A Churchill Fellowship offers Australian citizens a life-changing opportunity to travel overseas for 4 to 8 weeks to learn more about a topic or issue that they are passionate about.

As an internationally recognised award, recipients gain access to expertise from around the world.

Applicants are empowered to design their own projects to explore international best practice and innovation that can be applied in Australia.

There is a high level of visibility and credibility associated with becoming a Churchill Fellow, as well as a responsibility to share the knowledge and skills gained overseas with the Australian community.

No prescribed qualifications are required in order for you to apply for a Churchill Fellowship and the subject of your proposed project is limitless provided a benefit to Australia is evident.

Eligibility

To be eligible to apply for a Churchill Fellowship you must:
- be an Australian Citizen over the age of 18
- not be enrolled in tertiary studies directly related to the topic of your proposed project
- have experience in and commitment to the field of your project
- have a project that requires overseas investigation
- be available to travel for 4 to 8 weeks between February 2021 and January 2022
- be willing to share Fellowship findings with the broader Australian community.

Application Assessment

Every application for a Churchill Fellowship must be assessed on the merit of the proposed project. In this assessment the Trust considers that there are two distinct components of equal value:

1. Project which may include matters such as the following:
   a. The need for the project in Australia at either a state/territory or national level
   b. The benefits of the project to Australia at either a state/territory or national level
   c. The itinerary and places selected
   d. The necessity to travel overseas
   e. The achievability of the project.

2. Applicant which may include matters such as the following:
   a. Ability to maximise the opportunity of a Fellowship (current standing and experience in the field, skills and/or expertise)
   b. Ability and commitment to make a difference after the trip (ongoing involvement in the field, leadership qualities, a strategic approach, networks)
   c. Ability and commitment to widely disseminate findings.

The Trust receives over 1000 applications annually and awards more than 100 Fellowships each year. The Trust is also fortunate to be supported by sponsors who donate to the Trust to address specific project objectives or fields of interest.

All applications must be made using the online application form accessible from the Winston Churchill Trust’s website.

If applying online presents any technical or personal difficulties please contact us to discuss your situation as support can be provided or reasonable adjustments made.

To apply using a different method than described herein can only be considered in exceptional circumstances, at the discretion of the Trust’s CEO.
The Winston Churchill Memorial Trust was formed in 1965 with the principal objective of perpetuating and honouring Sir Winston Churchill’s memory through the awarding of ‘Churchill Fellowships’.

Churchill Fellowships provide Australians from all walks of life the opportunity to travel overseas to investigate a topic or issue they are passionate about to gain skills and knowledge not readily available in Australia.

They also reward proven achievement of talented and deserving Australians with further opportunity in their pursuit of best practice for the enrichment of Australian society.

The Winston Churchill Trust’s success is directly attributable to the achievements of its Fellows – over 4,400 talented Australians. Their projects are extremely diverse, invariably innovative and are the result of their dedication to make a difference.

A glance through Fellows’ profiles on our website will confirm this, as will the topics of their Fellowships.

No prescribed qualifications are required to apply for a Churchill Fellowship and the topic of the proposed project is limitless provided a benefit to Australia is evident and willingness to share project findings with the Australian community is displayed.

The Churchill Fellowship is a prestigious award that is generously funded to support overseas travel for 4-8 weeks and includes airfares, accommodation and living expenses.
# Contents

2020 Churchill Fellowship Application Guide

APPLICATION GUIDELINES .......................................................................................................................... 4

1 General ................................................................................................................................................... 4

2 Conditions of Award ............................................................................................................................... 4

3 Fellowship Travel and Basic Allowances ............................................................................................... 5

4 Supplementary Fellowship Allowances ................................................................................................. 5

5 Calculation and Payment of Allowances ............................................................................................... 5

6 Tax Implications ..................................................................................................................................... 5

7 Online Application Form ....................................................................................................................... 5

8 Online References ................................................................................................................................... 5

