Preparing to apply for a Churchill Fellowship

This guide will help you plan and prepare your Churchill Fellowship application. It outlines the main questions in the application form and the information you will need to provide.

Important

- This is **not** the application form. A sample application is included at the end of this document for your reference
- Once applications open, you can start your application on our website
- You can copy and paste your prepared answers into the online form
- Applications are only accepted through the online application form during the application period
- To be awarded a Fellowship, you must be available for an **in-person interview**. You must also attend the **in-person mandatory Onboarding**. For key dates, please visit our website

Before You Begin

Reviewing this guide will help you think about:

- Your project idea and why it matters
- Where you would like to travel and who you want to meet
- Why you should be considered for a Churchill Fellowship
- Who you could ask to be your two referees (personal and project references)

Please note: the application form and questions may change each year, and the sections may not be in the same order as the online application.

When writing your responses:

- Use **plain language** that anyone can understand
- Be **clear and concise**
- Each response has a **character limit** (including spaces). You will not be able to go over the limit
- You may wish to use an online **character counter** to help you plan your answers

If you have questions, please read our **FAQ page** on our website first. If your question isn't answered there, contact us via the **Contact Us form** on our website.

The application

There are 12 sections to the application

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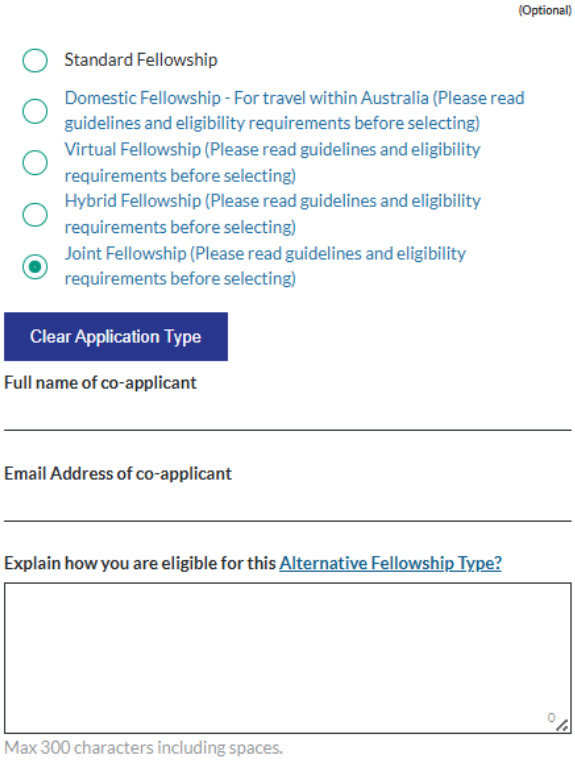
1. Getting started

Familiarise yourself with the information on this page and then select the type of Fellowship you will be applying for:

- **Standard Fellowship**, or
- **Alternative Fellowship Type**, such as a **Joint** Fellowship, **Virtual/Hybrid** Fellowship, or **Domestic** Fellowship.

If you are applying for an alternative type, you will need to explain how you meet the eligibility requirements.

If you are applying for a Joint Fellowship, both applicants will need to complete an application. Ensure that the name and email address for co-applicants match exactly.



