



## CHURCHILL FELLOWSHIPS 2012 APPLICATION PACKAGE

The Winston Churchill Memorial Trust was established in Australia in 1965 shortly after the death of Sir Winston Churchill. The Trust is a not for profit educational institution governed by a Board of Directors who give their time voluntarily. The Trust administers funds initially raised by the Australian fundraising appeal of 1965 and the annual Churchill Fellowship award scheme.

The aim of The Winston Churchill Memorial Trust is to provide an opportunity for Australians to travel overseas to conduct research in their chosen field that is not readily available in Australia. No prescribed qualifications are required and the subject of the proposed project is limitless provided a benefit to Australia is evident. Merit of the proposed project is a key factor and a desire to share the research findings with the Australian community must be displayed.

### Eligibility

To be eligible to apply for a Churchill Fellowship you must:

- be an Australian Citizen over the age of 18
- not be enrolled in tertiary studies directly related to the topic of your proposed project
- have experience in and commitment to the field of your project
- have a worthy project that requires overseas investigation
- be willing to disseminate the results of your research to the broader Australian community and
- not have been awarded a Churchill Fellowship in the past.

### Application Assessment

Your application will be assessed on the following criteria:

- merit of the project
  - ~ will the knowledge or skills gained be of value and benefit to the Australian community?
  - ~ will the proposed project provide the applicant with enhanced skills and expertise?
- merit of the applicant
  - ~ is the applicant's current level of achievement, knowledge and expertise in the field of the proposed project sufficient to warrant a Fellowship?
  - ~ does the applicant display significant commitment to the field of the proposed project and will they contribute to that field into the future?
- the ability of the applicant and the project to make a difference to the broader community or the field of the proposed project
- the ability of the applicant to disseminate their findings and
- the extent to which overseas travel is required to complete the proposed project.

The Trust receives over 1,000 applications annually and awards about 100 Fellowships at an average value well in excess of \$20,000 each. The Trust is also fortunate to be supported by sponsors who donate to the Trust for specific research projects.

Further guidelines, the application form and referee forms can be found in this package. **Postal Applications for the 2012 round of Churchill Fellowships close with last mail on Wednesday 29 February 2012.**

*We look forward to receiving your application.*

#### The Winston Churchill Memorial Trust

All enquiries to:

**Free:** 1800 777 231

**Tel:** 02 6247 8333

**Fax:** 02 6249 8944

**Email:** [info@churchilltrust.com.au](mailto:info@churchilltrust.com.au)

**Web:** [www.churchilltrust.com.au](http://www.churchilltrust.com.au)

# CHURCHILL FELLOWSHIPS 2012 APPLICATION PACKAGE

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### Privacy Statement – Churchill Trust

The Churchill Trust's privacy policy complies with the National Privacy Principles (NPPs) embodied within the *Privacy Amendment (Private Sector) Act 2000*. Your privacy is respected by the Trust and personal information will be handled in a sensitive manner.

Information collected on the Application and Referee Forms will be used for the purpose of selecting Churchill Fellows and will be provided to Trust Staff Members, Selection Panel and Committee Members, the Board of Directors and Fellowship sponsors.

A successful applicant's name, address, contact details, employment details and the subject of the Fellowship will be provided to the media as part of a media release at the time the annual Fellowship Awards are announced. These details may also be published in the Trust's Annual Report and may be used to promote the Fellowship Awards with the media.

Successful applicants' details will also be provided to the Trust's travel consultants for the purpose of arranging travel. A successful applicant's details may also be provided to overseas organisations for the purpose of arranging courses, tuition or conference bookings on behalf of that applicant. A Fellow's name, subject area and Fellowship Report will also be published on the Trust's Website so that the community can easily access the Reports and benefit from the Fellowship experience. If you do not provide all the information requested on the forms the Trust will be unable to process your application. You are able to access and update the personal information that the Trust holds about you at any time. If you have any privacy concerns or would like to verify information held about you please contact the Privacy Officer, Winston Churchill Memorial Trust, GPO Box 1536 CANBERRA ACT 2601 in writing.

# CHURCHILL FELLOWSHIP INFORMATION

## 1. General

- 1.1 **Citizenship.** Churchill Fellowships are confined to Australian Citizens.
- 1.2 **Age.** Awards are granted to applicants over the age of 18 years. No upper age limit is prescribed but generally awards will be made to those whose major contribution to their field lies before them.
- 1.3 **Tertiary Qualifications.** Fellowships will not be awarded to enable the applicant to obtain tertiary qualifications.
- 1.4 **Nature of Project.** Churchill Fellowships will be awarded for the purpose of pursuing an overseas investigative project of a kind that is not readily available in Australia.
- 1.5 **Opportunity.** Fellowships will not ordinarily be awarded to those in a vocation which offers special opportunities for overseas research or experience, or to those employees in the public and private sectors where regular programmes for overseas research or experience are available to the applicant.
- 1.6 **Submission of Application.** The application must be submitted in the State or Territory of residence of the applicant, irrespective of the place of employment. An application can be submitted in one State or Territory only.
- 1.7 **Interviews.** Applicants must be available to attend an interview in person if required. Telephone interviews are not acceptable.
- 1.8 **Citizens Overseas.** Applicants who are Australian Citizens temporarily overseas will be considered for Fellowships if they will be available to attend an interview in Australia and are prepared to return to Australia on completion of their Fellowship.
- 1.9 **Joint and Multiple Applications.** Fellowships are awarded to individual applicants only and for individual projects only. An applicant may submit only one application per year.
- 1.10 **Amount of Award.** The value of every Fellowship is different as it is calculated based on the number of countries visited, the duration of the approved Fellowship and an estimated airfare. The average is currently well in excess of \$20,000. See point 3 for more detail.
- 1.11 **Support From Other Sources.** The Trust will take account of any other existing sources of support for a project and will normally avoid duplicating the activities of other bodies. Only in special circumstances may a Fellowship be held concurrently with another award. In such circumstances the Trust may reduce the amount of its Award by the amount received from another source.
- 1.12 **Duration of Fellowships.** A Churchill Fellowship is usually a minimum of four weeks and generally a maximum of approximately six weeks although longer itineraries are not precluded if this can be justified. Any additional time outside of the approved Fellowship itinerary will be at the Fellow's own expense.
- 1.13 **Sponsored Fellowships.** A number of sponsored Churchill Fellowships are offered each year, usually confined to a particular field of endeavour. All applicants with an appropriate project are considered for the award of a sponsored Churchill Fellowship as well as a non-sponsored Churchill Fellowship. A list of Sponsored Fellowships is included in this package.