9 Feedback and Future Applications .......................................................................................................... 5

SPONSORED CHURCHILL FELLOWSHIPS ................................................................................................. 6

SELECTION AND ASSESSMENT PROCESS .............................................................................................. 7

STARTING YOUR APPLICATION .............................................................................................................. 8

COMPLETING THE ONLINE FORM ........................................................................................................... 9

REFERENCES ............................................................................................................................................... 12

LODGING YOUR APPLICATION ............................................................................................................... 15

CONTACT US ............................................................................................................................................... 16

Please note All applications must be made using the online application form If applying online presents any technical or personal difficulties please contact us to discuss your situation as support or reasonable adjustments can be provided.
Application Guidelines

Applications close Thursday 30 April 2020 11.59pm (AEST)

1. General

1.1 Citizenship. Fellowships are available to Australian Citizens only.

1.2 Age. Awards are granted to applicants over the age of 18 years. No upper age limit is prescribed but generally awards will be made to those whose major contribution to their field lies before them.

1.3 Tertiary qualifications. Fellowships will not be awarded to enable the applicant to obtain/complete tertiary qualifications eg. PhD.

1.4 Nature of project. Churchill Fellowships will be awarded for the purpose of pursuing an overseas investigative project of a kind that is not readily available in Australia.

1.5 Submission of application. The application must be lodged in the state or territory of residence of the applicant, irrespective of their place of employment.

1.6 Interviews. All interviews are designed to be attended in person by applicants, however where extenuating circumstances prevent this a video or phone interview may be permitted.

1.7 Citizens overseas. An applicant who is an Australian citizen, temporarily overseas, will be considered for a Fellowship if they are available to attend an interview in Australia and intend to return to Australia on completion of their Fellowship.

1.8 Joint and multiple applications. Fellowships are awarded to individual applicants only and for individual projects only. An applicant can only lodge one application per year.

1.9 Value of award. The value of every Fellowship is different as it is calculated based on the number of countries to be visited, the duration of the approved Fellowship and an estimated airfare. The average value of a Fellowship is 29,000 AUD.

1.10 Support from other sources. The Trust will take account of any other existing sources of support for a project and will normally avoid duplicating the activities of other bodies. Only in special circumstances may a Fellowship be held concurrently with another award. In such circumstances the Trust may reduce the amount of a Fellowship by the amount received from another source.

1.11 Duration of Fellowships. A Fellowship is a minimum of 4 weeks and a maximum of 8 weeks. Additional time outside of the approved Fellowship itinerary will be at the Fellow’s own expense.

1.12 Sponsored Fellowships. A number of sponsored Churchill Fellowships are offered each year, usually confined to a particular field of endeavour. All applicants with an appropriate project are considered for the award of a sponsored Fellowship as well as a general Fellowship. A list of sponsored Fellowships is included in this guide.

1.13 Continuous travel. A Churchill Fellowship must be taken as one continuous journey.

2. Conditions of Award

2.1 Contract. The award of a Churchill Fellowship is subject to the recipient agreeing to be bound by the conditions laid down in a contract. A Fellowship cannot commence until the Trust receives an executed copy of the contract from the Fellow.

Application Timeline
3. **Fellowship Travel and Basic Allowances**

Travel and basic allowances are granted as follows:

3.1 **Fellowship Travel.** The Trust will pay for all approved Fellowship travel and, whenever possible, arrange for tickets to be issued to a Fellow before departure.

3.1.1 **Major Travel.** All major air travel will be by economy class. Travel will begin and terminate at the major airport nearest to the Fellow’s home address. The route and/or sequence of places to be visited may be varied to reduce costs.

3.1.2 **Supplementary travel.** Surface travel may be authorised to supplement air travel.

3.1.3 **Internal Travel Allowances.** If it is not possible to pre-purchase tickets to cover all travel, an Internal Travel Allowance will be paid in advance to allow the Fellow to purchase necessary tickets.