2. Contact details and demographics

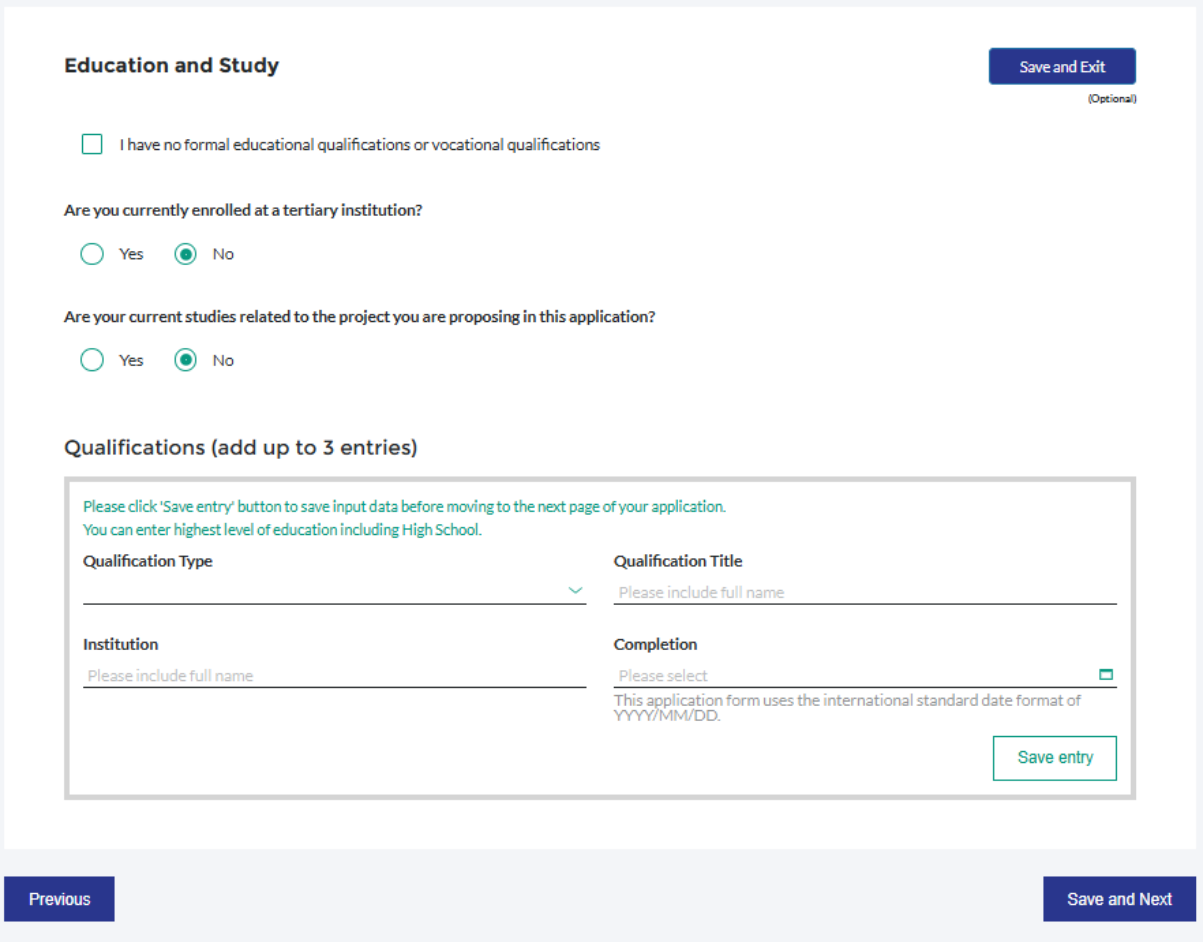
You will be asked to provide:

- Title, first, middle and last name (legal name, as shown on your passport)
- Preferred first and last name (how your name will appear on our website)
- Pronouns
- Date of birth, email address (use a personal email address) and gross annual Income range (optional)
- Gender, whether you grew up speaking a language other than English (optional) and whether you identify as Aboriginal or Torres Strait Islander
- Whether you have a disability, and if you need support completing your application, attending an interview, or travelling on your Fellowship
- How you found out about Churchill Fellowships
- Social Media Profile links
- Residential and postal address and phone numbers

3. Education and study

There are **no educational requirements** for a Churchill Fellowship. People from all walks of life are encouraged to apply.

