

# ESF Scholarship Policy

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## Introduction

ESF scholarships are offered annually to eligible individuals to cover the cost of travel and related expenses to enable the recipients to complete a program of informal study that will enhance Victoria's emergency management capacity for the benefit of our community.

## Purpose

The purpose of this policy is to provide guidance to scholarship applicants and the scholarship committee to ensure ESF scholarships are awarded and administered in a fair and transparent manner.

## Policy

The Emergency Services Foundation [ESF] will hold and administer funds that provide annual scholarships to individuals [paid and volunteer] from its member agencies.

Paid and volunteer staff from the following Victorian emergency service agencies are eligible to apply for an ESF scholarship:

Ambulance VIC, CFA, DELWP, MFB, VICSES and VicPol and others as invited, guided by the Emergency Management Manual Victoria and the ESF Strategic Plan.

Unsuccessful applicants are welcome to apply for future scholarships.

ESF staff and previous ESF scholarship recipients are precluded from applying again.

The ESF Board will determine each December the total funds available for distribution as scholarships in the following year. They may or may not choose to cap individual scholarship grants. Applicants will be advised of any cap as part of the scholarship promotion process.

Individual grants will vary according to the proposed program of study and will be calculated to cover the expense of economy class air travel, travel insurance, accommodation and meal allowances calculated with reference to the Australian Tax Office reasonable daily allowance determination [TD 2017/19 Table 6] for domestic and overseas travel and the Victorian Public Sector accommodation guidelines which state that staff must choose the lowest rate available at suitable [three star] registered hotels within a reasonable distance of business.

Allowances are not paid for days of long air travel where meals and accommodation are catered for or for rest days. Use of public transport is encouraged.

Recipients will be required to sign a contract and indemnity and account for and substantiate their expenditure.

Scholarship grants are solely for the benefit of the recipient and make no provision for dependents or the provision of funds in lieu of salary.

## Scholarship Committee

The ESF Board will annually [December] appoint all members of the Scholarship Committee charged with the evaluation of candidates for scholarships covered by this policy.

A Scholarship Committee will aim to include up to six people including recent alumni from different agencies, a senior HR manager from an emergency service agency and the ESF CEO. A donor or related party

may serve on the Scholarship Committee but only in relation to selection of applicant(s) to benefit from their donated funds. A donor may not chair the Scholarship Committee.

Each member of the Scholarship Committee covered by this policy must disclose any personal knowledge of, and relationship with, any potential grantee under consideration. It is understood that committee members may champion proposals they are familiar with but must refrain from participation in the selection process in a circumstance where he or she would derive, directly or indirectly, a benefit if any potential grantee or grantees are selected over others.

## Authorisation

Drafted by: Siusan MacKenzie

Version:1

Approved by Board:28 August 2018

Scheduled review date: 30 August 2019

# ESF Scholarship Procedure

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## Definitions

*Alumni* – a person who has been granted an ESF scholarship and completed acquittal and reporting requirements

*Donor* – an individual or organisation, including a corporation, partnership or trust that contributes to fund an ESF scholarship[s]. The term also includes members of the donor’s family and businesses controlled by the donor and family members.

## Duties of the Board

The Board is responsible for approving the establishment and disbursement of scholarship funds and general selection criteria. The Board’s decision is final.

The Board may determine an annual theme for scholarships in line with its strategic priorities, which will then be considered as a selection criterion.

## Duties of the ESF Executive Office

- The ESF Executive Office is responsible for managing the administration of scholarship funds including:
  - Setting the processing due dates relative to the scholarship program
  - Ensuring scholarship opportunities are publicised widely
  - Generating forms and documents related to the administration of scholarships
  - Organising, training and evaluating the Scholarship Committee
  - Receiving scholarship applications
  - Confirming applicant eligibility
  - Assisting the Scholarship Committee with the review and selection process.
  - Publicising the outcome of the selection process
  - Preparing and corresponding with scholarship recipients
  - Providing feedback to all presenting applicants both successful and unsuccessful, including recommendations on how to improve their applications.
  - Documenting the recipient’s scholarship
  - Issuing payments exclusively to the recipient
  - Maintaining all scholarship correspondence and documentation
  - Collating and publishing final reports
  - Assisting donors with scholarship information and outcomes
  - Acting as a liaison in communicating with Agency Heads
  - Reviewing and updating scholarship best practices and governance
  - Annually updating scholarship information, guidelines and committee information
  - Preparing award ceremonies
  - Sourcing potential donors and helping them to understand the Foundation’s scholarship program aims and policy and to determine mutual objectives
- Board reporting

## Duties of the Scholarship Committee

The Scholarship Committee is responsible for assessing scholarship applications against selection criteria endorsed by the Board, making a recommendation according to an agreed schedule to the ESF Board for the

annual allocation of funds and making recommendations for assessment process improvement. They are also expected to be a point of reference for potential applicants as required.