3.2 **Basic Fellowship Allowances.** The Trust will pay in advance to all Fellows:

3.2.1 **Incidental Allowance.** A fixed allowance to assist with incidental expenses.

3.2.2 **Internal Travel Allowance.** A variable allowance which is payable under the conditions in 3.1.3.

3.2.3 **Overseas Living Allowance.** A variable allowance to assist with a Fellow’s living expenses while overseas.

4. **Supplementary Fellowship Allowances**

The following allowances may also be granted:

4.1 **Fee Request Allowance.** Financial support can be provided to cover the cost of tuition or a specific course. Limited support can be provided to attend a conference applicable to your project. If called for an interview, you will be expected to explain why you need the additional fee support. In some circumstances the duration of the Fellowship may need to be reduced to fund this fee request.

4.2 **Dependants Allowance.** To help support a Fellow’s dependants when neither the Fellow nor the partner has sufficient means to meet this commitment whilst the Fellow is overseas. The allowance will only be considered if:

- a Fellow has dependant children
- a Fellow will lose 50% or more of their current household income while overseas, and
- no dependant(s) accompany the Fellow on any part of the overseas travel related to the Churchill Fellowship program.

5. **Calculation and Payment of Allowances**

Allowances are calculated and paid on the following basis:

5.1 **Income.** No account is taken of a Fellow’s family income in calculating any allowances other than Dependant Allowance.

5.2 **Amount.** Allowances are calculated based on the number of weeks of the approved Fellowship.

5.3 **Overseas Living Allowance.** An allowance as a contribution towards overseas living costs will be paid and will vary based on the number of countries visited and length of stay.

5.4 **Deductions.** The allowances paid to a Fellow by the Trust may be abated by the amount received under an award from another source.

5.5 **Savings.** Unexpended amounts of an allowance granted for one purpose are not transferable to another purpose.

5.6 **Payment.** Allowances will be paid after approval of the final program or 2–4 weeks before the Fellow’s departure date, whichever later. Fee Request Allowance will be paid up to the total amount granted upon presentation to the Trust of appropriate receipts, or the account will be paid directly by the Trust, on presentation of an invoice.

6. **Tax Implications for Churchill Fellows**

6.1 **Income Tax.** The liability of a Fellow for income tax is a matter for decision by the Commissioner of Taxation and the Trust has no responsibility or authority in the matter. Any allowances paid to Churchill Fellows are likely to be treated as assessable income. The Trust recommends that Fellows keep receipts for all expenditure during their Fellowship and seek independent advice with respect to their eligibility for claiming tax deductions.

6.2 **GST Liability.** There may be GST implications for allowances paid to some Churchill Fellows who are self-employed or hold an ABN. Any GST liability will be borne by the Trust and will not affect the amount of funds allocated to the Fellow for their Fellowship.

7. **Online Application Form**

The purpose of the application form is to enable the Trust to assess the applicant’s proposed project in order to draw a short list for interview. All applications must be made using the online application form. All documentation forming any part of a Churchill Fellowship application becomes the property of the Trust and will be archived digitally.

8. **Online References (more details on page 12)**

One Project Reference and one Personal Reference are required to apply for a Churchill Fellowship. Reference requests need to be made online within the application form. Referees should be identified early in the application process to allow sufficient time for them to lodge the reference prior to the closing date. It is preferable that applicants select Australian Citizens as referees.

9. **Feedback and Future Applications**

Detailed feedback may be provided to unsuccessful applicants who reach interview but do not progress to award. General feedback is available to applicants who are not offered an interview to encourage them to re-apply in future rounds. Visit [www.churchilltrust.com.au/faq](http://www.churchilltrust.com.au/faq).
### 2020 Sponsored Fellowships

