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# Application Pack 2014

## The Harper Family Endowment Scholarship

St John Ambulance Australia



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## The Harper Family Endowment Scholarship 2014 Application Pack

Thank you for your interest in applying for the Harper Family Endowment Scholarship.

This Scholarship was established in January 2011 to provide opportunity for committed individuals to make a continuing contribution to St John Ambulance Australia through enhanced managerial, professional or organisational skills.

St John Ambulance Australia administers funds generously provided by Trustees of the Harper Family Endowment Fund. Candidates may apply for funding up to \$20,000.

The Scholarship is intended for recipients and projects which enhance both personal professionalism and the capacity of St John to make first aid and related services a part of every Australian's life.

The following sections of this Pack provide detailed information on the Scholarship, eligibility requirements, the application procedure and subsequent selection process.

Should you require any additional information, please email [enquiries@stjohn.org.au](mailto:enquiries@stjohn.org.au).

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter LeCornu', written in a cursive style.

Peter LeCornu  
Australia Chief Executive Officer  
St John Ambulance Australia

# Info for applicants

## Is this Scholarship for me?

The Scholarship is directed towards candidates and projects which enhance individual professionalism and the capacity of St John to make first aid and related services a part of every Australian's life.

The successful candidate, through a project accepted within a competitive application process, will investigate an area that impacts youth development in St John locally, in a state/territory and nationally, and enhances both the candidate's and the organisation's experience and capabilities.

## Who can apply?

1. The Scholarship is open to Australian citizens over 18 years of age. Applicants who are residing temporarily overseas at the time of application will be considered for the Scholarship if they are able to participate in an interview.
2. Preferably, the applicant will have been a member of St John Ambulance Australia for at least two years. The term 'member' refers to both volunteer and paid employees.
3. Individuals not presently a member of St John will be considered if they meet the eligibility requirements and undertake to join St John Ambulance Australia.
4. Only one application can be submitted in a calendar year.
5. The Scholarship will generally be awarded to an individual applicant. In the event the selection panel is unable to choose between two equally suitable candidates, the scholarship may be split between them, provided their individual project budgets can be sensibly adjusted.
6. There is no requirement for the applicant to have formal (tertiary) qualifications in the project or program area nominated.
7. The applicant has not previously received assistance from the Harper Family Endowment Fund.

## When are applications due?

Applications for the 2014 Scholarship close **Friday, 14 February 2014**. Applicants will receive a confirmation email from the St John National Office.

## What kind of projects/programs will be funded?

Possible projects could include the following:

- growing cadet programs in schools with emphasis on first aid
- developing leadership and training skills
- developing the role of young people in emergency management
- a project which will enhance professional and technical skills within St John
- research into the recruitment and retention of adult leaders for cadet divisions.

Any proposed project should take into account the St John Ambulance Australia National Youth Plan (available for download from the members' area of the national website at [www.stjohn.org.au](http://www.stjohn.org.au) — username: onestjohn, password: member).

The project may be conducted by undertaking further study at a recognised institution and/or through visiting other St John entities at home or abroad. In devising a project plan, consideration might be given, for example, to travelling to countries with successful youth programs or other institutions relevant to St John Ambulance Australia's needs, such as:

- England
- Wales
- Scotland
- New Zealand
- Singapore
- Hong Kong
- Malaysia
- South Africa
- Canada.

The information collected and analysed by the successful candidate will be provided in a detailed report to the national Board, which will use it to inform the ongoing development and continuous improvement of the St John Ambulance Australia Youth Development Program.

The successful candidate will be expected to make a presentation at the next annual St John Ambulance Australia Member Convention following the conclusion of the investigation and report.

The National Office will provide support to the successful candidate throughout the term of the Scholarship by, for example, making contact with other national and international St John entities, mentoring the Scholarship holder in the development of the project plan and compiling the results of the investigation, by supporting the person when away from home and by providing advice as needed.

### **What will be funded?**

Candidate submissions must include a preliminary budget with the application documentation, including a proposed itinerary where travel is involved, and covering:

- reasonable costs associated with compiling their investigative report and/or presentation upon their return home (e.g. attending the next St John Member Convention following the conclusion of their project)
- tuition fees (at a recognised institution)
- travel and associated expenses including accommodation and travel insurance
- other reasonable costs where living away from home is required.