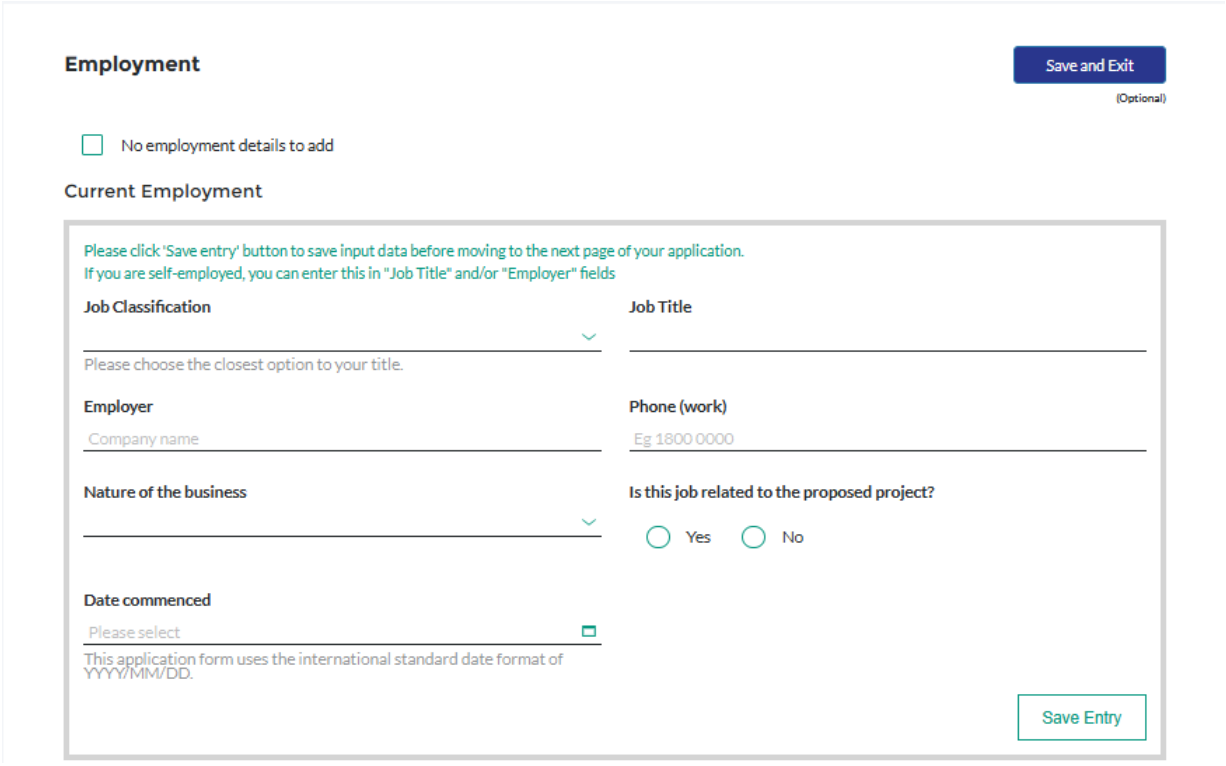
You may include details of your education or study **if relevant** to your proposed project. You can add up to 3 entries (hit save after each entry).