All applicants are considered for a Churchill Fellowship, however in addition to this you may elect to be considered for up to two sponsored Churchill Fellowship/s when you apply. A sponsored Fellowship offers the dual benefit of representing the Churchill Trust and the sponsor and can provide you with a higher level of visibility and credibility, widening the scope to share your project findings with the Australian community. For the most up to date information on offerings visit [churchilltrust.com.au/sponsors/2020-sponsored-fellowships/](http://churchilltrust.com.au/sponsors/2020-sponsored-fellowships/)

#### For Award Nationally

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Skills Australia</td>
<td>To increase industry expertise and knowledge for the benefit of the automotive sector in Australia</td>
</tr>
<tr>
<td>AV Jennings</td>
<td>Domestic architecture, building and planning</td>
</tr>
<tr>
<td>Bob and June Prickett</td>
<td>An aspect of the health of Australians</td>
</tr>
<tr>
<td>Bob and June Prickett</td>
<td>Excellence in visual arts</td>
</tr>
<tr>
<td>Bob and June Prickett</td>
<td>Mitigating the impact of natural disasters such as fire, flood and cyclones on the Australian community</td>
</tr>
<tr>
<td>Dame Roma Mitchell</td>
<td>Excellence in the performing arts</td>
</tr>
<tr>
<td>Donald Mackay</td>
<td>Countering organised crime</td>
</tr>
<tr>
<td>Dorothy and Brian Wilson</td>
<td>To investigate strategies aimed at making a difference in the lives of disadvantaged children through education and training</td>
</tr>
<tr>
<td>Dr Dorothea Sandars</td>
<td>Medical/veterinary parasitology or Parkinson’s disease, or advances in medicine in general</td>
</tr>
<tr>
<td>Dr Dorothea Sandars and Irene Lee</td>
<td>Enhancement of the delivery of palliative care</td>
</tr>
<tr>
<td>Dr Dorothea Sandars and Irene Lee</td>
<td>An issue in the field of ophthalmology</td>
</tr>
<tr>
<td>Dr Dorothea Sandars and Irene Lee</td>
<td>An issue in the field of marine science</td>
</tr>
<tr>
<td>Dr Iain C Medgett</td>
<td>Study of classical voice</td>
</tr>
<tr>
<td>Dr Lena Elizabeth McEwan and Dame Joyce Daws</td>
<td>A project in the field of surgery, including surgical nursing</td>
</tr>
<tr>
<td>Gilbert Spottiswood</td>
<td>Projects related to the theatre</td>
</tr>
<tr>
<td>Hort Innovation</td>
<td>To cultivate new ideas in horticulture</td>
</tr>
<tr>
<td>Jack Green</td>
<td>The dairy industry</td>
</tr>
<tr>
<td>Leslie (Les) J. Fleming</td>
<td>Oncology and cancer research</td>
</tr>
<tr>
<td>Mr and Mrs Gerald Frank New</td>
<td>Performance excellence in classical music or voice</td>
</tr>
<tr>
<td>NRMA - ACT Road Safety Trust</td>
<td>For contributions to research and/or policies leading to a reduction in deaths and suffering caused by road crashes, from any perspective; education, health, engineering, regulation and administration</td>
</tr>
<tr>
<td>Park Family</td>
<td>Educational and/or vocational training</td>
</tr>
<tr>
<td>Paul Tys</td>
<td>In any field</td>
</tr>
<tr>
<td>Peter Mitchell</td>
<td>In any field (for male and female applicants under 30)</td>
</tr>
<tr>
<td>Rodney Warmington</td>
<td>Any topic that improves mobility, accessibility or liveability in Australian environments or communities</td>
</tr>
<tr>
<td>Stuart and Norma Leslie</td>
<td>Performance excellence in the arts</td>
</tr>
<tr>
<td>The Yulgilbar Foundation</td>
<td>In any field (preferably for applicants from the NSW Northern Rivers but available nationally)</td>
</tr>
</tbody>
</table>