## **What obligations arise?**

1. The scholarship holder will produce a detailed written report within three months of conclusion of the scholarship, along with the outline of a presentation for the next St John National Member Convention, and budget acquittal.
2. St John Ambulance Australia and Trustees of the Harper Family Endowment Fund are not liable for any costs incurred by the candidate beyond the approved scholarship amount.
3. The Harper Family Endowment Fund will be provided with a copy of the scholarship holder's final report.
4. St John has been advised by the Australian Tax Office that the scholarship payment will generally not attract income tax, but a successful candidate should seek independent advice. There may be GST implications for payments made for research and studies undertaken within Australia, which will be assessed, based on the documentation supplied, and any GST obligation will be met by St John Ambulance Australia.
5. St John Ambulance Australia respects the privacy of personal information and is committed to treating it appropriately. St John Ambulance Australia will not, without an applicant's consent, use or disclose any such information it holds other than for the purpose of selecting the Scholarship recipient, or a related purpose for which it could reasonably be expected to be used. Information may be provided to Australian based and overseas entities in assisting the successful candidate in facilitating their travel.
6. The Scholarship is due to be acquitted shortly after completion of the Scholarship with an itemised list of expenditure including receipts for all major purchases.



# Selection process

The awarding of the Scholarship is a competitive process.

## Assessment criteria

Applications will be assessed against criteria which include:

- merit of the project:
  - will the area of focus benefit St John Ambulance Australia at a local, state/territory and national level?
  - does the area of focus have the potential to translate into action within the organisation?
  - is the proposal viable?
  - will the project present opportunities for personal and/or leadership development for the applicant?
- merit of the applicant:
  - achievements in relevant areas
  - knowledge/expertise in the field of the proposed project
  - a commitment to the youth development field
  - ability to successfully undertake the proposed project.

## Interviews

A panel of three senior St John officers and one representative of the Harper Family Endowment Fund will interview the short-list of applicants. The panel will generally comprise:

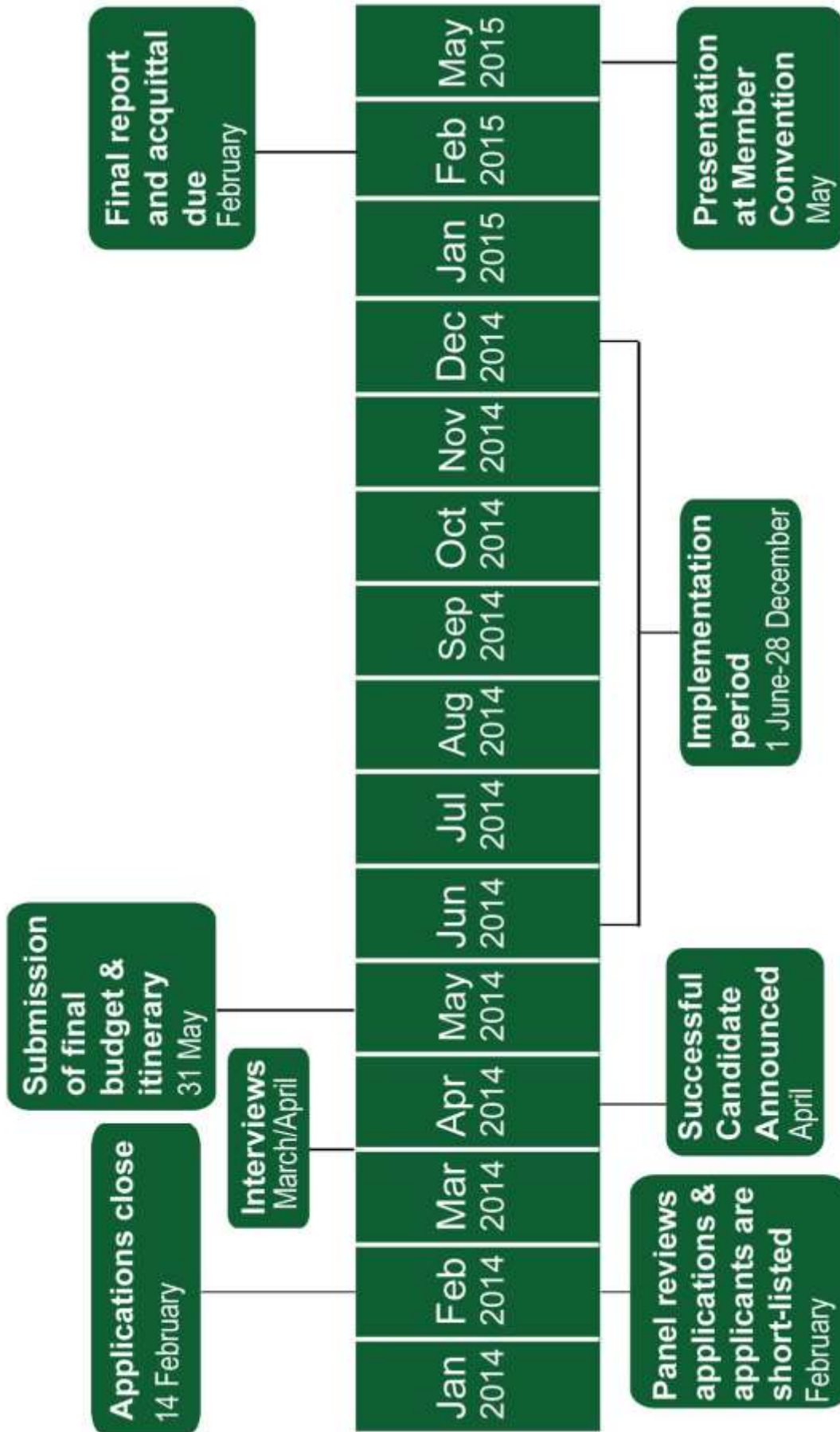
- Chancellor (chair of the national Board) or his delegate
- Chief Commissioner
- national Chief Executive Officer
- a party, nominated from time to time, by the Trustees of the Harper Family Endowment Fund.