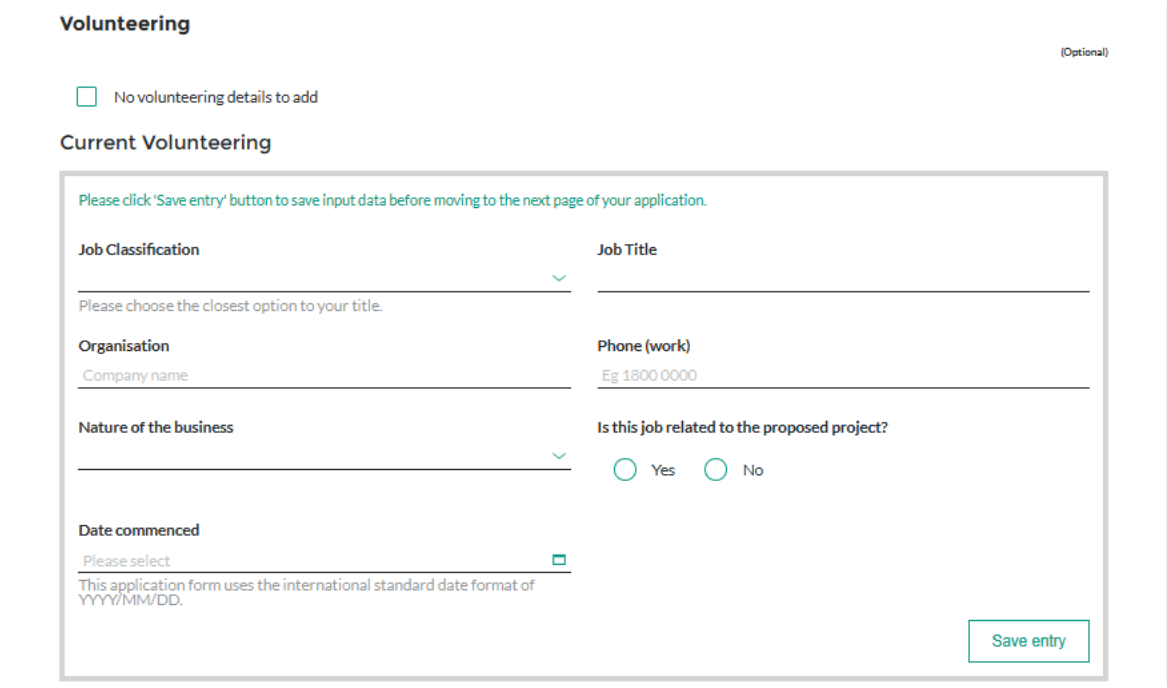


4. Employment and volunteering

You will be asked about:

- Current employment (if applicable)
- Previous employment (only if relevant to your project)
- Volunteering experience (past or present)

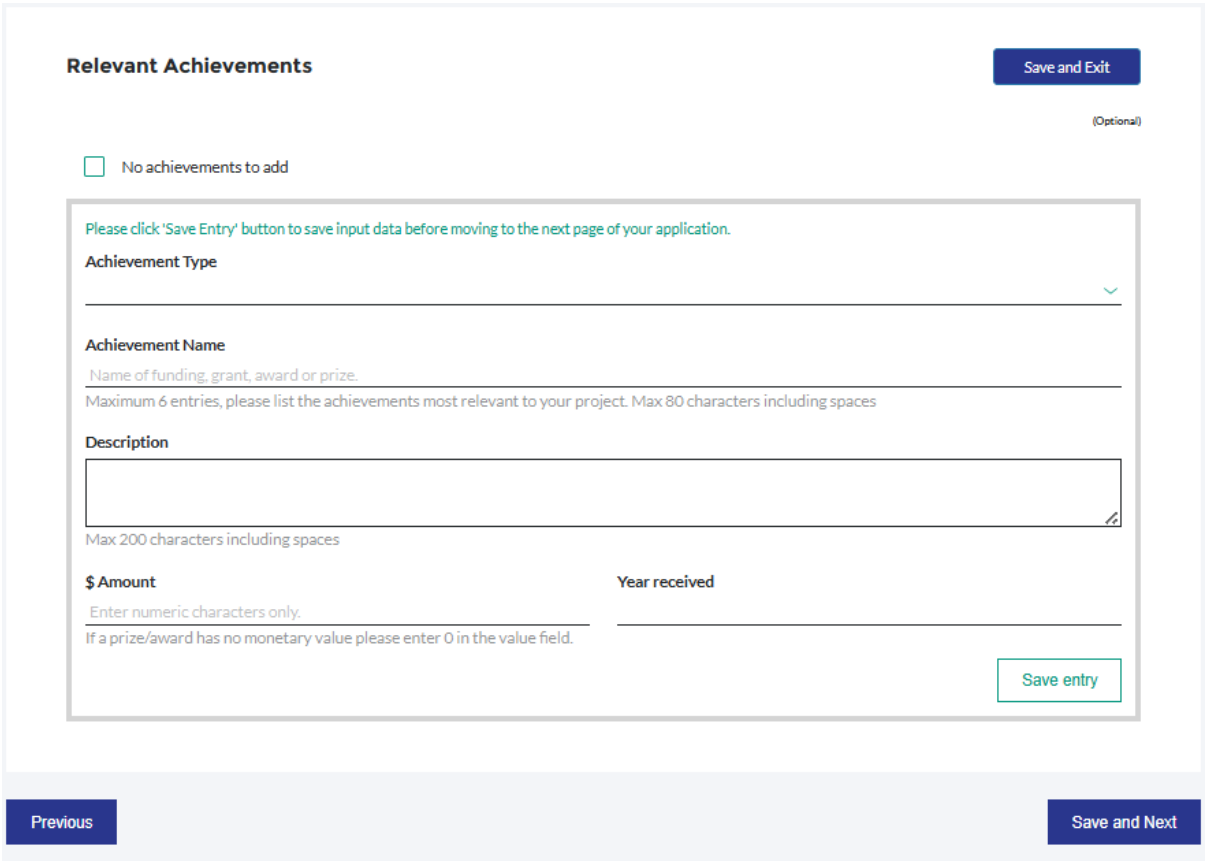




5. Achievements

You may include details of:

- Grants, funding, awards, or prizes you have received
- Year received and purpose/value



6. Project Overview

Field of Project

Select from the drop down box the area that most closely fits your project (not your occupation)

Aim of the project *(Max 100 characters including spaces)*

Start your aim with a verb, such as:
“to investigate…”
“to research…”
“to study…”
“to learn…”

Project description *(Max 720 characters including spaces)*

Explain your project aim in clear, simple terms. Avoid jargon and technical language. A project that is easy to understand will be much stronger.



7. Reasons for Application

This section is your chance to **pitch your project** to the selection panels. Explain why your idea matters, your experience, and how your Fellowship will benefit Australia.

Experience

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

Progress

What have you already done in Australia to explore this topic, and why do you need to travel overseas?
(Max 350 characters including spaces)

New knowledge benefits

What new knowledge do you hope to gain overseas?
(Max 350 characters including spaces)

Sharing your findings

How will you share your findings with the Australian community after you return?
(Max 350 characters including spaces)

Community benefits

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

Reasons for Application

Save and Exit

This information will be used to assess your experience, the merit of your project and the benefit to Australia. Please ensure your answers are clear and concise.

Experience

What experience do you have to undertake your project?

0

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?

0

Max 350 characters including spaces.

New knowledge benefits

What new knowledge do you hope to gain overseas through this Fellowship?

0

Max 350 characters including spaces.

Sharing your findings

Upon your return to Australia, how will you share your findings with the Australian community?

0

Max 350 characters including spaces.

Community benefits

How will your project benefit the Australian community?

0

Max 1190 characters including spaces.

Fellowship Findings

The findings of your project would contribute to:

- ◯ The work of a business you own and operate
- ◯ The work of a small business or not-for-profit organisation
- ◯ The work of a project team within an organisation/enterprise
- ◯ A community initiative with several stakeholders
- ◯ Other

Previous

Save and Next

8. Proposed itinerary

You will need to list the **countries, cities, and organisations** you plan to visit. This information is used to estimate your travel costs.

Key guidelines

- Your journey must be continuous, lasting 4 to 8 weeks
- Travel period: 1 November 2026 to 31 January 2028
- If you plan to travel before 31 January 2027, you must submit your confirmed itinerary and meeting details at least 5 weeks before departure
- You can include up to 8 entries in your itinerary. Combine visits within one country (e.g. "UK - Manchester, Birmingham")
- **If you are planning to travel to London or New York, please separate these in your Itinerary from other cities in the UK or USA**
- Choose destinations that are most beneficial to your project. Avoid overcrowding your schedule
- Consider logistics and travel time to remote locations
- Do not include high-risk countries listed by DFAT as "Do not travel" or "Reconsider your need to travel" (check Smartraveller for Government advice)
- **Do not use "TBA" or "various" in your itinerary**
- You do not need to confirm meetings when submitting you're application
- Save each entry as you go

Information required for each itinerary entry

- **Country**: e.g. New Zealand
- **City or town**: e.g. Auckland
- **Proposed research**: a short description of your purpose, e.g. interviews, observation, course, conference attendance *(Max 255 characters including spaces)*
- **Organisation/individual**: name or type of organisation/person to visit – not required to be confirmed yet
- **Duration (weeks)**: in 0.5-week increments, including travel and rest time

Approximate departure date

- Use YYYY/MM/DD format – estimated only

Proposed Itinerary (add up to 8 entries)

Save and Exit

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.

- 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 01 November 2026 to 31 January 2028 . If you would like to travel between 01 November 2026 to 31 January 2027, 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.
- Your allocated budget (Overseas Living Allowance) is determined based on your proposed itinerary and duration. We know that things can change, so the Trust can increase this allowance by up to 10% with approval if required. Please note, the approved Fellowship duration of your trip cannot change.

Total duration: 0.00 weeks

Please click 'Save entry' button to save input data before moving to the next page of your application.

Country

City or town

Example: London

Include the City/Town you will visit. New York and London must be individual entries and max 80 characters including spaces.