## 2. Conditions of Award

**Contract.** The award of a Churchill Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in a Contract document signed between the Churchill Trust and the Fellow. A Fellowship cannot commence until the Trust receives an executed copy of the Contract document from the Fellow. A copy of the Contract is included in this package.

## 3. Fellowship Travel and Basic Allowances

Travel and Basic Allowances are granted as follows:

- 3.1 **Fellowship Travel.** The Trust will pay for all approved Fellowship travel and, whenever possible, arrange for tickets to be issued to a Fellow before departure.
  - 3.1.1 **Major Travel.** All major travel will be by economy class air. Travel will begin and terminate at the major airport nearest to the Fellow's home address. The route and/or sequence of places to be visited may be varied to reduce costs.
  - 3.1.2 **Supplementary Travel.** Surface travel may be authorised to supplement air travel.
  - 3.1.3 **Internal Travel Allowances.** If it is not possible to pre-purchase tickets to cover all travel, an Internal Travel Allowance will be paid in advance to allow the Fellow to purchase the necessary tickets.
- 3.2 **Basic Fellowship Allowances.** The Trust will pay in advance to all Fellows:
  - 3.2.1 **Incidental Travel Allowance.** A fixed allowance to assist with incidental travel expenses.
  - 3.2.2 **Internal Travel Allowance.** A variable allowance which is payable under the conditions in paragraph 3.1.3 above.
  - 3.2.3 **Overseas Living Allowance.** A variable allowance to assist with a Fellow's living expenses while overseas.

## 4. Supplementary Fellowship Allowances

The following allowances may also be granted:

- 4.1 **Miscellaneous Expense Allowance.** To cover part or all of the cost of approved fees or tuition. Fees/Tuition not included on the initial application cannot be approved. Requests for fees above \$AUD 1,000 must be accompanied by formal documentation at the time of application.
- 4.2 **Dependant's Allowance.** To help support a Fellow's dependants when neither the Fellow nor the partner has sufficient means to meet this commitment whilst the Fellow is overseas. The allowance will only be considered if:
  - You will lose 50% or more of your present income while overseas, and
  - No dependant(s) accompany the Fellow on any part of the overseas travel or within three months of the completion of the Churchill Fellowship programme.

## CHURCHILL FELLOWSHIP INFORMATION...continued

### 5. Calculation and Payment of Allowances

Allowances are calculated and paid on the following basis:

- 5.1 **Income.** No account is taken of a Fellow's family income in calculating any allowances other than Dependant's Allowance.
- 5.2 **Amount.** Allowances are calculated based on the number of weeks of the approved Fellowship.
- 5.3 **Overseas Living Allowance.** An allowance as a contribution towards overseas living costs will be paid and will vary with the country/ies visited and length of stay.
- 5.4 **Deductions.** The allowances paid to a Fellow by the Trust may be abated by the amount received under an award from another source.
- 5.5 **Savings.** Unexpended amounts of an allowance granted for one purpose are not transferable to another purpose.
- 5.6 **Payment.** Allowances will be paid after approval of the Final Programme or 2–4 weeks before the Fellow's departure date, whichever is the later. Miscellaneous Expense Allowance will be paid up to the total amount granted upon presentation to the Trust of appropriate receipts, or the account will be paid directly by the Trust, on presentation of a formal invoice.

### 6. Tax Implications for Churchill Fellows

- 6.1 **Income Tax.** The liability of a Fellow for Income Tax is a matter for decision by the Commissioner of Taxation and the Trust has no responsibility or authority in the matter. Any allowances paid to Churchill Fellows are likely to be treated as assessable income. The Trust recommends that Fellows keep receipts for all expenditure during their Fellowship and seek independent advice with respect to their eligibility for claiming tax deductions.

- 6.2 **GST Liability.** There may be GST implications for allowances paid to some Churchill Fellows who are self-employed or hold an ABN. Any GST liability will be borne by the Trust and will not affect the amount of funds allocated to the Fellow for their Fellowship.

### 7. Application Form

The purpose of the Application Form is to enable the Trust to assess the applicant and the outline of the proposed project in order to draw up short-lists for interview.

All applications must be made on the Application Form provided.

### 8. Referee's Reports

An applicant is required to obtain two different references from different individuals, one on each of the two Referee Forms provided. Performing artists should include at least one reference from a recognised authority eg. School of Music. The referee reports should be returned to the applicant for submission with their application. Applications submitted without the two supporting references will not be accepted. It is preferable to use Australian Citizens as referees.