#### For Award Regionally

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Government - David Balfour</td>
<td>ACT - For innovations and resourcefulness for firefighter and community safety in the fields of training or equipment developments or through inter-agency liaison and cooperation</td>
</tr>
<tr>
<td>Blakeney Millar Foundation</td>
<td>NSW Tumut – A project of benefit to Tumut and its environs</td>
</tr>
<tr>
<td>Churchill Fellows Association of SA</td>
<td>SA - In any Field</td>
</tr>
<tr>
<td>Churchill Fellows Association of WA</td>
<td>WA - Preference to people or projects relating to disability</td>
</tr>
<tr>
<td>Gallaugher Bequest</td>
<td>TAS - Education or health</td>
</tr>
<tr>
<td>Jack Brockhoff Foundation</td>
<td>VIC – For the benefit of rural/regional areas addressing social welfare (disability, health or medical practice)</td>
</tr>
<tr>
<td>James Love</td>
<td>QLD – In any field</td>
</tr>
<tr>
<td>MPST Foundation</td>
<td>TAS - To advance education in medicine and to advance health in Tasmania</td>
</tr>
<tr>
<td>Northern Districts Education Centre</td>
<td>NSW - School and/or pre-school education</td>
</tr>
<tr>
<td>Richard Rischbieth</td>
<td>SA - To study the natural environment</td>
</tr>
<tr>
<td>Samuel and Eileen Gluyas</td>
<td>QLD – Tropical pastoral industry</td>
</tr>
<tr>
<td>Sir William Kilpatrick</td>
<td>VIC - Health or social welfare</td>
</tr>
<tr>
<td>WA Department of Communities</td>
<td>WA – To support individuals and families to lead their best lives with a focus on integrated service delivery models involving local solutions that build on earlier intervention and people’s strengths</td>
</tr>
<tr>
<td>WA Department of Health</td>
<td>WA - To improve the sustainability of healthcare in Western Australia.</td>
</tr>
</tbody>
</table>
Regional Committees

The Winston Churchill Memorial Trust in Australia is represented in each state and territory by a Regional Committee, and in some instances additional panels, who are responsible for assessing all applications received in that state or territory. The Committees typically consist of a Chair and 6-10 members who come from a diverse range of backgrounds with expertise across many fields.

Assessment Process

Applications open 1 February and close 30 April 2020. All applications are acknowledged by automated email when lodged online. During May every application is initially assessed by the appropriate Panel or Committee. Panel and Committee members are free to make any enquiries and consult with whoever they consider necessary in making their assessments.

Every application for a Churchill Fellowship must be assessed on the merit of the proposed project. In this assessment the Trust considers that there are two distinct components of equal value:

1. Project – which may include matters such as the following:
   a. The need for the project in Australia at either a local, state/territory or national level
   b. The benefits of the project to Australia at either a local, state/territory or national level
   c. The itinerary and places selected
   d. The necessity to travel overseas
   e. The achievability of the project.

2. Applicant – which may include matters such as the following:
   a. Ability to maximise the opportunity of a Fellowship (current standing and experience in the field, skills and/or expertise)
   b. Ability and commitment to make a difference after the trip (ongoing involvement in the field, leadership qualities, a strategic approach, networks)
   c. Ability and commitment to widely disseminate findings.

Short-listing Process

Based on the initial assessment applicants are short-listed for interview. The Regional Secretary is responsible for contacting applicants who are short-listed to arrange suitable interview times.

It is essential that the applicant is contactable at all times and it would be wise to make alternative arrangements if an applicant is likely to be away from their normal place of work or residence as detailed on their Application Form.

Applicants who have not been selected for an interview will be notified promptly.

The Interviews

For short-listed applicants, the exact timing, duration and number of interviews varies in each state and territory. Some states and territories may require applicants to attend two interviews.

All interviews are designed to be attended in person by applicants, however where extenuating circumstances prevent this a video or phone interview may be permitted.

Interviews will be scheduled as early as possible and may be conducted any time from the start of June to the end of July including weekends and school holidays.

