

# Frequently Asked Questions

**Who is eligible to apply for the professional development grants in the GCCEC Linkage Grant Program?**

Professional and academic staff in Queensland and the Northern Rivers are eligible to apply for the professional development grants, provided their application meets the selection criteria.

**Why does the Gold Coast Conference and Exhibition Centre (GCCEC) provide these grants?**

The GCCEC identifies the importance of personal and professional development and through the provision of these grants provides individuals the opportunity to link with an international conference within their chosen field of endeavour. The program also provides the Centre with an opportunity to identify international conferences that have the potential to be held in Australia and on the Gold Coast in the future.

**What are the key dates and deadlines of the program?**

Entries are open on 4 February 2019, and submissions are required by 3 May 2019.

**When are the winners announced?**

Shortlisted applicants and grant recipients will be personally notified in May 2019.

**How do I apply for a grant?**

Applicants must complete Part A: GCCEC Linkage Grant Application Form and submit to the Centre for pre-approval against the selection criteria. Once the conference is approved Part B Application Questions must be addressed and a written submission completed and provided to the GCCEC prior to the deadline of 3 May 2019.

Application forms and written submissions must be received by the GCCEC via email – [linkage@gccec.com.au](mailto:linkage@gccec.com.au) or via post PO Box 1407, Broadbeach QLD 4218.

**Do I need to participate in the bid process for the conference I am applying for through the GCCEC Linkage Grant Program?**

Yes, a requirement of the grant is that the recipient be an active part of the bid process. This can encompass being a chairperson, co-chairperson or a member of the local bidding committee. The GCCEC will work with you to bid for the conference to be held on the Gold Coast in the future.

**Do I need to spend the grant monies immediately?**

The funds are available to be spent immediately or within 18 months of being awarded.

**What does the grant cover?**

The grant of \$5,000 can be used to cover costs associated with attendance, including but not limited to; flights, accommodation, memberships fees or conference registration pertaining to the nominated conference. Additional costs over and above the grant value will be at the applicants own expense. Incurred expenses will be reimbursed on return upon producing receipts.

**I don't want to apply for a grant, but I am interested in bidding for a conference to come to the Gold Coast. What assistance does the GCCEC provide?**

The GCCEC has the ability to provide administrative support to those organisations that wish to bid for a national or international conference to be held at the Gold Coast Convention and Exhibition Centre.

**Conditions of Entry**

In recognition of the time and commitment required we ask that you seek approval from your line manager (if applicable) prior to submitting an application.

The decision of the judging panel is final and no correspondence will be entered into. Applicants may request feedback on their performance after the winners have been announced. The winners will be required to produce receipts or proof of purchase for expenditure items to be covered whilst attending their nominated conference.

Recipients are required to agree to be included in future collateral and publicity for promotion of the GCCEC Linkage Grant Program.