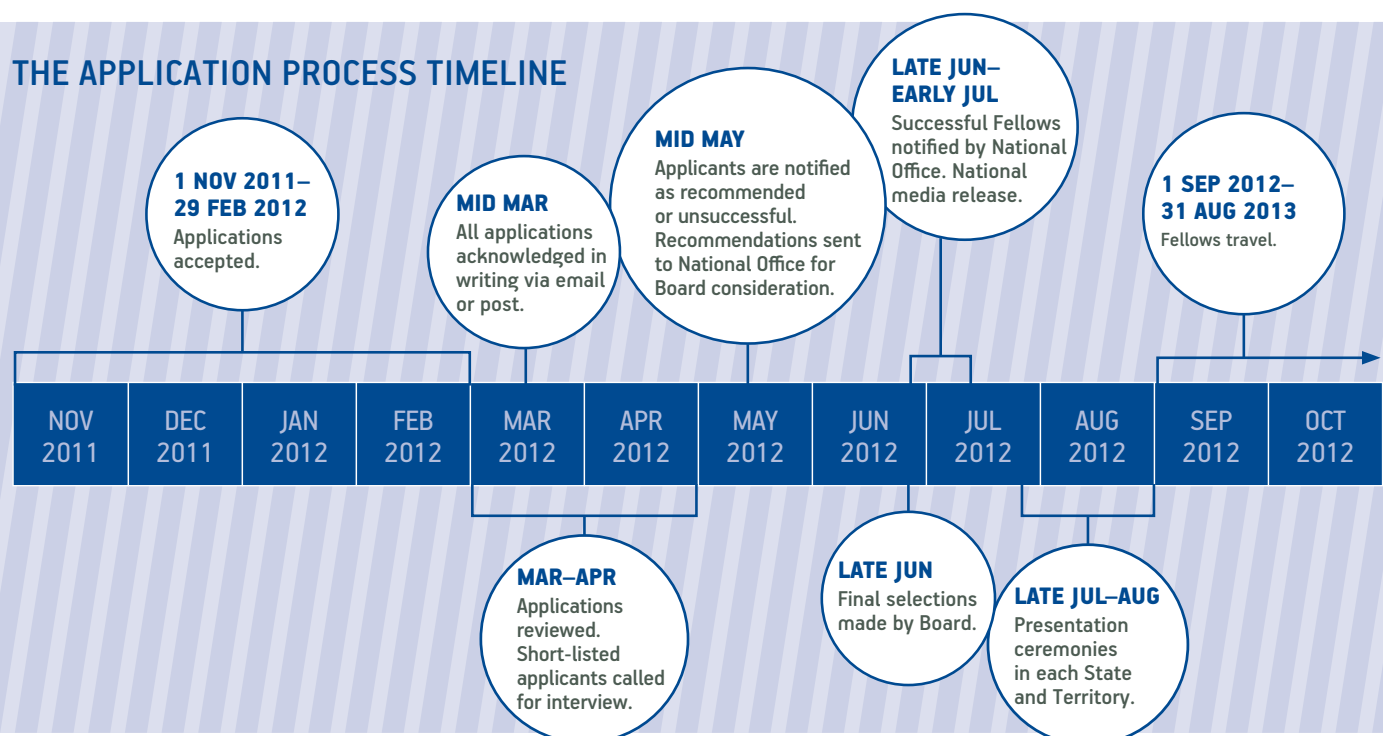
### 9. Application Papers—Retention/Destruction

All papers forwarded by applicants for a Churchill Fellowship become the property of the Trust and unsuccessful applications will be destroyed.

### 10. Competition and Further Application

The awarding of Churchill Fellowships is a competitive process with over 1,000 applications being received each year. Unsuccessful applicants are sometimes encouraged to re-apply in subsequent years.

## THE APPLICATION PROCESS TIMELINE



# THE SELECTION PROCESS

The purpose of this outline is to give applicants background information on the processing of their application. The composition of Committees and Panels discussed in this outline will vary from State to State as will the timings described.

## Regional Committees

The Winston Churchill Memorial Trust in Australia is represented in each State and Territory by a Regional Committee and in some instances also Panels which are responsible for assessing all applications received in that State or Territory. The Committees typically consist of a Chairman and 6-10 members who come from a diverse range of backgrounds with expertise across many fields.

## Assessment Process

Applications open from 1 November each year. Every application that is received is acknowledged via a receipt card that is either posted or emailed to the applicant. During March every application is initially assessed by the appropriate Panel or Committee. Panel and Committee members are free to make any enquiries and consult with whoever they consider necessary in making their assessments.

Assessment is based on, but is not limited to, the following criteria:

- the ability of the applicant and project to make a difference to the Australian community or their chosen field of expertise;
- the ability of the applicant to communicate what they have learnt to the widest possible audience upon their return;
- merit of the proposal;
- the personal attributes of the applicant; and
- the extent to which overseas travel is required for the project.

Consideration is also given to proportional representation across the community in line with the Trust's primary objective of ensuring that Fellowships are available to a broad range of Australian Citizens from all possible fields.

## Short-listing Process

Based on the initial assessment applicants are short-listed for interview.

The Regional Secretary is responsible for contacting those applicants short-listed for interview to arrange suitable interview times. In some States and Territories applicants will be required to provide the Panel or Committee with a brief CV and any other project information requested.

It is essential that the applicant is contactable at all times and it would be wise to make alternative arrangements if an applicant

is likely to be away from their normal place of work or residence as detailed on their application form.

Applicants who have not been selected for an interview will be notified as soon as possible.