Proposed research

0

Max 255 characters including spaces.Provide a brief description of the purpose of your visit, such as interviews, observation, course, conference attendance, etc. E.g. Meeting and observing expert fabricator John Smith to explore the use of a specific hammer-and-dolly technique for shaping classic car bodies, enhancing my skills in restoration and design precision.

Organisation/Individual

Max 255 characters including spaces.Please specify the name or type of organisation or individual you wish to visit - it is not necessary to arrange the visit at this stage.

Duration (weeks)

A week is counted as 7 full days (please include travel and rest time within your estimates for each itinerary stop).

Save entry

Australia is valid for Domestic Churchill Fellowships only.

Approximate departure date

Approximate departure date from Australia

2025-11-01

If successful you must depart on your Fellowship between 2026-11-01 to 2028-01-31. An exact date is not yet required. This application form uses the international standard date format of YYYY/MM/DD.

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Save and Next

9. Project fee request(s)

You **do not need to calculate** travel costs (airfares, accommodation, etc.) – the Trust will do this.

You may request additional fees to cover:

- Course, conference, or tuition costs **relevant to your project** (up to AUD $2,000)
- Translation services (up to AUD $1,000 if required in non-English speaking countries)

Information required for each fee request

- **Fee description**: describe what you want to be covered and be specific as to why this will complement your Fellowship*(Max 255 characters including spaces)*
- **Fee amount**: enter the number only, no symbols or commas. Do not convert or estimate. The amount must match the supporting documentation.
- **Currency**: select from list, e.g. EUR, USD
- **Includes accommodation**: Select yes if the amount requested includes accommodation.
- **Includes meals**: Select yes if the amount requested includes meals.

When you have saved your entry, you will be asked to attach supporting documentation that includes current or past pricing (such as a brochure with costs, etc)

Dependents Allowance Request

Check the eligibility requirements. The Trust will be in touch if you are awarded a Fellowship.

Project Fee Request/s

Save and Exit

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

You may request below any 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 a maximum of $1000 AUD per project.

Please click the 'Save entry' button to save input data for each entry. You MUST attach supporting documentation for every entry to be able to progress to the next section of your application.

Fee Description

0

Enter all fee details then click 'Save Entry'. Once saved click on the Upload Document button to add your supporting documentation.

Fee Amount

Currency

Some conferences/events have accommodation and/or meals included please tick below what is included in your fee request.

- [ ] Includes Accommodation (Optional)
- [ ] Includes Meals (Optional)

Save entry

If the attached documentation does not display the indicative cost, then it will not be accepted and will be removed from your application

Dependants Allowance Request

Only tick Yes if the following applies:

- you have dependant children
- you expect to lose at least 50% of your total household gross family income while you are away, and
- your dependants will not be accompanying you during any part of your Fellowship

For the Trust to consider payment of Dependants Allowance it must be applied for at the time of your initial application. You do not need to provide details at this stage in the application process.

Request Dependants Allowance

- ( ) Yes
- (•) No

Previous

Save and Next

10. Video Pitch

You must record a **1-minute video pitch using the VideoAsk platform.** A link within the application will direct you to the platform - do not pre-record your video.

Your video should include:

1. A brief introduction of yourself
2. Why your proposed Fellowship project is important
3. How it will benefit the Australian community

Videos are only accepted using the Videoask platform - a personalised link will be sent once you record your video. Links to external sites (e.g. YouTube, Vimeo, Google Drive) **will not be accepted**.

Ensure that the link to your video pitch is added to the application and is working.

11. References

You will need **two references**:

- One **personal** reference
- One **project** reference

Start thinking early about who you will ask. Discuss your proposed project with them before the application round opens.

References must be:

- Requested and submitted **through the online application form** (once applications open) - ensure that you hit 'Send email'
- Completed and submitted by the referee **through the online application form** 2 days before applications close
- Accepted by you within the form **before you can lodge your application**

References **cannot be accepted in any other format** (e.g. email, paper, or uploaded files).

For more details about what referees will be asked and how to select suitable referees, please read the Churchill Fellowship Referee Guide available on our website. You are encouraged to share that guide with your referees to help them prepare as there are character limits for each answer.

