

## Preparing to apply for a Churchill Fellowship

To plan your Churchill Fellowship application please see below the main application form questions and an overview of the information you will be asked to provide.

**This is not the application form;** once applications open, you can commence an application on our [website](#), and cut and paste the information you've prepared below into the online form. Applications are only accepted through the online application form during the application period. For current application round dates please visit our website.

Reviewing this document will give you the opportunity to think about your project, where you would like to go, and why you should be considered for a Churchill Fellowship. You will also be prompted to start considering who you might approach to provide the two references required. Please note the application form and questions are subject to change annually.

When drafting your responses use plain language and be succinct; you will not be able to insert responses over the character count limit (you may wish to consider using a character counting website).

Questions? Please read our [FAQ page](#), and if your question has not already been answered, contact us via the Contact Us form on our [website](#).

## Alternative Fellowship Type

There is an option for eligible applicants to apply for an [Alternative Fellowship Type](#) i.e. Joint Fellowships, Virtual/Hybrid Fellowships and Domestic Fellowships. If selecting an Alternative Fellowship Type you will need to indicate this on the form and then explain how you are eligible for this Alternative Fellowship Type. If you are applying for the standard Churchill Fellowship, you can leave this field blank.

## Contact details and demographics

Including: title, first and last names (per your passport), preferred name/s, date of birth, contact details, residential address, postal address, gender, whether you identify as Aboriginal or Torres Strait Islander, whether you use another language at home, whether you have a disability and if so whether you would like support with completing your application, attending an interview, or travelling on your Fellowship.

## Education and study

There are no educational requirements to apply for a Churchill Fellowship. People from all walks of life can apply. You may choose to include details of your current and previous education and studies (where relevant to your Fellowship application).

## Employment and volunteering

Including: Current employment (if applicable), previous employment (only where relevant to your Fellowship application), volunteering experience (current or previous).

## Achievements

Optional, including: description, year and value of any funding/grant/award/prize you have received.

## Project Overview

### **Aim of your project: (max 100 characters including spaces)**

Please start your project aim with a verb, such as 'to investigate...', 'to research...', 'to study...', 'to learn...'. Applicants are encouraged to view current Fellows' project titles on our website for inspiration.

## Project Description

**Describe your project:** (max 720 characters including spaces)

Describe and elaborate on your project aim in clear, simple terms that will make it easy to comprehend. Be succinct and avoid jargon or technical speak. A project description that is difficult for selection panels and committees to decipher will not enhance your application.

## Reasons for Application

Use this section to pitch your project. It will be used by the panel and committee to assess your ideas, experience, the merit of your project and the benefit to Australia.

## Experience

What experience do you have to undertake your project? (max 350 characters including spaces)

## Progress

What efforts have you already made within Australia to investigate the topic of your proposed project and why do you need to travel overseas to investigate your topic? (max 350 characters including spaces)

## New knowledge benefits

What new knowledge do you hope to gain overseas through this Fellowship? (max 350 characters including spaces)

## Sharing your findings

Upon your return to Australia, how will you share your findings with the Australian Community? (max 350 characters including spaces)

## Community benefits

How will your project benefit the Australian community? (max 1,190 characters including spaces)

## Video Pitch

You must record a 1-minute video pitch via the application form. **Do not attempt to record this in advance.**

You will be asked to include the following: 1. Introduce yourself and where are you from, 2. Explain why your proposed Fellowship project is important to you, and 3. The possible benefits it can bring to the Australian community.

## Proposed itinerary

Which countries, cities and organisations would you like to visit for your project? Please be as specific as you can, as this information is used by the Churchill Trust to cost your itinerary.

There are few things to consider when completing this section:

- Your itinerary must be completed in one continuous journey for a minimum of four weeks and a maximum of eight weeks..
- The travelling period is from 1 November 2024 to 31 January 2026. If you would like to travel between 1 November 2024 to 31 January 2025 (the first three months), please have your itinerary and meeting arrangements submitted in writing, 5 weeks prior to your planned departure.
- The itinerary section in the application form allows up to a maximum of **8** entries. You may combine visits within one country in a single entry (e.g. UK – London, Manchester, Birmingham. Or Italy – Rome, Verona, Bologna.)
- Limit your itinerary to destinations that will be of most benefit to your project. Overcrowding your itinerary can lead to fatigue and may not benefit your project outcomes.
- Consider the logistics and travel time of visiting remote locations when planning your itinerary.
- Do not apply for travel to high risk countries (listed by the Department of Foreign Affairs as ‘do not travel’ or ‘reconsider your need to travel’) – the Trust will not approve itineraries that include these countries.
- Do not use 'to be advised' or 'various' in your proposed itinerary.
- You do not need to have approached organisations before lodging your application.

## The application form includes these questions (per entry):

- **Country:** (example, New Zealand) and **City or town:** (example, Auckland)
- **Proposed research:** (**Max 255 characters including spaces**. Provide a brief description of the purpose of your visit, such as interviews, observation, course, conference attendance, etc.)

- **Organisation/individual:** (Specify the name or type of organisation or individual you wish to visit – it isn't necessary to arrange the visit at this stage.)
- **Duration (weeks):** (You may enter the duration in increments of 0.5 weeks. Include travel and rest time within your estimates for each itinerary stop.)
- **Approximate departure date:** An exact date is not yet required, please provide an estimate and you can adjust or confirm this with the Trust should your application be successful. The application form uses the international standard date format of YYYY/MM/DD.

## Project fee request

Do not calculate the cost of your own Fellowship e.g. airfares, accommodation, in-country travel, living allowance; the Trust will do this.

In this section, you may request extra fees to be covered (for courses, conferences or tuition that are relevant to your project) while on your Fellowship. If you request fee support, you must provide supporting documentation (e.g. a brochure from a previous years conference/course/program).

**Conferences.** Support can be provided for you to attend a conference that is relevant to your project, to a maximum of \$2,000 AUD.

**Translation Services.** If you require a translator when travelling to a non-English speaking country, please include details here (up to \$1000 AUD).

### The application form includes these questions (per entry):

- **Fee description:** (Enter fee details and attach supporting documentation. **Max 255 characters including spaces.**)
- **Fee amount:** Please fill in the number only without any special characters (including dollar sign or commas)
- **Currency:** (select from the list e.g. EUR, USD)

Some conferences/events have accommodation and/or meals included. Please identify what is included in your fee request:

- **Includes accommodation (optional):** (yes/no)
- **Includes meals (optional):** (yes/no)

## References

Before the application round opens, you should start to think about who you might ask to be your referees. You will need two references to support your Fellowship application: a personal reference and a project reference. Start having the conversation now about your proposed project.

References must be requested using the online application form (once the application round opens). References cannot be accepted in any other format. Both references must be submitted by your referees, and accepted by you within the form before you can lodge your application.

For information on what your referees will be asked, and selecting suitable referees, please view/download the [Churchill Fellowship Referee Guide](#). You are encouraged to provide this document to your referees to assist them to prepare as well.