## The Interviews

For short-listed applicants, the exact timing, duration and number of interviews varies in each State and Territory. Some States and Territories may require applicants to attend two interviews. All interviews must be attended in person by the applicant and anyone unable to attend an interview will be advised to apply again the following year. Interviews will be scheduled as early as possible and may be conducted any time from mid March to the end of April including weekends.

After the interviews are completed, applicants are ranked in order of preference by the Committee to determine the nominations for Fellowships that will be forwarded to the National Office. Upon finalisation of these nominations all applicants interviewed will be advised if their application is progressing to the National Office for further consideration.

## Selection of Churchill Fellows

The Trust's Board of Directors meets in Canberra in late June each year to consider the nominations submitted by each State and Territory. The number of Fellowships on offer varies slightly from year to year and it is expected that for the 2012 round there will be about 100 Fellowships available nationally.

The selection of Churchill Fellows and the procedures undertaken are at the absolute discretion of the Board of the Trust.

At the conclusion of the Board Meeting all applicants will be notified of the outcome by National Office and successful 2012 Fellows will have their details made available to the media and sponsors as the Trust deems necessary.

Successful Fellows should be aware that media contact may occur any time after late June. It would be advisable that if successful, you are easy to contact to capitalise on the announcement of your Fellowship within the media.

## Unsuccessful Applicants

Applicants may be advised as unsuccessful at the following stages of the selection process:

- After consideration at the Regional level. The Regional Secretary will advise these unsuccessful applicants about mid May.
- Other applicants considered in the National selections but unsuccessful will be advised by the National Office in late June.

All applications are acknowledged by the Trust via email or post after applications have closed. If you have not received an official 'Receipt of Application' by mid March please contact the National Office of the Trust (*see page 8*).

# APPLICATION FORM GUIDELINES

## Before you fill in the Application Form

- Read the *Churchill Fellowship Information* that forms part of this Application Package.
- Check that you have the correct Application and Referee Forms dated 2012. Applications submitted on forms from previous years will not be accepted.
- If you are using a paper Application Form, ensure that you have one or two additional copies in case of errors.

## Filling in the Application Form

### General Advice:

- All sections must be completed. Application forms with sections left blank or answered with 'to be advised' will not be accepted.
- Typing is preferred. If you are using paper forms, cutting and pasting or hand printing in block letters using black ink is acceptable. Do not type or write in the margins and keep pasted sections unfolded.
- Your application MUST be confined to the application form. Do not use additional pages unless proof of fees is required.
- Except for an amount for fees, no other costs ie. airfares, living allowances etc. are required on your application. All costings for your project will be completed by the Trust.
- Ensure you read and fill in each statement in *REFERENCES AND DECLARATIONS* and sign and date the form.
- Submit one copy of your application and one copy of each reference.
- At the time of initial application do not submit CVs, photos, letters of support, presentations or any other documentation.
- Any questions on the application form not explained in detail here are considered self-explanatory.

### PERSONAL DETAILS AND EDUCATION:

Both sections are self-explanatory.

### EMPLOYMENT:

#### Present occupation and current employer:

Self-explanatory.

#### Previous two employers:

Name of employer and title or position held will suffice.

#### Date from-to:

Refers to the dates of employment.

#### Community activities:

Eg. Scout leader, Neighbourhood Watch, volunteer sports coach/umpire, Red Cross etc.

### PROJECT TITLE AND INFORMATION:

Please be as brief and descriptive as possible. Avoid jargon and technical speak and describe your project in plain English using simple terms that will make it easy to comprehend. A project description that is difficult for selection panels and committees to understand will not enhance your application.

### PROPOSED ITINERARY:

When completing this section, please consider the following:

- Crowding your itinerary with too many cities and countries is not advantageous to your application or your project. As you have a limited amount of time, consider the cities and countries that will be of most benefit in carrying out your project.
- A maximum of five countries is suggested.
- The high cost of air travel to some of the more exotic countries and the difficulty of internal travel.
- It is advisable to avoid high risk countries (listed by the Department of Foreign Affairs) as it is unlikely that the Trust will approve travel to these countries.

#### Town, Nearest Major City, State and Country:

Please be specific as this is used to cost your airfare. For example, if your destination is a small town such as Berkeley in the USA, please list as follows:  
*Berkeley, San Francisco, California, USA.*

#### Institution/Organisation:

Please specify the name of the organisation or individual you wish to visit (address and contact details are not required at this stage).

#### Proposed Study:

Brief description, such as interviews, observation, internship, course or conference attendance are acceptable here.

#### Duration:

Weeks are 7-day weeks and travelling and rest time must be factored in to total weeks. After selections are final any amendments to the original itinerary will be at your own expense. Your itinerary must be no less than four weeks to a maximum of approximately six weeks. Slightly longer itineraries are not precluded if justified.

#### Proposed Departure Date:

An exact date is not required – the month and year in which you wish to depart is sufficient eg. September 2012. 'To be advised' is not an acceptable answer. If successful you must depart on your Fellowship between 1 September 2012 and 31 August 2013.

### FEES:

This section is only applicable if you wish to undertake tuition, a specific course or attend a conference applicable to your project where a registration fee is required. Indicate the name of the institution conducting the tuition, course or conference and the expected fee.

Fees that are not requested at the time of application will NOT be paid by the Trust should you be awarded a Fellowship. Requests for fees over \$AUD 1,000 must be supported by formal documentation at the time of initial application.

If significant fees are requested the duration of the Fellowship may be reduced.