### Duties of Heads of Agency

Heads of Agency, or their appointed delegate, must endorse any scholarship applications emanating from their workforce with attention to the perceived benefits for the sector and the community. Agency Heads are expected to actively promote the ESF Scholarship scheme and formally respond to scholarship recipients in a timely manner once their report is presented including written comment on recommendations, a process for implementation of recommendations if these are to be adopted and, if not, reasons should be given for their rejection. This response should be in writing and provided to both the recipient and the Foundation.

### Duties of scholarship recipients

Scholarship recipients are required to acquit for their expenditure one month after the completion of their study using the *acquittal form* provided [Appendix A]. It is expected that unused funds will be repaid to the ESF.

Prior to the transfer of scholarship funds, scholarship recipients are required to sign a *contract and indemnity form* [Appendix B] which outlines ESFs expectations of the recipient in relation to execution of activities for which the scholarship has been granted.

### Selection criteria

- Scholarship applications will be assessed by the Scholarship Committee against the following criteria:
- Employment or registration as a volunteer with a Victorian Emergency Services Agency
- Head of Agency support including provision of leave for paid staff
- A clear study plan, study timeline and outline of how funds will be spent with reference to the guidelines listed above under point 4.
- A compelling case outlining how the scholarship study plan will add value to the Victorian emergency management sector and its 'working as one' vision
- A compelling case outlining how the scholarship study plan will add value to the applicant's professional development
- Capacity of the applicant to transfer and, or implement recommendations of the scholarship
- Degree of innovation in the proposed study plan
- Demonstrated written and oral communication skills
- Conclusions as to the applicant's motivation, character, ability, or potential to meet the requirements of the scholarship.
- If the Board identifies a theme it wants pursued in scholarships this will also be included as a selection criterion.

### Recordkeeping

The Foundation will maintain records with respect to all scholarships made to recipients. Such records will include:

- A data base of scholarship recipients

All scholarship applications and associated evaluation forms pertaining to successful and unsuccessful applicants

- Specification of the amount and purpose of each scholarship

All scholarship acquittals

All scholarship reports from recipients, associated summary documents and Head of Agency feedback

Note of recipient's involvement in events to share learnings of their scholarship

## Procedure

1. Scholarships are widely promoted for six months prior to close of applications using a range of channels and with support from agencies
2. Potential applicants are invited to speak with a member of the scholarship committee for guidance with applications.
3. Scholarship applicants must complete the *scholarship application form* [Appendix C] making sure to reference application guidelines and submit their application to the Foundation.
4. The Executive Office collates applications, does a preliminary check for eligibility and briefs the Scholarship Committee
5. The Scholarship Committee meets to assess each application against the agreed criteria.
6. The Executive Office seeks Head of Agency endorsement for shortlisted applicants.
7. Endorsed short listed applicants are invited to interview with the Scholarship Committee.
8. The Scholarship Committee determines scholarship grants guided by the annual allocation of funds.
9. The Scholarship Committee makes a recommendation to the Board.
10. The Board endorses recommendations of the Scholarship Committees.
11. The Executive Office advises successful applicants and their Heads of Agency.
12. The Executive Office advises unsuccessful applicants and their Heads of Agency and includes a point of contact for further feedback if required.
13. The Executive Office meets the scholarship recipients to discuss and arrange for signing of the *contract and indemnity form*, provide the *acquittal form*, bank transfer and a photo for promotional purposes.
14. ESF announces scholarship recipients using various media channels and with support from agencies.
15. ESF transfers allocated funds to each scholarship recipient.
16. The Executive Office provides a briefing for scholarship recipients and presentation skills training.
17. Scholarship recipients make final arrangements for their study tour.
18. Scholarship recipients provide ESF Executive Office with a copy of their travel insurance and social media address prior to departure.
19. Scholarship recipients undertake their study tour.
20. ESF Executive Office establish record keeping and monitors social media, the provision of acquittal documentation and final reports including comment from Agency Heads.
21. ESF Executive Office arranges for scholarship recipients to present their findings at various forums and events, publishes a synopsis on the ESF website and arranges for agencies to promote individual outcomes.

## Scholarship Program Schedule

### July

- Scholarship related documentation reviewed
- Scholarship promotion begins at Emergency Management Conference

### August

- Scholarship review an item on the Board agenda
- Scholarship promotional material developed and issued to agencies

### September

- Scholarship promotion followed up with agencies

- Agencies promote scholarships

October and November

- Promotion of scholarships

December

- Board determines Scholarship Committee and theme for following year
- Scholarship Committee notified of diary commitments

March

- Applications close
- Applications collated by Executive Office

April

- Scholarship Committee evaluates and short lists applications
- Heads of Agency endorse short listed applicants
- Scholarship Committee holds interviews
- Scholarship Committee evaluates against selection criteria to determine successful applicants

May

- Applicants and Agency Heads notified
- Contracts signed

June

- Board endorses successful applicants
- Scholarship recipients announced
- Briefing for scholarship recipients
- Funds transferred to successful applicants

## Related documents

- Emergency Services Foundation Scholarship Acquittal [Appendix A]
- Emergency Services Foundation Scholarship Contract and Indemnity [Appendix B]
- Emergency Services Foundation Scholarship Application Form [Appendix C]

