



INFORMATION ABOUT CHURCHILL FELLOWSHIPS 2009

Rewarding Australians Striving for Excellence

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. Merit of the proposed project is a key factor and a desire to share the research findings with the Australian community must be displayed. The subject of the proposed project is limitless provided a benefit to Australia can be demonstrated.

Please read this Information **BEFORE** completing your application

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 *Higher Qualifications.* Fellowships will not be awarded to enable the applicant to obtain higher academic or formal 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 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 one application per year.
- 1.10 *Amount of Award.* No specific amount of money is attached to a Churchill Fellowship. The average amount awarded is about \$25,000. See Paragraph 3 for more detail.
- 1.11 *Support From Other Sources.* The Trust will take account of any other existing sources of support for particular types of overseas projects 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. Support for a consecutive period overseas may be acceptable.

- 1.12 *Duration of Fellowships.* A Churchill Fellowship should be a minimum of four and a maximum of approximately eight weeks duration.
- 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 on page 4 of this document.

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 with 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 in a Fellows 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 2,000 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:
 - (i) You will lose 50% or more of your present income while overseas.
 - (ii) 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.

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 Dependants' 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 Fellows 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 Fellowships

- 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 project proposed in order to draw up short lists for interview.

To obtain Application Forms follow the instructions on page 3. All applications must be made on the Application Form provided.

IF YOU INTEND TO APPLY FOR A FELLOWSHIP RETAIN THIS BOOKLET. YOU WILL NEED IT TO COMPLETE YOUR APPLICATION.

8. Referee's Reports

An applicant is required to obtain two different references from different individuals, one on each of the two Referee Report Forms provided. Performing artists should include at least one reference from a recognised authority e.g. 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 Australians as referees.

9. Selection Process

Once submitted, all applications will be acknowledged in writing or via email. Selection of Churchill Fellows is completed annually using the following timetable:

- 9.1 *Calling of Applications.* Applications are called from 1st November each year.
- 9.2 *Submission of Applications.* Applications with supporting references must be submitted to the appropriate Regional Office, indicated on page 3, post marked by the closing date.
- 9.3 *Closing Date.* Applications close on 27th February 2009. Applications postmarked or lodged after that date will not be considered. Applications must be mailed to the Regional Office in your State or Territory of residence. **Faxed or emailed applications will not be accepted. Hand delivery will only be accepted at the National Office in Canberra.**
- 9.4 *Selection.* The selection of Churchill Fellows and the procedures undertaken are at the absolute discretion of the Board of the Trust. See the enclosed *Help Sheet* or website for a full description of the selection process.
- 9.5 *Notification to Applicants.*
 - 9.5.1 *Successful Applicants.* Successful applicants will be advised in the first week after final selections have been decided.
 - 9.5.2 *Reserve Applicants.* Reserve applicants may be selected but will only be advised if a selected applicant is unable to take up a Fellowship.
 - 9.5.3 *Unsuccessful Applicants.* Applicants may be advised as unsuccessful at the following stages of the selection process:
 - (i) After consideration at the Regional level. The Regional Secretary will advise these unsuccessful applicants about mid May.
 - (ii) Other applicants considered in the National selections but unsuccessful will be advised by the National Office in late June.

10. Application Papers—Retention/ Retrieval/ Destruction

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

11. Competition and Further Application

The awarding of Churchill Fellowships is a competitive process with the merit of the proposal being the primary test. Unsuccessful applicants are sometimes encouraged to re-apply in subsequent years.

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 Report 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.

ADDRESSES OF NATIONAL AND REGIONAL OFFICES TRUST WEBSITE www.churchilltrust.com.au

NATIONAL OFFICE

The Winston Churchill Memorial Trust
GPO Box 1536, CANBERRA ACT 2601
Tel: 02-6247 8333 or 1800 777 231
Email: churchilltrust@bigpond.com
Location: Churchill House
30 Balmain Crescent
ACTON ACT 2601

NSW

The Secretary, NSW Regional Committee
The Winston Churchill Memorial Trust
c/- Australian Public Affairs
Level 16, Gateway Building
1 Macquarie Place
SYDNEY NSW 2000
Tel: 02-9234 3801

