



## Tasmanian Polar Network

### Applying for travel assistance - Guidelines for members

The Tasmanian Polar Network is focussed on building international market opportunities for its members and the Tasmanian Antarctic sector as a whole.

The purpose of these guidelines is to provide an equitable and transparent way to formalise the process for assessing expressions of interest from TPN members for travel funding assistance. The Executive Committee wishes to keep the process and criteria as simple and fair as possible, within the budget capacity, while maximising opportunities for Tasmania, the TPN and its members.

Generally sponsorship requests from individuals and business organisations to attend events should reflect the overall organisational direction outlined in the TPN Strategic Plan. Priority will normally be given to activities that are in alignment with the annual TPN Action Plan objectives.

TPN provides sponsorship that will:

- Clearly support the development of the Antarctic sector in Tasmania.
- Build relationships with organisations that will help to achieve the TPN goals outlined in the action plan.
- Promote Hobart as an Antarctic hub and place of business science, research and allied education.

The TPN Executive Committee will provide an annual budget allocation of up to \$10,000 to subsidise members' travel expenses to attend events, which leverage new and or existing markets for their business/organisation and the Tasmanian Antarctic community.

#### Eligible Activities

A maximum contribution of up to 50% of costs may be provided to members towards travel expenses to support Antarctic related activities including;

- Trade delegations
- International meetings (COMNAP)
- Commercial exhibitions
- Promotion of Tasmanian Antarctic capability
- Market or product development

The TPN Executive may call for Expressions of Interest from members to attend international meetings such as the Council of Managers of National Antarctic Programs (COMNAP) which have proved to be valuable in the past. However TPN members can also apply at any time during the year for assistance for above activities if they meet the eligibility criteria.



The TPN is not bound to provide support if it deems that applications are not within the scope of the guidelines.

### **Eligibility Criteria & Process**

- The applicant must be a financial member of the Tasmanian Polar Network
- The funds must be spent on reasonable travel costs (airfares, accommodation, incidentals) associated with an eligible activity
- The applicant must contribute at least 50% of the travel costs
- The applicant must provide a written/verbal report to TPN members at a General Meeting on outcomes from the trip
- All costs are to be substantiated with relevant invoices and an itemised summary of costs.
- Members must apply for assistance before they travel. Funding requests to support retrospective travel are not eligible.

### **Selection Criteria**

Interested members will need to provide a written business case on the attached application form which demonstrates the following.

- What is the purpose for the travel?
- What do you hope to achieve for the business/organisation from the trip?
- How will you promote the Tasmanian Polar Network?
- What are the broader benefits to the Tasmanian Antarctic community?
- The applicant shall submit an estimated budget for assessment outlining financial contributions by the applicant and/or a third party?

### **Assessment**

Assessment of applications will be undertaken by a subcommittee of the TPN Executive. It will be based on consideration of the merit of the business case submitted. However the Executive recognises that businesses are at different stages of their development and strongly encourage applications by businesses with emerging interests in new markets. The purpose of this fund is to support all members. More experienced TPN members may be available to assist in the development of proposals.

### **Conflict of Interest**

Where there is a conflict of interest or potential for this to occur, the Executive Committee member will declare their interest and remove themselves from discussion and decision making on that application.



## Promotion and Development Travel Assistance Application Form

Organisation		Application Date	
Applicant		Contact Phone	
Event		Departure Date	
Destination		Return Date	
Organisation	Please outline your organisation and the type of activities in relation to the Antarctic and TPN		
Trip purpose	Please outline the purpose of your travel and the promotional activities to be undertaken.		
Objectives	What do you hope to achieve for your business / organisation from the trip		
Industry Benefits	Briefly describe the benefits the TPN and Antarctic sector will gain in supporting your application		

Please attach additional information if required to support your application

Estimated Expenditure	Remarks	Cost
Airfares, Baggage etc.		
Accommodation		
Meals (not included in accommodation)		
Taxi / Transfers / Car Rental / Train		
Visa / Taxes		
Miscellaneous		
Estimated Total Expenses		
Signed _____		50% TPN Contribution
Approved _____		