## APPLICATION FORM GUIDELINES...continued

### REASONS FOR APPLICATION:

This section of the application form will be used by the panel and committee members to assess the merit of you, your project and the benefit to Australia. You should ensure your answers are clear and concise.

#### What new knowledge do you hope to gain from your project?

Be specific. Answers in point form are acceptable for this question.

#### Why do you need to travel overseas to obtain this knowledge?

Explain why you cannot readily carry out this project in Australia.

#### What experience do you have to undertake the project?

List your experience and knowledge in the field of the project.

#### How will your project benefit the Australian community?

Benefit at a local, state or national level should be addressed in this question.

#### Other than your Fellowship Report how will you inform the Australian community of your experience and knowledge gained?

If successful in your application you are under contract to submit a written report at the completion of the Fellowship. What other avenues are available to you to disseminate the knowledge you have gained overseas to the broader Australian community?

### DEPENDANT'S ALLOWANCE:

Please tick Yes or No.

Only tick Yes if the following applies:

- you expect to lose at least 50% of your total household gross family income while you are away, and
- your dependants will not be accompanying you during any part of your Fellowship or within 3 months of the completion of the Churchill Fellowship programme.

For the Trust to consider payment of Dependant's Allowance it must be applied for at the time of your initial application.

### REFERENCES AND DECLARATIONS:

All declarations must be completed.

### What to do with the Referee Forms

Ensure that you have completed the *Applicant's Details*.

Please send your referee forms to your two referees as early as possible. It is preferable to use Australians as referees. It is your responsibility to ensure that completed references are returned to you for submission with your application before the closing date.

Send one copy only of the appropriate form to each referee ie. send the Project Reference Form to your project referee.

Referee Forms are necessarily brief. Selection Panel and Committee members are not able to spend time reading long references.

Applications received without the two supporting references will not be accepted.

To expedite the return of references to you, consider including a self-addressed, stamped envelope with each Referee Form for your referee to use when returning the completed reference.

Further explanatory material for your referees can be found in this Application Package.

References must be typed or printed clearly on the appropriate Referee Form provided. Please note the following:

- References cannot be submitted on letterhead or other paper. You must use the Form provided.
- References cannot extend outside the parameters of the space provided on the Form.

## APPLICATION CHECKLIST

### Before you send in your application make sure:

- You have correctly answered all the questions on the *APPLICATION FORM*. 'To be advised' is not an acceptable answer to any question.
- Your application is typed or hand printed in black ink, is clear, legible and correct.
- You have:
  - i) read the *Privacy Statement*
  - ii) TICKED ALL STATEMENTS in the *REFERENCES AND DECLARATIONS* section and
  - iii) SIGNED AND DATED your application.
- You have checked that your itinerary includes countries and specific cities within those countries. For example, in the USA your destinations should include Town/City, Nearest Major City, State and Country ie. *Berkeley, San Francisco, California, USA*.
- Any request for fees that amount to more than \$AUD 1,000 includes documentation to substantiate the cost.
- Your application is accompanied by your two references.
- For ease of photocopying please DO NOT STAPLE your application together.
- You DO NOT ATTACH CVs, photographs, presentations or any other form of supporting documentation with your application and references.
- You have kept a copy of your application and references for your own records.
- You are sending your application and references to the Regional Office in your State or Territory of residence (see *SUBMITTING YOUR APPLICATION* on page 8 for the correct address).

## SUBMITTING YOUR APPLICATION

You must submit your application in the State or Territory in which you permanently reside. Should you travel significantly and divide your time between States you should submit your application in the State or Territory in which you are enrolled to vote.

Your application should consist of 4 pages:

- 2-page Application Form
- 1-page Professional Reference and
- 1-page Project Reference.

If you have requested fees in excess of \$AUD 1,000 you will need to submit additional documentation to substantiate the cost with your initial application.

Paper applications must be on the Trust's original forms and

must be mailed to your Regional Office. Hand delivery will only be accepted for ACT residents at the National Office in Canberra, details of which appear below. Faxed and emailed applications are not accepted.

Applications will be accepted from 1 November 2011 until last mail on Wednesday 29 February 2012. This means that as long as your envelope is **POSTMARKED BY WEDNESDAY 29 FEBRUARY 2012** it will be accepted. If you are using an Australia Post 'Yellow Express' envelope it is preferable that mail posted on Wednesday 29 February 2012 be date stamped over the counter by Australia Post staff.

Applications **POSTMARKED 1 MARCH 2012 OR LATER** will not be accepted.

### Regional Offices – for postal application lodgement

#### ACT

ACT Secretary  
The Winston Churchill Memorial Trust  
c/- GPO Box 1536  
Canberra City ACT 2601

#### QLD

Queensland Secretary  
The Winston Churchill Memorial Trust  
PO Box 668  
Everton Park QLD 4053

#### VIC

Victorian Secretary  
The Winston Churchill Memorial Trust  
PO Box 506  
Geelong VIC 3220

#### NSW

NSW Secretary  
The Winston Churchill Memorial Trust  
c/- Australian Public Affairs  
Level 16, Gateway Building  
1 Macquarie Place  
Sydney NSW 2001

#### SA

SA Secretary  
The Winston Churchill Memorial Trust  
PO Box 25  
Flinders University Post Office  
Sturt Road  
Bedford Park SA 5042

#### WA

WA Secretary  
The Winston Churchill Memorial Trust  
PO Box 357  
West Perth WA 6872

#### NT

NT Secretary  
The Winston Churchill Memorial Trust  
PO Box 2147  
Darwin NT 0801

#### TAS

Tasmanian Secretary  
The Winston Churchill Memorial Trust  
GPO Box 1260  
Hobart TAS 7001

### National Office – for all application enquiries

The Winston Churchill Memorial Trust  
GPO Box 1536, Canberra ACT 2601  
Tel: 02 6247 8333 or 1800 777 231  
Email: [info@churchilltrust.com.au](mailto:info@churchilltrust.com.au)

Location: Churchill House  
30 Balmain Crescent  
ACTON ACT 2601

All applications are acknowledged by the Trust via email or post after applications have closed. If you have not received an official 'Receipt of Application' by mid March please contact the National Office of the Trust.