SA

The Secretary, SA Regional Committee
The Winston Churchill Memorial Trust
PO Box 25
Flinders University Post Office
Sturt Road
BEDFORD PARK SA 5042
Tel: 0412 125 010

WA

The Secretary, WA Regional Committee
The Winston Churchill Memorial Trust
PO Box 357
WEST PERTH WA 6872
Tel: 08 9450 7013

VIC

The Secretary, Victorian Regional Committee
The Winston Churchill Memorial Trust
Marcus Oldham College
Private Bag 116
GEE LONG MAIL CENTRE VIC 3221
Tel: 03-5241 2996

NT

The Secretary, NT Regional Committee
The Winston Churchill Memorial Trust
GPO Box 2147
DARWIN NT 0801
Tel: 08-8981 0870

QLD

The Secretary, Queensland Regional Committee
The Winston Churchill Memorial Trust
PO Box 668
EVERTON PARK QLD 4053
Tel: 07-3353 3575

ACT

The Secretary, ACT Regional Committee
The Winston Churchill Memorial Trust
c/- GPO Box 1536
CANBERRA ACT 2601
Tel: 02-6247 8333

TAS

The Secretary, Tasmanian Regional Committee
The Winston Churchill Memorial Trust
GPO Box 1260
HOBART TAS 7001

How To Apply

Download application and referee report forms from our website at www.churchilltrust.com.au or for paper copies contact the National Office via email to churchilltrust@bigpond.com or telephone 1800 777 231 or 02 6247 8333.

Please mail your application to the Regional Office address listed above according to your State or Territory of residence. For residents of External Territories (Norfolk, Christmas and Cocos / Keeling Islands) please mail to the National Office address listed above.

Applications with references will be accepted from 1st November 2008 until 27th February 2009.

CLOSING DATE-27TH FEBRUARY 2009



SPONSORED CHURCHILL FELLOWSHIPS FOR AWARD IN 2009

Rewarding Australians Striving for Excellence

In addition to the Churchill Fellowships offered in any field, Churchill Fellowships have been generously sponsored for award in the year 2009 by the following organisations and individuals for research in the fields shown.

Sponsored Churchill Fellowships for Award Nationally in 2009

AV Jennings	Domestic architecture, building and planning
Bob and June Prickett	An aspect of the health of Australians
Bob and June Prickett	Treatment of prostate cancer
Dame Roma Mitchell	Excellence in the performing arts
Donald Mackay	Countering organised crime
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
Gilbert Spottiswood	Subjects related to the theatre
Jack Green	The dairy industry
Jeannie Ferris, Cancer Australia Consumer Churchill Fellowship	An issue to benefit women affected by gynaecological cancers, their families and carers
John Swire & Sons	Cropping, water management or the effects of climate change on agriculture
Leslie (Les) J. Fleming	Oncology and cancer research
Lord Mayor's Bushfire Appeal	Combat and reduce impact of bushfires
Monash University	An aspect of university management
Mr and Mrs Gerald Frank New	Establish a register for Dementia / Alzheimer's sufferers
Mr and Mrs Gerald Frank New	Performance excellence in classical music or voice
Nancy Fairfax	Early childhood and / or primary education
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

Sponsored Churchill Fellowships for Award Regionally in 2009

ACT Government Audrey Fagan (2 Fellowships)	ACT – For females who are recognised or emerging leaders in the fields of law enforcement, care and protection, or professional support services for women who are victims of violence
NRMA-ACT Road Safety Trust	ACT – An aspect of road safety
Blakeney-Millar Foundation	NSW Tumut – The benefit of Tumut and its environs
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
Wildman River Stock Contractors and 'Dusty' Bob Prickett	NT – For the promotion of rural activities in the Northern Territory
James Love	QLD – In any field
Samuel and Eileen Gluyas	QLD – Tropical pastoral industry
Churchill Fellows Association of SA	SA – In any field
Phyllis Primrose Whyte	SA – Education and / or literature
Bob and June Prickett	TAS – Organ and tissue donation
EC Webb Trust	VIC – Investigation of agricultural issues and / or practices
Jack Brockhoff Foundation (3 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