12. Finalise and Lodge

Once you have checked your application, selected a completed personal and project reference and are happy with your submission, you can progress to the Declarations page.

Here you will be asked whether you used AI to complete any part of you're application and if so, how.

There are also 14 declarations required for submission.

AI Use

Did you use AI in any part of this application?

(•) Yes ( ) No

How did you use AI

Max 250 characters including spaces.The Trust does not encourage or discourage the use of AI in the written part of the application. The Trust requires any applicant to disclose the use of AI. Use of AI is not permitted during the interview process

Lodge your application

Declarations

- [ ] I have read and accept Privacy Statement and consent to the Collection Notice
- [ ] I understand that my referees may be contacted by the Churchill Trust as part of the selection process
- [ ] I have not replicated or misrepresented the work of others in this application.
- [ ] I state that all information in this application is true and correct. I accept that the Churchill Trust has the right to reject an application or retract the award of a Churchill Fellowship on the basis of false or misleading information forming any part of a Churchill Fellowship application.
- [ ] I have read the Application Guidelines and understand the funding arrangements of a Churchill Fellowship.
- [ ] I will conduct myself respectfully towards all staff, volunteers and travel consultants related to The Winston Churchill Trust.
- [ ] I understand that additional personal costs will arise if I choose to travel with a partner, family member/s or companion.
- [ ] I recognise that additional personal costs may arise for obtaining a passport and/or relevant visas.
- [ ] I accept that additional personal costs will arise if I add personal time at the end of the travel.
- [ ] I accept responsibility for seeking medical advice regarding my health and fitness, as well as for any medical requirements related to my travel, including vaccinations.
- [ ] I acknowledge that I am responsible for my personal phone and communication costs.
- [ ] I accept the responsibility of following Smartraveller travel advice and will not travel to countries which advise "Do not travel" or "Reconsider your need to travel."
- [ ] I understand that I must follow the report guidelines and submit my Fellowship report within 12 weeks of completing my approved Fellowship travel program
- [ ] I understand that attendance at the mandatory onboarding session taking place in Canberra is a requirement for the award of this Fellowship.

*Onboarding Session Date : 22 October 2026 - 23 October 2026

Please note you will not be able to make any further changes to your application after lodgement.

Recipients of a Churchill Fellowship are responsible for upholding the reputation of The Winston Churchill Memorial Trust and the Churchill Fellowship award. For this reason, police checks may be undertaken prior to awarding a Fellowship.

A criminal record will not automatically disqualify an applicant, however The Winston Churchill Memorial Trust may, at its discretion, refuse to award a Churchill Fellowship if it considers that a criminal record or conviction would harm the reputation of the Churchill Fellowship or the Churchill Trust.

Previous Lodge

2025 Applicant Last Name, First Name

Personal Details

Title: Ms
Legal First Name: First Name
Legal Surname: Last Name

Public/Preferred First Name: Public/Preferred First Name
Public/Preferred Last Name: Public/Preferred Last Name

Age at time of application: 25
Gender: Female
Pronouns as: She/Her

Primary Email: youremail@web.com.au

Suburb/Town: Canberra
State: ACT
Postcode: 2600

Rural Applicant: No

Do you identify as Aboriginal or Torres Strait Islander? No

Have you applied for a Churchill Fellowship in a previous round? Yes
What year or years? 2024

Do you have a disability? No

Mobile Phone: 0400 000 000
Work Phone: 1800 000 000

Website URL: https://mywebsite.com.au
Video URL: https://youtube.com
Blog URL: https://myblog.com.au
Other URL: https://other-url.com.au
Facebook: https://facebook.com
Twitter: https://x.com
LinkedIn: https://linkedin.com
Instagram URL: https://instagram.com

Project Overview

Field of Project: Professions

Aim of Project: Begin with a verb e.g. 'To investigate…', 'To learn…' Max 100 characters including spaces.

Project Description: Max 720 characters including spaces.