# INFORMATION FOR REFEREES

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## The Winston Churchill Memorial Trust

The Winston Churchill Memorial Trust was established in Australia in 1965 shortly after the death of Sir Winston Churchill. The Trust is a not for profit educational institution governed by a Board of Directors who give their time voluntarily. The Trust administers funds initially raised by the Australian fundraising appeal of 1965 and the annual Churchill Fellowship award scheme.

The aim of The Winston Churchill Memorial Trust is to provide an opportunity for Australians to travel overseas to conduct research in their chosen field that is not readily available in Australia. No prescribed qualifications are required and the subject of the proposed project is limitless provided a benefit to Australia is evident. Merit of the proposed project is a key factor and a desire to share the research findings with the Australian community must be displayed.

All Churchill Fellowship applicants need to demonstrate:

- past achievement in the field of their proposed project, and
- commitment to future contribution in the field of their proposed project.

The value to the Australian community of the applicant's work and the extent to which it will be enhanced by an overseas research project are important criteria for the selection of Churchill Fellows.

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Two references are required from each applicant in order to support their application.

### Explanatory Notes for the Professional Referee

As professional referee it is expected that you will:

- know the applicant in a professional (ie. work related) capacity
- have some knowledge of the applicant's professional achievements and
- have some knowledge of the applicant's personal qualities.

Your reference should include your opinion regarding:

- the personal and professional qualities of the applicant
- the professional achievements and merit of the applicant in their profession
- the applicant's commitment to their profession and
- how you think the applicant will benefit from a Churchill Fellowship professionally.

### Explanatory Notes for the Project Referee

As project referee it is expected that you will:

- be familiar with the field and topic of the proposed project
- have some knowledge of the applicant's standing in the field of their proposed project and
- have knowledge of the importance of the proposed project to the Australian community.

Your reference should include your opinion regarding:

- the merit of the proposed project
  - why you think the proposed project is necessary
  - whether an opportunity exists in Australia for the completion of the proposed project and
  - how you think both the applicant and the Australian community would benefit from the proposed project being completed.
- 

### Other Points for Referees

- If the applicant has not already provided a copy of their application request one to assist you with the completion of your reference.
- If you are unable to complete a reference please contact the applicant promptly so that they may identify another referee.
- Please confine your reference to the Churchill Trust's official referee form only. References on letterhead or extending into the margins or two pages are not acceptable.
- You can type directly onto the form, cut and paste onto the form or print clearly in black pen using block letters.
- Original signatures are required. Please do not use electronic signatures.
- Return your reference to the applicant in plenty of time for them to meet the closing date of 29 February 2012. Your reference cannot be submitted individually.

If you have any queries that the applicant is unable to assist you with please call the National Office of the Trust on **1800 777 231** or **02 6247 8333**.

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# SPONSORED FELLOWSHIPS 2012

## Sponsored Churchill Fellowships for Award Nationally in 2012

|  |  |
|--|--|
| Australian Biological Resources Study<br>(2 Fellowships – 1 for an early career researcher,<br>1 for an established career researcher) | Overseas taxonomic research on Australian flora or fauna   |
| Australian Institute of Management   | To investigate leadership and management   |
| AV Jennings  | Domestic architecture, building and planning   |
| Bob and June Prickett  | An aspect of the health of Australians   |
| Bob and June Prickett  | To investigate any aspect of human genetics or metabolic diseases  |
| Dame Roma Mitchell   | Excellence in the performing arts  |
| Donald Mackay  | Countering organised crime   |
| Dorothy and Brian Wilson   | Community service or social welfare  |
| Dr Dorothea Sandars  | Medical / veterinary parasitology or Parkinson's Disease, or advances in medicine in general   |
| Dr Dorothea Sandars and Irene Lee  | Enhancement of the delivery of palliative care   |
| Dr Dorothea Sandars and Irene Lee  | An issue in the field of ophthalmology   |
| Dr Dorothea Sandars and Irene Lee  | An issue in the field of marine science  |
| Dr Iain Medgett  | Study of classical strings   |
| Gilbert Spottiswood  | Subjects related to the theatre  |
| Jack Green   | The dairy industry   |
| Jeannie Ferris, Cancer Australia   | For award to a consumer, health professional or researcher for a project that will contribute to reducing the impact of gynaecological cancers on those affected   |
| Leslie (Les) J. Fleming  | Oncology and cancer research   |
| Monash University  | An aspect of university management   |
| Mr and Mrs Gerald Frank New  | An aspect of the health of Australians with a preference for medical research into cancer  |
| Mr and Mrs Gerald Frank New  | Performance excellence in classical music or voice   |
| Park Family  | Educational and / or vocational training   |
| Stuart and Norma Leslie  | Performance excellence in the arts   |
| Vincent Fairfax Ethics in Leadership Foundation  | For ethics and leadership  |
| Vincent Fairfax Family Foundation  | Australians in their advancing years   |
| Vincent Fairfax Family Foundation  | Leadership and education issues for the benefit of Indigenous Australians  |
| Vincent Fairfax Family Foundation  | Early childhood and / or primary education (in honour of Nancy Fairfax)  |
| Vincent Fairfax Family Foundation  | Strategies which engage and facilitate older Australians to participate in the workforce, the not-for-profit sector and for paid and / or unpaid work in the volunteering sector (in honour of Geoffrey White) |
| Wildman River Stock Contractors  | To advance and protect the interests of the buffalo industry   |