After the interviews are completed, applicants are ranked in order of preference by the Committee to determine the nominations for Fellowships. Upon finalisation of these nominations all applicants interviewed will be advised if their application is progressing for further consideration by the Churchill Trust Board.

Selection of Churchill Fellows

The Trust’s Board of Directors meets in Canberra in September to consider the nominations submitted by each state and territory. The number of Fellowships on offer varies slightly from year to year and it is expected that for the 2020 round there will be more than 100 Fellowships awarded nationally.

The selection of Churchill Fellows and the procedures undertaken are at the absolute discretion of the Board of the Trust.

At the conclusion of the Board Meeting all applicants will be notified of the outcome by the Churchill Trust and successful 2020 Churchill Fellows will have their details made available to the media and sponsors as the Trust deems necessary.

Successful Fellows should be aware that media contact may occur any time from mid September 2020. It would be advisable that if successful, the applicant is easy to contact to capitalise on the announcement of their Fellowship through the media.

Unsuccessful Applicants

- Applicants will be advised in August if they are unsuccessful following consideration at the state or territory level;
- Applicants who move through to final selection will be advised in September if they are deemed unsuccessful.
- Direct feedback is not available to applicants who don’t reach interview however advice on how to support and strengthen your application for future rounds can be found on our website at churchilltrust.com.au/faq
Register to Apply

You will need to register for a login ID and password to access the application form. The login ID is your email address.

Following sign up you will receive an email containing a link to activate your registration. Click the link within the confirmation email to access your application form.

We recommend you use a personal email address in preference to a work email address to ensure you receive all automated emails associated with the online application process. Generic email addresses should be avoided eg. enquiries@churchilltrust.com.au.

Make sure you save your application form as you work through it and log out when not in use. You can return to the form at any time by logging in with your email address and password.

Helpful Hints

- Please familiarise yourself with the Application Guidelines on pages 4 and 5 of this guide and refer to our Privacy Statement which can be found on our website at churchilltrust.com.au/about/privacy-statement/, as you will need to acknowledge and accept them in the DECLARATIONS section of the form before lodgement.
- All mandatory fields need to be completed to move through the form. Sections answered with ‘to be advised’ will not be considered.
- Character limits including spaces are set on all questions. Ensure you are succinct with your answers and avoid jargon and abbreviations. Keep acronyms to a minimum.
- Your application is confined to the form, do not upload CVs, photos, letters of support, presentations or any other documentation that is not requested.
- All costs for travel, accommodation and incidentals are estimated for you by the Trust. You can request additional fees for tuition or a specific course. Limited support is available to attend conferences. Be aware that requests for additional financial support can reduce the duration of your Fellowship.
- You will require both a Personal Reference and a Project Reference to apply for a Fellowship. Refer to advice on page 12.
- You will receive an email confirmation following lodgement of your application containing a link to access and save a full copy of your completed application form for your own records.
Completing the Online Form
Applications close Thursday 30 April 2020 11.59pm (AEST)

PROJECT

2020 APPLICATION
PROJECT

FIELD OF PROJECT

Scroll down using this drop-down menu to make your selection.

PROJECT AIM

State the purpose or goal of your project, up to 100 characters. Keep acronyms to a minimum.

Sponsored Fellowships All applicants are automatically considered for a Churchill Fellowship, however you can indicate your interest in being considered for a sponsored Churchill Fellowship/s on the application form.

Please refer to page 6 in this Application Guide for the full list of sponsored Fellowships available. A sponsored Fellowship offers the dual benefit of representing the Trust and the sponsor and can provide a higher level of visibility and credibility. The high regard for the sponsor can also increase the opportunity to share your research findings with the Australian community.

EMPLOYMENT

Current Employment If you are currently employed, please provide details of your main occupation within the first entry in this section. This section also allows you to list two other entries under current employment should you be employed in additional roles.

Previous Employment List up to two positions/occupations held previously.

EDUCATION/STUDY

Educational Qualifications If space is insufficient limit to most recent or most relevant.

