

# Frequently Asked Questions

## ABOUT THE DIFFERENT AWARDS

### Is the 'Teamed Up' Award \$10,000 now?

Yes, funding is now up to \$10,000 for a minimum of two individuals to travel (equivalent to 2 x \$5,000 per person). A registered WA company will need to apply for this award and nominate their two representatives.

### Teamed up is my first preference, but I still want to apply for the individual awards.

To streamline the application process, teams will need to apply as a registered WA company with two nominated travelers to be eligible for the Teamed Up award. Participants can then apply for the individual award categories as themselves (another application form, but this time as you, not a company).

The Teamed up Award will be assessed first, and those successful applicants nominated to travel will become ineligible for individual categories (if they have applied of course). If you are unsuccessful for the Teamed Up award, you will still be competitive for an individual award, as long as you applied for it.

### We have a team of 4, can we apply as 2x teams of 2?

There can only be one application for the company, so you will need to decide amongst yourselves which pairing would be the most competitive/needs to travel the most.

### Are current students eligible for the Bright Spark Award?

If they will complete their course by 31 December 2019. This award is meant for individuals who have recently graduated (within the last 2 years) when they travel, so can be interpreted as officially graduating or successfully completed your course between 1 July 2017 and 31 December 2019.

## ABOUT THE EVENTS

### Can I go on multiple trips?

Yes - it is up to you to make a case about the events you want to attend and to work within a budget. You would need to explain all trips in the information you provide relating to the 'Travel Ready' criteria.

### Do I have to go to one of the events on the Events Fact Sheet?

No. You can identify a different event. You need to make a case about why it is right for you, your product and commercial focus.

## ABOUT THE BUDGET

### Why do we need to do a budget? Why are there restrictions on how we spend the money?

The budget shows that you are clear about the event and costs associated with your application, and that you are aware that you are applying for tax payers' funds that need to be spent on appropriate activities.

### So I shouldn't just apply for the maximum \$5,000 for individual, or \$10,000 for Teamed Up?

By doing a budget you are showing us that you have thought about your travel, and assessors may consider "value for money" when they review your application.

### Can I include advertising costs?

You could include these as 'Marketing and event collateral' co-investment.

### Can I include the cost of monitors, consoles, furniture etc. in booth cost?

It would be reasonable to hire these types of items for a booth rather than travelling with them. Capital expenditure (i.e. purchasing assets) is not encouraged.

### How do I know what to put in the 'funding source' column?

Your spreadsheet should give you drop down options. For some items you can choose to use grant money or co-investment. For some



you can only use co-investment. Check the Financials Fact Sheet if you are not sure.

**What happens if the costs change between the time I do my budget and the time I travel?**

Your budget is an estimate. It is your best assessment and we know that the costs might change. If you receive funding and your costs change significantly then you would need to talk to us about this to make sure it is OK. If your costs go over the amount we have offered you, then you would pay the shortfall.

**How should I go about my budget if I am applying for both the Teamed Up award and an individual award?**

You will need to submit two applications, one as a team under a company name. This will have your combined budget for the two travelers. The second application is your own as an individual. This will have your budget as a single traveler. Yes, it means two spreadsheets, but it will streamline your process and our assessment.

**Do we need to divide costs among team members applying for Teamed Up award?**

No, that isn't necessary. Just provide the total costs for two for each line item in the overall budget. The total amount for the IAP Grant eligible expenses will need to be less than \$10,000.

**Is the budget GST inclusive?**

Yes.

**Do I need to have an ABN to apply?**

Not for the individual application, but you will need to for Teamed Up.

**What if my budget goes above \$5,000 because I have a few large items?**

You should not apply for more than \$5,000 in grant funds. You can split costs between your grant and your co-investment (for example, half the cost of a booth). To do this, simply add an extra, duplicate row in the budget spreadsheet and have one as 'IAP Grants' and the other as 'Co-Investment' funding type.

**Am I eligible if I am working for myself and it is a second job?**

Yes. This is not uncommon and we expect many candidates will be in this situation.

**Would a person working on the application of virtual reality into medical surgery be eligible?**

Yes, you would be eligible to apply under Health Care and Social Assistance Industry, Virtual surgery specialist.

**Would someone who has some experience (but not a lot) of working in the sector on unpaid projects be able to apply?**

Yes, if you can explain clearly the projects you are working on you can apply. You also need to consider how to be competitive. For example, you need to consider the type of event you are ready to attend. A low cost trip to Melbourne Games Week might be the best event for you given the stage you are at in your career.

**Can I apply if I am a researcher at a university working on the application of VR?**

Yes, you would be eligible to apply under Education and Training Industry, higher education specialist, or Games industry researcher/expert (see the Games Industry Work Fact Sheet). You would need to make sure you explained how the research would translate into commercial outcomes.

**ABOUT THE APPLICATION**

**Is it OK to provide my CV as a URL to my LinkedIn page?**

No, do not assume that the assessors will look at websites. Provide everything you want them to consider in the application form. You can include a 1 page CV (PDF) in the attachments.

**Do letters of support help?**

You can include letters of support in your attachments if you like. If they help you show strength against the selection criteria then they would be a valuable way of validating what is in your application. But they are not required.



## ABOUT THE PROCESS FOR IAP

### **What is considered a conflict of interest for the assessors and how are these managed?**

Conflicts of interest arise when someone has (or is perceived to have) a personal or financial interest in the outcome. Assessors are asked to identify conflicts and will not be allocated applications if they are not sure they can assess them impartially. In a small industry conflicts can easily arise, and for this reason we will have multiple assessors to draw on, and most assessors will be based outside of Western Australia. No one who is an applicant will be an assessor.

### **When will I know if my applications has been successful or not?**

We are aiming to make offers before the end of December 2019. Either way, you will be notified if you are successful or not.

