraries Travel Bursary Guidelines

State Library of Queensland is offering travel bursaries to support attendance at Amplify: Young Voices in Libraries forum at State Library 10-11 June.

These bursaries are to assist councils in meeting the costs of staff attendance, including travel costs of up to \$1,500.

State Library of Queensland is offering bursaries as part of the Building Capability program supported by State Government Public Library Funding.

The forum aims to build the capacity of Queensland public library staff to better engage young people aged 12–25 in library services, programs, and spaces. The two-day forum will bring together practitioners, youth voices, policy leaders, and sector experts to explore how libraries can meaningfully connect with the next generation of library users and community leaders.

What can the funding be used for:

- Councils can use the bursary funding to support costs of travel and accommodation only.
- Councils are required to pay for the costs of their staff's time to attend the conference and any incidental costs such as meals, travel allowance or per diems.
- Any additional costs incurred above the bursary provided are to be covered by council as a contribution towards the professional development of their staff.

Eligibility criteria:

Councils are required to submit a Travel Bursary Application form via SmartyGrants by 4:00pm, 7 May 2026.

Bursary numbers are limited and will be considered against the following selection criteria:

- Nominated applicant must be a Queensland local government public library staff member.
- Nominated applicants are required to attend both days of the forum.

- Applicant councils must be currently compliant with all aspects of their Service Level Agreement including having no overdue or outstanding reporting or acquittals.
- Applicants must demonstrate how their attendance at the conference will benefit council's library service and how learnings will be shared after the event.

In the event that more applications are received than can be supported by State Library then consideration will also be given to the following:

- Attendance by library staff who have not previously attended professional development is encouraged.
- The number and amount of previously awarded travel bursaries to the attendee.
- Geographic spread of applicants is supported.
- Diversity of experience levels, roles, and functions within libraries.

Payment of bursary:

The travel bursary will be paid to successful councils on receipt of an invoice issued to State Library based on the estimated costs in their application.

All bursaries will need to be paid before 30 June 2026. The successful applicants will need to start the invoice process with their council Finance team as soon as practicable after receiving their successful notification.

Invoices must be submitted to pl@slq.qld.gov.au

Application process:

- No late applications accepted.
- Supervisor or Manager support is required through the Manager Support Letter.
- Applicant must ensure travel expenses are the most economical.
- Fuel costs are to be calculated according to the Queensland Government's Motor Vehicle Allowances Directive 20/16, which allows for **\$0.41 per kilometre**. Fuel

allowances apply only to those using **private vehicles** (not council vehicles).

<https://www.forgov.qld.gov.au/documents/directive/2016/motor-vehicle-allowances>

- Applicants will be notified of their application outcome within two weeks of the travel bursary closing date.

For the successful applicants, council will be responsible for:

- Submitting an invoice for payment of the approved bursary amount to State Library.
- Arranging travel and accommodation, which must be booked as soon as possible after receiving confirmation by State Library of approved bursary amount.

Acquittal process:

- Applicants must attend and participate in the full PD program (both days).
- Applicants will be required to participate in a feedback evaluation for the event.
- If the successful applicant, or a suitable alternative representative from the library service does not attend the event, all bursary funds must be returned to State Library.

For more information, please contact pl@slq.qld.gov.au.