

NSW SES Volunteers Association

2016 Scholarship Guidelines

What is the Volunteers Association Scholarship Scheme?

The NSW State Emergency Service Volunteers Association is committed to enhancing professional and personal development of its members not only for their individual benefit but for the benefit of the NSW SES and the broader community.

A major objective of the Volunteers Association is to assist their members to further their individual knowledge in the hope that it will improve their career development and provide a high level of professional service to the community of NSW. Where appropriate the Volunteers Association will assist such individuals by providing funding assistance for tertiary education.

Who can apply?

To be eligible:

- An applicant must be a Member or Associate member of the Volunteers Association.
- Applicants must be an active NSW SES Volunteer.
- Applicants must agree to the Terms and Conditions of the Scholarship Scheme.
- Successful applicants must agree to submit progress reports and evidence of completion (e.g. exam results) at various stages of the Scholarship to the Manager, Administration and Events as soon as available.

Once awarded a Scholarship, a successful applicant is to maintain their active membership in the NSW SES and the Volunteers Association. A successful applicant must immediately advise the Volunteers Association Board of Directors in writing, if there are changes to their NSW SES or Volunteers Association status, or to any other eligibility criteria from that stated in the original application.

The Volunteers Association is not obliged to provide Scholarship funds if the successful applicant ceases to be eligible.

Recipients who fail to meet continued eligibility will be notified in writing and may have their Scholarships terminated or asked to show cause as to why their Scholarship should be continued.

How much can be applied for?

Scholarships will be limited to \$5,000 Inc. GST.

In principle, Scholarships are awarded prior to commencement of a course but are paid as reimbursements for the completion of the studies approved.

Scholarships cannot be applied for retrospectively i.e., after the course has commenced or been completed.

The Volunteers Association Board of Directors has ultimate and final discretion on the amount paid for each Scholarship.

What are the selection criteria?

Scholarships will be awarded by the Volunteers Council based on the assessment of each and every Scholarship application but in principle selection will be based on the following:

- The application must detail the course selected, and the immediate use of skills obtained as a result of completing the course of study.
- The applicant must also describe how this course will support or improve the level of service to themselves, their Unit, Region and the local Community.
- Membership with the Volunteers Association is mandatory for Scholarship approval.

How will the funding be provided by the Volunteers Association?

The Volunteers Association Board of Directors will have sole discretion as to how funding will be provided but in principle the following process will be adopted for successful applicants:

- Proof of the completion of the course must be provided, such as a statement of course (or subjects) results from the University or education facility.
- Receipts or proof of payment by the individual for the course must be provided.
- Funding will be provided within the Scholarship amount for the following types of expenditure:
 - i. Course and Tuition Fees
 - ii. Text books

In the event that the applicant does not complete all units each semester, a pro-rata amount only will be paid where fees by course/unit are not available.

In certain circumstances the Volunteers Association will consider payment direct to the individual or the educational facility prior to commencing the course. Details of circumstances that require prior funding must be included within the application or in writing to the Volunteers Association.

What will not be funded?

Applications for reimbursement of associated costs as those below will not be considered:

- Consumables e.g. food, petrol, stationery, subscription to internet services, registration fees.
- Vehicles.
- Personal items that could be considered associated with conducting the selected field of study e.g. Computer equipment, stationery, printing, uniforms/clothing, bags, sporting equipment, subscriptions, memberships etc.

What are the funding conditions?

The following conditions will apply to applications:

- All applications are to include a signed statement from the relevant Volunteers Association Area Representative in support of the application.
- All applications are to be supported by a signed recommendation from the relevant Controller.
- If a Scholarship is offered successful applicants will be required to sign a Letter of Offer confirming the Scholarship details, arrangements required for the payment/reimbursement etc.
- If a Scholarship is offered the successful applicant must commence the payment process within the approved financial year. If the applicant has not made contact with the Volunteers Association regarding payment within the required timeframe the Board of Directors can decide to revoke the approved funding and apply this to the next round of Funding Schemes.
- Volunteers Association support to the individual is to be acknowledged via agreement to the inclusion of an article in "The Volunteer" magazine or similar publication regarding the Scholarship award.

- Successful applicants must report any problems or issues to the Volunteers Association Board of Directors regarding their ability to complete the course selected, or changes to the benefits proposed to the NSW SES, their Unit or the Community, as detailed within their application.

What if I alter my course or subjects?