Interviews will be held during March/April 2014 and may be held by telephone or in person. The panel may request a further interview at its discretion.

At the conclusion of the selection process, all applicants will be notified by mail of the outcome.

## Timetable

Refer to page 8 for the Scholarship Timetable.





# Completing the application

The Application Form needs to be accompanied by:

- **two** Referees reports, preferably including one from inside St John if possible. A template is included on page 17 in this pack. Referees for applicants short-listed for interview will be contacted by the National CEO
- a proposed budget (template on page 18) and preliminary travel itinerary (template on page 19), where appropriate.

## Referee reports

In requesting references, applicants might ask referees to consider the following:

- details of their relationship with the applicant
- an outline of personal and/or professional skills and attributes that make the applicant an ideal candidate for the Scholarship
- description of the applicant's knowledge of and ongoing interest in youth development
- comments on the applicant's ability to deliver the project.

Referees should return their completed reports to the applicant to be attached to the application.

## Proposed budget

1. The Scholarship is for a maximum amount of \$20,000 and will be awarded to one candidate only per annum.
2. Any costs or fees not included in the budget (other than under the incidental travel allowance) cannot be funded under the Scholarship.
3. Some Australian quotes/prices will already include GST, so it is important to seek a breakdown of costs.
4. The successful applicant will have additional time to finalise a budget.

## Proposed travel itinerary

National Office staff will assist in linking up with other St John entities in any chosen destination(s).

All major travel, plus allowances for minor travel (such as internal flights, coach or train fares), all accommodation, travel insurance, tuition fees and food allowance should be included in the proposed budget, as well as allowance for flights and accommodation for the presentation at the Member Convention the following year.

If planning on travelling overseas, a passport and possibly visas will be needed. The Smartraveller website at [www.smartraveller.gov.au](http://www.smartraveller.gov.au) should be visited to obtain information about destinations and relevant embassies, and the successful candidate should register details with Smartraveller prior to departure.

# Submitting

Applications must be submitted to the National Office by **5.00pm on Friday, 14 February 2014**. They may be submitted electronically via email to [enquiries@stjohn.org.au](mailto:enquiries@stjohn.org.au) or by post to:

National Chief Executive Officer  
St John Ambulance Australia  
PO Box 3895  
MANUKA ACT 2603

Alternatively, by hand delivery to:

St John Ambulance Australia  
8/18 National Circuit  
Barton ACT 2600

## In this pack

Contained in this pack are:

1. Application Form
2. Referee report templates
3. Preliminary Budget template
4. Preliminary Itinerary template.

## Tips

- Use plain English, keeping technical jargon to a minimum.
- Stick to word limits.
- Ensure that the details of your project are clear and concise.
- Avoid over-crowding your preliminary itinerary, making sure that what you plan is achievable.
- Ensure that your project is realistic and achievable.
- Avoid answering questions with 'To be advised' or 'To be confirmed'.
- Include the town/city in your itinerary—do not simply name the country.
- Do not attach any other supporting documentation—stick to what is requested in this application.
- Type your application. Electronic versions of the forms are available on the St John national website or by emailing [enquiries@stjohn.org.au](mailto:enquiries@stjohn.org.au).
- Applications post-marked after the closing date will not be accepted.