Video Pitch

Video Pitch Link: https://www.videoask.com/TBA

Current Employment

Job Title: Current Job Title
Employer: Current Employer Name
Industry Classification: Professions — Tourism, leisure, hospitality and retail
Employment Type: Paid
Date Commenced: 1/1/2025

Previous Employment

Job Title: Previous Employment - Job Title
Industry Classification: Professions — Tourism, leisure, hospitality and retail
Employer: Previous Employment - Employer Name
Employment Type: Paid
Commenced: 1/2024
Completed: 12/2024

Current Volunteering

EXAMPLE ONLY

Job Title: Current Volunteering Job Title
Industry Classification: Professions — Tourism, leisure, hospitality and retail
Employer: Current Volunteering Organisation
Employment Type: Volunteer **Date Commenced:** 1/1/2025

Previous Volunteering

Job Title: Previous Volunteering - Job Title
Industry Classification: Professions — Tourism, leisure, hospitality and retail
Employer: Previous Volunteering - Organisation
Employment Type: Volunteer **Commenced:** 1/2024 **Completed:** 12/2024

Education

Are your current studies related to the project you are proposing in this application: Yes
Provide an explanation of how your current studies are related to your proposed project: If your current studies are closely related to your Fellowship project you will be ineligible for a Churchill Fellowship until after completion of your studies. (Max 250 characters including spaces)

Current Education

Qualification: Current Qualification Title
Qualification Type: Bachelor Degree
Institution: Current Institution
Completion: 30/4/2025

Qualifications

Qualification: Qualification Title
Qualification Type: Bachelor Degree
Institution: Qualification Institution
Completion: 31/12/2024

Achievements

Achievement Name: Name of funding, grant, award or prize
Achievement: Max 200 characters including spaces
Type: Award **Year Received:** 2024 **Amount:** $ 0.00

Proposed Itinerary

Approximate departure date: 1/11/2025

Country: United Kingdom
City: Include the City/Town you will visit.
Weeks: 4
Organisation: Please specify the name or type of organisation or individual you wish to visit - it is not necessary to arrange the visit at this stage.
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.

Fee Request/s

Description: Enter all fee details then click 'Save Entry'. Once saved click on the Upload Document button to add your supporting documentation.
Cost: 300.00 (GBP)
Uploaded File: Fees - supporting document.png
Includes Accommodation: No
Includes Meals: Yes

EXAMPLE ONLY

Reasons for Application

What experience do you have to undertake your project?
Max 350 characters including spaces.

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.

What new knowledge do you hope to gain overseas through this Fellowship?
Max 350 characters including spaces.

Upon your return to Australia, how will you share your findings with the Australian community?
Max 350 characters including spaces.

How will your project benefit the Australian community?
Max 1190 characters including spaces.

Fellowship Findings

Fellowship Findings: A community initiative with several stakeholders

Sponsored Fellowships

Suggested Fellowship One: None selected.

Suggested Fellowship Two: None selected.

Personal Reference

Given Names: Referee's First Name (Personal)
Surname: Referee's Surname (Personal)
Employer: Referee's Employer (Personal)
Position: Referee's Position (Personal)
Phone: 0400 000 000
Email: personalreferee@website.com

Describe the personal qualities of the applicant and why you think they would make a good Churchill Fellow
Max 400 characters including spaces.

Describe some of the applicant's personal achievements and how these achievements support their proposed Churchill Fellowship project
Max 400 characters including spaces.

What level of commitment does the applicant show for their proposed project - what makes you think they will follow through and make an impact if they are awarded a Churchill Fellowship?
Max 400 characters including spaces.

What impact do you think being awarded a Churchill Fellowship will have on the applicant personally?
Max 400 characters including spaces.

Project Reference

Given Names: Referee's First Name (Project)
Surname: Referee's Surname (Project)
Employer: Referee's Employer (Project)
Position: Referee's Position (Project)
Phone: 0400 000 000
Email: projectreferee@website.com

What merit do you see in the proposed project and why hasn't it already been funded by the relevant industry/sector/government?
Max 400 characters including spaces.

EXAMPLE ONLY

Why is overseas investigation necessary for the proposed project and is the applicant's proposed itinerary appropriate?
Max 400 characters including spaces.

How successful do you think the applicant will be in implementing their project/achieving impact with their Churchill Fellowship in Australia, and why?
Max 400 characters including spaces.

Who in the Australian community will benefit from this proposed project, and how?
Max 400 characters including spaces.

EXAMPLE ONLY