## Sponsored Churchill Fellowships for Award Regionally in 2012

|  |  |
|--|--|
| ACT Government Audrey Fagan                  | ACT resident or working permanently in the ACT– For a woman to study gendered research, including but not limited to the areas of law enforcement, care and protection, or professional support services for women who are victims of violence |
| ACT Government David Balfour                 | ACT - Innovations and resourcefulness for fire fighter and community safety in the fields of training or equipment developments or through interagency liaison and cooperation   |
| NRMA-ACT Road Safety Trust                   | ACT or NSW – For contributions to research and / or policies leading to a reduction in deaths and suffering caused by road crashes, from any perspective, including education, health, engineering, regulation and administration              |
| Blakeney-Millar Foundation (2 Fellowships)   | NSW Tumut – The benefit of Tumut and its environs  |
| Motor Accidents Authority of NSW             | NSW – For study of an issue that ensures the best possible health and social outcomes are achieved for people injured in motor vehicle crashes   |
| Northern Districts Education Centre (Sydney) | NSW – School and / or pre-school education   |
| Office of Rail Heritage (NSW)                | NSW – Approaches which support the sustainability of NSW's rail heritage assets  |
| James Love                                   | QLD – In any field   |
| Samuel and Eileen Gluyas                     | QLD – Tropical pastoral industry   |
| Jack Brockhoff Foundation (2 Fellowships)    | VIC – Health and / or community welfare for the benefit of Victorians  |
| WA Department for Child Protection           | WA – Protection and care for children and young people or support for at risk individuals and families   |



# CHURCHILL FELLOWSHIP CONTRACT

1. Subject to your signed agreement of the Conditions of Award printed below and overleaf, The Winston Churchill Memorial Trust will provide you with a Churchill Fellowship.
2. The Dependant's Allowance (if any) is provisional upon neither you nor your spouse or partner being in receipt of sufficient income during the tenure of your Churchill Fellowship. You will be required to complete specific documentation before Dependant's Allowance (if any) is approved.
3. The Trust will not pay any other costs, but with the Trust's agreement, you may vary the programme submitted in your application at your own expense.

Chief Executive Officer

Date

FOR INFORMATION ONLY  
DO NOT SUBMIT THIS CONTRACT WITH  
YOUR APPLICATION

## CONDITIONS OF AWARD

*The award of a Churchill Fellowship is made subject to the applicant's agreement to be bound by the following conditions. The Churchill Fellowship will not commence until the Trust receives an executed copy of these conditions from the applicant.*

1. **Timing.** Unless otherwise agreed to by the Trust, the Fellowship must commence between 1 September in the year of the award and 31 August in the subsequent year. If it is not commenced within this time the applicant may, at the absolute discretion of the Trust, forfeit the Fellowship.
2. **Approved Programme.** The Trust will advise the applicant of details of the Fellowship as approved by the Trust.
3. **Final Itinerary.** It is the responsibility of the applicant to prepare a Final Itinerary based on the Approved Programme. The Final Itinerary must be submitted to the Trust for approval at least four weeks before the applicant's proposed departure date. The Final Itinerary must include travel and research details of the Fellowship programme. The Trust reserves the right to withhold approval of the Final Itinerary for reasons of security, personal safety, health or if it considers the itinerary does not reflect the Approved Programme.
4. **Personal Travel.** The Final Itinerary may include personal travel to destinations other than those contained in the Approved Programme, however, personal or private travel does not constitute part of the Fellowship and approval by the Trust of the Final Itinerary does not denote approval of such travel and the Trust's approval is not to be implied.
5. **Ascertainment of Earnings and Liabilities.** If requested by the Trust, the applicant must:
  - 5.1 Give written authority to obtain from an employer, details of any earnings during the tenure of the Fellowship; and
  - 5.2 Provide the Trust with a written statement regarding liability for dependants and/or salary of spouse or partner.
6. **Expenses.** The applicant acknowledges that the Fellowship is not an award of a specific sum of money, but is payment by the Trust of travel expenses and allowances approved by the Trust, subject to clause 18 of these conditions. The Trust accepts no responsibility for any other travel or expenses incurred by the applicant.
7. **Change in Circumstances.** The Trust reserves the right to cancel or terminate a Fellowship if the applicant changes employment or vocation and in the opinion of the Trust the purpose for which the Fellowship was awarded may, by reason of such change, not be substantially fulfilled, or if for any reason the applicant's Proposed Programme is not approved by the Trust.
8. **Health.** The granting of a Fellowship is subject to an assurance that the successful applicant does not suffer from any ailment or disability that might interfere with the completion of the approved Fellowship programme. As such, the Fellowship is subject to the condition that the Trust may require the applicant to furnish a health report after examination by a medical practitioner, or practitioners, approved by the Trust. If the Trust is not satisfied with the health of the applicant, as evidenced by the health report, the Trust may terminate or decline to provide the Fellowship.
9. **Passports and travel requirements.** The applicant will be responsible for obtaining all necessary passports, visas and other travel documentation.