# Application checklist

Before submitting your application, make sure you have :

- Completed all sections of the application form.
- Attached two referee reports.
- Completed the preliminary budget.
- Completed the preliminary itinerary.
- Signed and dated the application form.

## Questions?

If you have any additional questions, please contact the National Office on (02) 6295 3777 or email [enquiries@stjohn.org.au](mailto:enquiries@stjohn.org.au).

# The Harper Family Endowment Scholarship 2014 Application Form



## Personal Details

State/Territory	Rank/Role in St John (if applicable)
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Surname	Date of birth (dd/mm/yy)
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Given Names	Country of citizenship
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Address
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Tel (Work)	(Home)	(Mobile)
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Email address
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## Member history

In 300 words or less, outline your history and achievements in St John Ambulance Australia (if applicable).

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## Employment/educational history

In 300 words or less, briefly outline your employment and/or educational history.

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## Project title

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**Project description**

In 500 words or less, outline your project description (i.e. why this project?).

## Project aims, objectives and strategies

In 500 words, outline your project aim, objectives and strategies using the headings supplied.

### Project Aim

Note: An aim is a broad statement about what you want to do or what you set out to achieve. It will state the overall purpose of your project [what do you want to find out?], e.g. Aim: *To investigate factors that enhances youth participation in volunteer organisations internationally*. Hint: Keep your aim short and sweet, usually around 30 to 50 words

### Project Objectives

Note: **Objectives** provide a more detailed account of what you aim to do. Usually there is more than one objective [sometimes five or six] e.g. Objective 1: To explore methods of youth participation within several international volunteer contexts; Objective 2: To elucidate the perceived benefits of youth participation within several international volunteer contexts; Objective 3: To compare and contrast youth participation in several international volunteer contexts.

### Project Strategies:

Note: Strategies refer to the specific method(s) by which you will achieve your objectives. You can have more than one strategy for each objective, e.g. Objective 1, Strategy 1: Conduct a literature search on methods of youth participation within an international context; Objective 1, Strategy 2: Attend 3 international volunteer organisations [with significant youth programs] to observe youth participation in action, and document findings.



**Personal and professional gain**

In 500 words or less, detail what you expect to gain personally and professionally from taking part in the Scholarship.

**Benefit to St John Ambulance Australia**

In 500 words or less, describe how your chosen project will benefit St John Ambulance Australia's Youth Development Program.

[Empty text box for response]

**Relevant experience**

In 300 words or less, describe what experience you have that enables you to undertake a project of this magnitude.

**Member declaration**

I, ....., confirm that I have read the application pack and understand the contents contained therein. I understand that, should I be the successful candidate, the National Office will need to seek approval from the jurisdiction of which I am a member (if applicable) before offering me the Scholarship.

.....  
Applicant's signature

Dated this          day of                                  20

# Referee Report



Applicant's name .....

## Referee's details

Given Name(s) ..... Surname .....

Organisation (if applicable) .....

Address .....

..... Postcode .....

Tel (Work) ..... Tel (Home) .....

Mobile ..... E-mail .....

## Reference

Referee's name .....

Referee's signature .....

Dated this          day of                                  20

# Preliminary Budget Template

Total amount requested under Scholarship (up to \$20,000) \$ .....

<b>Item Description</b>	<b>Amount</b>
Travel Expenses (include all major and supplementary travel)	
<i>e.g. return flights from Adelaide to London</i>	\$1,543.00
Sub-total Travel	
Accommodation Expenses	
<i>e.g. 4 nights accommodation at the Bentley Apartments, West Kensington, London</i>	\$404.00
Sub-total Accommodation	
Travel insurance (comprehensive)	
Sub-total insurances	
Tuition fees (at a recognised institution, i.e. course, conference, workshop, etc.)	
Sub-total tuition fees	
Weekly meals allowance	
Sub-total meals allowance	
Incidental travel allowance (up to an amount of \$1,000)	
Sub-total incidental travel allowance	
Reporting costs (e.g. printing, copying, stationary, etc.)	
Sub-total reporting costs	
Travel allowance for Member Convention in following year	
Sub-total Member Convention costs	
Other:	
<b>Total (Projected) Expenditure</b>	<b>\$20,000</b>

## Budget justification (non-standard items)

If you have any non-standard items included in your budget, please provide an explanation below.

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