Are you currently enrolled at any tertiary institution? If yes, complete the details of your current enrolment including the month and year you expect to complete your studies.

Are your current studies related to the proposed project? Explain A Churchill Fellowship will not be awarded to assist in gaining a tertiary qualification. If your current studies are closely related to your overseas project you will be ineligible for a Churchill Fellowship until after completion of your studies.
Completing the Online Form

**PROPOSED ITINERARY**

Please be specific as this information is used by the Churchill Trust to cost your itinerary. When completing this section, please consider the following:

- Limit your itinerary to destinations that will be of most benefit to your project. Overcrowding an itinerary can lead to fatigue and may be of less benefit to project outcomes.
- Avoid high risk countries (listed by the Department of Foreign Affairs at [smarttraveller.com.au](http://smarttraveller.com.au)) as these countries cannot be covered by travel insurance.
- **Your itinerary must be completed in one continuous journey.**

**AWARDS/ACTIVITIES**

**Other grants/funding** Please include full name, year and value of funding/grant/s you have received.

**Current community/volunteer activities** For example Scout leader, Neighbourhood Watch, volunteer sports coach/umpire, Red Cross.

**Awards and Prizes** Include details of prize/s or awards you have received.

**FUNDING/GRANTS/AWARDS/PRIZES**

If you have any details to enter in this section, leave blank then select ‘save and continue’ to move to the next section. If you do have details to enter, all fields need to be completed in this section to successfully save the content you have entered. You can use placeholder text (e.g. ‘N/A’) in fields you are not ready to complete so that you can return to complete them prior to lodgement.

- **Description**
- **Amount (AUD)**
- **Year Received**
- **Funding Type**
  - **Award**

Scroll down using this drop-down menu to make your selection.

Please include description, year and value of any funding/grant/award/prize you have received previously. If a prize/award has no monetary value enter $0 in the value field.

- **Community & volunteer activities**

For example, scout leader, Neighbourhood Watch, volunteer sports coach/umpire, Red Cross etc. Limit of up to 250 characters.

**Town, Nearest Major City, State and Country**

If your destination is a small town such as Berkeley in the USA, please list the nearest major city (and state if applicable) eg. USA - Berkeley, San Francisco, California. If space is insufficient you may combine visits within one city or region on a single line.

**Institution/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** A brief description, such as interviews or observations. Course or conference attendance would also be acceptable here.

**Duration** Weeks are 7-day weeks and travelling and rest time must be included. Once the budget for your itinerary is approved any amendments to the original itinerary will be at your own expense. Your itinerary must be no less than 4 weeks to a maximum of 8 weeks.

**Approximate Departure Date** If successful you must depart on your Fellowship between 1 February 2021 and 31 January 2022. An exact date is not yet required – the month and year in which you wish to depart is sufficient eg. September 2021.
This section of the application form will be used by the Panel and Committee members to assess the merit of your project and its benefit to Australia. You should ensure your answers are clear and concise.

What experience do you have to undertake the project?
List your experience and knowledge in the field of the project.

What efforts have you made within Australia to investigate the topic of your proposed project and why do you need to travel overseas to investigate your topic?
Evidence of exploration of your proposed project should be listed here. Answers in dot point form are acceptable.

What new knowledge do you hope to gain overseas through this Fellowship and on your return to Australia, how will you share your findings with the Australian community?
Be specific. Answers in dot point form are acceptable for this question. If successful in your application you will be under contract to submit a written report at the completion of the Fellowship.

How will your project benefit the Australian community?
Benefit at a local, state or national level should be addressed in this question.

DEPendant’S ALLOWance
Please tick Yes or No. 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 or within 3 months of the completion of the Churchill Fellowship program.

For the Trust to consider payment of Dependant’s Allowance it must be applied for at the time of your initial application.

This section is only applicable if you wish to undertake tuition or a specific course or attend a conference applicable to your project where a registration fee is required. Indicate the name of the tuition, course or conference and the expected fee in foreign currency and convert to AUD.