Where the successful applicant is considering a change to the course of study stated in the application, and after being awarded the Volunteers Association Scholarship, the applicant must write to the Volunteers Association Board of Directors for approval of the continuation of the awarded Scholarship. Change in course includes changes in subjects/units/major (e.g. from Civil Engineering to Electrical Engineering), or changes in status (e.g. changing from full-time to part-time study). The Volunteers Association is not obliged to provide Scholarship funds if any part of the applicant's study changes from that approved in the original, successful application.

Applicants who do not notify the Volunteers Association Board of the above changes may have their Scholarships terminated.

What is the application process?

Applications are to be submitted on the approved form no later than close of business on 13 May 2016.

All applications will be assessed by the relevant Volunteers Council. Applicants will be notified of the outcome of their application by the end of August each year.

The Volunteers Association Board of Directors reserves the right to conduct Scholarship interviews if deemed necessary. If an interview is required at least 10 working days' notice will be given of the time and location. All travel costs to any such interviews will be met by the Volunteers Association.

Applications may be submitted by post to:

2016 SCHOLARSHIP SCHEME APPLICATION

NSW SES Volunteers Association

Unit 1, 2-6 Lindsay Street,

Rockdale NSW 2216

Or email to office@nswsesva.org.au

Or fax to 1300 273 782

Enquiries regarding the Scholarship Scheme are to be directed to your Area Representative. For contact details visit our website at www.nswsesva.org.au or Phone: 1300 073 782 or Email: office@nswsesva.org.au

Details on all applications, and the information contained within, shall be assessed in strict confidence.

2016 Scholarship Application Form

SECTION 1 - APPLICATION DETAILS

(If there is not enough space to complete any section of this application please attach a separate letter.)

1.1 Applicants Details

First Name _____ Last / Family Name _____

Address _____

Suburb _____ State _____ Postcode _____

SES ID Number _____ Unit _____

Region _____ Contact Phone Number _____

Contact Email Address _____

1.2 Membership

How many years' service with SES? _____

How many years membership with the Volunteers Association? _____

1.3 Previous Funding

(a) Have you received a Volunteers Association Scholarship or other financial assistance from the Volunteers Association previously – excluding assistance from the Welfare Fund? YES / NO

If YES, please provide details, including the amount of assistance and date received, and details of the reason/purpose assistance was provided.

(b) Have you received a Scholarship or other financial assistance from any other organisation or body within the last 5 years? YES / NO

If YES, please provide details, including the total \$ amount and dates.

1.4 Current Scholarship Funding

Does this application represent full or partial funding of the Course? FULL / PARTIAL

If this application represents partial funding of the request please provide details of funding arrangements for the balance needed.

SECTION 2- SCHOLARSHIP REQUEST

2.1 Scholarship Request

A summary of the course, educational institution, duration, subjects, costs per annum (inc GST), and Scholarship funds requested.

A copy of any brochure or official course outline is required.

2.2 Assessment

(a) How will this Scholarship benefit you?

Briefly describe how approval of the Scholarship application will benefit you.

(b) Benefit to the Unit / SES

Briefly describe how approval of the Scholarship application will benefit your Unit and the NSW SES.

(c) Benefit to the local Community

Briefly describe how approval of the Scholarship application will benefit your local Community.

2.3 Consultation

Briefly describe the extent of consultation that has taken place in respect of this application (i.e. Unit and or SES Region Office).

SECTION 3 - CERTIFICATION

I, the Scholarship Applicant, declare that all the information provided in this Scholarship application is true and correct to the best of my knowledge. I understand that this is an application only and may not necessarily result in funding approval, which is at the discretion of the Volunteers Association Board of Directors.

I further declare that, should a Volunteers Association Scholarship be made, the conditions specified by the Volunteers Association will be met.

Signature _____ Date _____

Print Name _____ Contact Phone No. _____

Region or Unit or Local Controller (*Select one*)

In my opinion this scholarship would be of advantage to the individual, the Service and the community at large. I therefore support this application.

Signature _____ Date _____

Print Name _____ Contact Phone No. _____

Volunteers Association Area Representative

I declare that I have read and support the Scholarship application as outlined above.

Signature _____ Date _____

Print Name _____ Contact Phone No. _____

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NOTE: Please ensure the attachment of the following:

- Local Media or Unit Media Officer contact details (*if known*)
- Official details of the Course to be studied
- Brochure/Course outline
- Quote/information of course fees and any other additional funding requested