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| Koolin Balit Conference Grants |
| Frequently asked questions |

**Can the grants be used to attend an overseas conference?**

The grants are available to assist people to present at conferences both in Australia and overseas.

**My organisation has partnered with a university to undertake an evaluation of our DHHS funded Aboriginal initiative. Can I apply for the grant to co-present with the university?**

Yes, you can apply for a grant for an initiative that involves partnerships, including if the initiative is managed and coordinated through a partnership model or if the evaluation/review/quality improvement process has been undertaken in partnership with another organisation, however, only one grant is available per conference.

**Can the partnering University apply for a grant?**

Yes, but only one grant is available per conference.

**If two people are co-presenting, can both presenters apply for the grants?**

Yes, both presenters can apply however, only up $2000 is available per presentation. In this situation the amount of $2000 will split and each presenter (if they meet the elegibilty criteria) may recieve up to $1000.

**Can mainstrean organisations and non-Aboriginal staff receive grants?**

Yes, however, if demand is high priority may be given to Aboriginal staff in Aboriginal organisations.

**My organisation has been accepted to present at a conference. Can more than one employee from the same organisation apply for the grants?**

One grant is available per organisation per conference. If the Aboriginal health initiative is coordinated through a partnership model with another organisation, only one grant is available to support the presentation at the conference.

**If I am successful in applying for a grant, how are the funds provided to me?**

If you have been successful in your grant application, an invoice for the amount necessary is to be submitted to the Aboriginal Health and Wellbeing Branch. This should be accompanied by receipts or quotes relating to the cost of the conference, accommodation and any required travel. The funds will be transferred to the applicants’ organisation within 10 business days. If you apply and are successful in your grant application and are not applying on behalf of an organisation, the funds will be provided directly to you.

**I have been accepted to present my Aboriginal health initiative at a conference however do not require the total available amount of funding. Can I apply for a grant less than $2,000?**

Yes, there is no minimum amount of funding that can be applied for, however $2,000 is the maximum amount that is available per person, per organisation, per conference.

**Do I need to complete a report after attending the conference?**

Yes. A brief report is required to be completed and submitted to the Aboriginal Health and Wellbeing Branch within one month of attending the conference. You will be provided with a report template to complete.

**Can I apply for additional funding if the cost of attending the conference is greater than the $2,000 available?**

The maximum amount of funding per grant application is $2,000. Koolin Balit Conference Grants can be used in conjunction with other funding or grants if required.

**Are there any guidelines regarding appropriate accommodation?**

Yes,

**Accommodation**

* single room accommodation (unless sharing with a work colleague or single rooms are unavailable) in accordance with the Royal Automobile Club of Victoria (RACV) Accommodation Guide
* *non-executive employees are limited to ‘three star’ accommodation.*
* *executive officers are limited to ‘four star’ accommodation*
* *exceptions may be made if:*
* ‘four star’ rates compare favourably with ‘three star’ rates
* employees need to be accommodated at the same venue as a Minister, or

the training provider supplies a preferred accommodation list.

**Can I apply for more than one grant?**

An individual can only receive one Koolin Balit Conference Grant per financial year. If you have applied for a Koolin Balit Conference Grant and been unsuccessful, you may apply for another grant for another conference.

**When do applications close?**

There is no application closing date. The first round of grants will be open from July 1 2015 until 30 June 2016. The second round of grants will open on 1 July 2016 until 30 June 2017. You can apply for a grant at any time during these periods.

**What happens if I receive a grant but cannot attend the conference?**

You may transfer the grant to another person who is able to attend in your place, for example. another member of the project team who can deliver your presentation. If this is not possible, you will need to return the funds to DHHS. It is not transferable to another conference; however you may apply again at any time.