## CONDITIONS OF AWARD — CONTINUED

10. **Insurance.** The Trust will fund medical and travel insurance for the applicant. Each applicant must complete an application form (supplied by the Trust) and forward this to the Trust's insurance broker. The Trust must hold a copy of the applicant's application for insurance and the policy number issued to the applicant by the insurer, before approval will be given for the applicant to embark on their Fellowship. Applicants should review the medical and travel insurance and arrange any additional cover relevant to their personal circumstances. Additional medical and travel insurance is the responsibility of the applicant.
11. **Use of Time/Paid Work.** The applicant must devote the whole of the time covered by the Fellowship to the requirements of the Fellowship.
12. **Security and Personal Safety.** The awarding of a Fellowship and the approval by the Trust of an applicant's Proposed Programme does not constitute a representation or warranty by the Trust in relation to the security or personal safety of the applicant. The applicant is responsible for their own security and personal safety during the Fellowship and must take all appropriate steps and make all necessary enquiries to ensure their own security and personal safety. The Trust is not responsible for any act of terrorism, war, warlike activities or any act of a military power.
13. **Illness.** Illness that reduces the effective tenure of a Fellowship does not automatically entitle the applicant to an extension of the original period of the Fellowship, but the Trust may, on application, grant such extension if it thinks fit.
14. **Refunds.** Any moneys or tickets paid or issued to the applicant in respect of a part of the Fellowship that is not completed, must be repaid to the Trust within 30 days of a request from the Trust.
15. **Return to Australia.** The applicant undertakes to return to Australia at the end of the Fellowship and apply the knowledge gained. If an exemption to this requirement is granted the Trust will maintain its liability to meet the cost of the applicant's return airfare to Australia for a maximum period of one year from the date of purchase.
16. **Publications.** The intellectual property and copyright of all reports and material submitted to the Trust vests in the Trust.
17. **Publicity and ongoing support.** The applicant agrees to actively promote the knowledge of the aims and ideals of the Trust and to be as supportive as possible of the Trust before, during and after completion of the Fellowship.
18. **Fellowship Report.**
- 18.1 The applicant must, within ten (10) weeks of the date of completion of the Fellowship (being the date the applicant returns to Australia), submit to the Trust a Fellowship Report (one hard copy and one electronic copy) detailing the activities and research undertaken during the Fellowship. The Trust will withhold the amount of \$2,000.00 which would otherwise be payable by the Trust to the applicant, until the Fellowship Report is submitted to and approved by the Trust. **The applicant further agrees that they shall forfeit the \$2,000 withholding by the Trust if they do not submit their Report within ten (10) weeks of the completion of the Fellowship.**
- 18.2 The applicant warrants that their Fellowship Report will be original and will not infringe the copyright of any person, or contain anything which is, or the incorporation of which into the Fellowship Report will be actionable for defamation, interference with privacy, breach of confidence, contempt of court, passing-off or contravention of any other private right or of any law.
19. **Indemnity.**
- 19.1 The applicant indemnifies the Trust against all loss, liability and expense arising out of or in connection with all activities of the applicant in the course of the Fellowship. To the fullest extent allowed by law, the applicant releases the Trust from any claim it may have against the Trust including any claim for negligence.
- 19.2 The applicant indemnifies the Trust against loss, liability and expense arising out of any intellectual property infringement or defamation proceedings brought against the Trust to the extent such proceedings arise out of the publication of any report submitted to the Trust by the applicant.
20. **Meaning of Trust.** In this document, 'Trust' means The Winston Churchill Memorial Trust, the Board of The Winston Churchill Memorial Trust, and the officers and employees of The Winston Churchill Memorial Trust.

### ACCEPTANCE

I accept the Churchill Fellowship offered to me by the Trust on the terms contained in this document. I acknowledge that I have devised the Proposed Programme personally and that I have not relied on the expertise of the Trust in any way. I accept full responsibility for the Proposed Programme and all activities in carrying out the Proposed Programme.

(Name of Applicant)

(Name of Witness)

(SIGNATURE)

(SIGNATURE)

Date / /

January 2009

Date / /

DO NOT STAPLE



# APPLICATION FORM – CHURCHILL FELLOWSHIPS 2012

Refer to *APPLICATION FORM GUIDELINES* for assistance.

REFERENCE

OFFICE USE ONLY

## PERSONAL DETAILS

Title: ..... Given Names: ..... Surname: .....

Preferred Name: ..... Email: .....

Residential Address: .....

Suburb/Town: ..... State: ..... Postcode: .....

Postal Address (if different): .....

Tel: Work ( ) ..... Home ( ) ..... Mobile .....

Date of Birth: / / 19 Country of Citizenship: ..... Year(s) of previous applications: .....

## EDUCATION

| Year/s of Study | Institution | Educational Qualifications |
|-----------------|-------------|----------------------------|
| .....           | .....       | .....                      |
| .....           | .....       | .....                      |
| .....           | .....       | .....                      |
| .....           | .....       | .....                      |

Are you currently enrolled at any tertiary institution?  Yes  No

If "Yes": Name of institution: .....

Course: ..... Expected completion date: .....

Are these studies related to the proposed project?  Yes  No

Previous study or research undertaken overseas: .....

Other awards/grants awarded and when: .....

## EMPLOYMENT

Present occupation: ..... Date commenced: / /

Current employer: ..... Date commenced: / /

Nature of business: ..... Tel: ( ) .....

Previous employer: (1) ..... Date from-to: .....

Position held: .....

Previous employer: (2) ..... Date from-to: .....

Position held: .....

Community activities: .....

## PROJECT TITLE *10-15 words.*

## PROJECT INFORMATION *Description of proposed project. Use plain English and clear and simple terms.*