## Authorisation

Drafted by: Siusan MacKenzie

Version: 1

Approved by Board

Scheduled Review date:

## Emergency Services Foundation Scholarship Acquittal [Appendix A]

Name:

Grant allocation:

Dates scholarship undertaken:

Number of days covered by the scholarship:

Purpose of scholarship:

**Air and surface travel costs** [attach available receipts]

Total cost: Au\$

Date	From	To	Mode of travel	Cost

**Accommodation** [attach available receipts]

Total cost: Au\$

**Meals** [attach available receipts]

Total cost: Au\$

**Conference / event registration** [attach available receipts]

Total cost: Au\$

**Travel insurance** [attach available receipts]

Total cost: Au\$

**Other** [attach available receipts]

Total cost: Au\$

**Total expenditure**

**TOTAL: Au\$**

In accounting for the scholarship grant, I certify that the amount documented here was necessarily incurred to achieve my scholarship objectives as outlined in my application.

Signature:

Date:

# Emergency Services Foundation Scholarship Contract and Indemnity

## [Appendix B]

### Terms and conditions

- On my tour of study, I will represent the ESF and my employer in accordance with the Victorian Public Sector Code of Conduct.
- I agree to take up my scholarship and commence my study tour within six months of being notified of my successful application.
- All arrangements for leave to undertake the study associated with my ESF scholarship will be negotiated by me with my employer.
- I understand my scholarship grant is intended to cover travel expenses [economy class], travel insurance and all subsistence and incidental costs associated with my study.
- I understand my scholarship grant makes no provision for dependents to accompany me on my tour of study.
- I understand that travel insurance is mandatory and that it is my responsibility to obtain an appropriate comprehensive policy for the duration of the tour.
- I agree to provide the ESF [jdavis@esf.com.au] a copy of my travel insurance policy certificate prior to my departure.
- I will provide the ESF with my personal banking details so that the allocated funds can be transferred directly to me.
- I will maintain records of expenditure associated with my scholarship including receipts wherever possible and submit to the ESF an acquittal on the form provided within a month of the tour completion. In my case this will be no later than ..... [insert date].
- I agree to submit a comprehensive report of my study including a 250-word synopsis and digital images to the ESF and my Head of Agency in hard and soft copy within two months of the tour completion in a format defined by the ESF. In my case this will be provided no later than ..... [insert date].
- I grant the ESF non-exclusive licence to summarise, distribute and promote my report provided that the ESF ensures in each instance that I receive proper attribution as the report's author.
- I will be the copyright owner of my report.
- Within reason I agree to share the findings of my study with the Victorian Emergency Management sector at conferences and events, if called upon to do so by the ESF.
- I will endeavour to work with my agency to implement any findings from my study that will benefit agencies and the Victorian community.
- I agree to use social media to promote my participation in the ESF scholarship program using established hashtags.

I..... [print full name] hereby declare that I have read and understood the Terms and Conditions above and agree to abide by them and hereby indemnify the Emergency Services Foundation from and against all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever including legal costs, which I may pay, sustain, suffer or incur by reason of my involvement in my scholarship awarded by the Emergency Services Foundation.

Signature.....

Date.....



## Emergency Services Foundation Scholarship Application Form [Appendix C]

### Personal details

Surname

Given name

Victorian Emergency Service Agency employed by or registered with

Position held

Business phone

Personal phone

Business email

Personal email

Professional referee name

Professional referee phone

### Scholarship proposal

1. What do you wish to study?
2. What is the purpose of undertaking this study?
3. Why are you particularly interested in this topic?
4. What are three objectives you want to achieve from the study?
5. Where do you propose undertaking this study and why have you selected these locations?
6. What preliminary contact have you made with the people or agencies you wish to visit?
7. Is there support for your application from within your agency?
8. How will this study add value to the Victorian emergency management sector?
9. Have you previously undertaken any sort of research study and, if so, provide a brief description?
10. Where did you learn about this scholarship opportunity?
  - a. Word of mouth
  - b. Social media
  - c. Emergency Management Conference
  - d. Volunteer Leaders Forum
  - e. Agency internal communications
  - f. Other \_\_\_\_\_

### Study plan and associated costs

Proposed travel dates

Travel insurance quote

Air travel quoted costs

Expected costs associated with land travel requirements

Number of nights away from home where accommodation and living allowance is required

### Applicant statement

In applying for this scholarship, I understand the terms and conditions listed below:

1. Closing date for applications is 1 March 2019 at 12 midnight.
2. Scholarship recipients must be employed or registered as a volunteer with a Victorian Emergency Services Agency.
3. Head of Agency support will be sought for shortlisted applications.
4. Scholarship recipients are required to provide a written report and funds acquittal within three months of study completion.
5. Scholarship recipients will be required to share their findings with the sector.
6. In 2019 preference will be given to applicants whose area of study aligns with sector priorities of wellbeing, volunteering and diversity and inclusion.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_