Fees that are not requested at the time of application cannot be paid by the Trust if you are awarded a Fellowship.

For the Trust to consider payment of Dependant’s Allowance it must be applied for at the time of your initial application.

This section is only applicable if you wish to undertake tuition or a specific course or attend a conference applicable to your project where a registration fee is required. Indicate the name of the tuition, course or conference and the expected fee in foreign currency and convert to AUD.

Fees that are not requested at the time of application cannot be paid by the Trust if you are awarded a Fellowship.
References from two different individuals are required to support each Churchill Fellowship application:

- one Personal Reference; and
- one Project Reference.

Please utilise the Reference Request Feature within the online application form to request your references via email.

**PERSONAL REFERENCE**

A Personal Referee is preferably an Australian Citizen living in Australia who:

- knows the applicant in a professional capacity
- has knowledge of the applicant’s professional achievements
- has knowledge of the applicant’s personal qualities.

A Personal Reference should include the referee’s knowledge and opinion regarding:

- the personal and professional qualities of the applicant
- the professional achievements and merit of the applicant in their profession
- the applicant’s commitment to their profession
- how the applicant will benefit professionally from a Churchill Fellowship.

**PROJECT REFERENCE**

A Project Referee is preferably an Australian Citizen living in Australia who:

- is familiar with the field and topic of the proposed project
- has knowledge of the applicant’s standing in the field of their proposed project and
- has knowledge of the importance of the proposed project to the Australian community.

A Project Reference should include the referee’s knowledge and opinion regarding:

- the merit of the proposed project
- why the proposed project is necessary
- whether an opportunity exists in Australia for the completion of the proposed project and
- how the applicant and the Australian community would benefit from the proposed project being completed.

**Helpful Hints**

- We recommend that you identify your referees and make your requests for references early in the application process to allow sufficient time for your referees to write and lodge them online prior to the closing date.
- The online form contains an embedded Reference Request Feature which allows you to request a reference via email and/or SMS.
- The email/SMS request will provide your referee with guidelines to complete the reference, a link to access a copy of your partially or fully completed online application form and advice on how to lodge the reference.
- You will receive advice via email when a reference has been completed by your referee and lodged within your application. The email provides a link for you to preview the reference within your application. No editing is permitted by the applicant.
- You should ensure you have entered the project specific information required within the form prior to making a request for a reference. This will provide referees with a clear understanding of the project you are proposing so they can cite or refer to accurate content when composing the reference.
- You will not be able to lodge your full online application until both references have been received within your application.
- References cannot be lodged in any other format than outlined above without the specific approval of the Trust’s CEO. You will need to contact the Trust’s National Office to discuss your situation.
- You will not be able to lodge your application until one of each type of reference is received within the application system and all other sections of the form are completed. If you request and receive more than one of each type of reference, you will need to choose which one/s you wish to keep and delete the ones you don’t wish to retain (within the References Section) as the system will not allow you to lodge more than one project reference and one personal reference.
Reference Request Feature

2020 APPLICATION
PROJECT REFERENCE

Progress: 90% Complete

1. PERSONAL DETAILS
2. DEMOGRAPHICS
3. PROJECT
4. EMPLOYMENT
5. EDUCATION/STUDY
6. AWARDS/ACTIVITIES
7. PROPOSED ITINERARY
8. FEE REQUEST
9. REASONS FOR APPLICATION
10. DEPENDANT’S ALLOWANCE
11. PROJECT REFERENCE
12. PERSONAL REFERENCE

LODGE YOUR APPLICATION

PROJECT REFERENCE

A Project Referee is preferably an Australian Citizen living in Australia who:

- is familiar with the field and topic of the proposed project
- has knowledge of the applicant’s standing in the field of their proposed project and
- has knowledge of the importance of the proposed project to the Australian community

A Project Reference should include the referee’s knowledge and opinion regarding:

- the merit of the proposed project
- why the proposed project is necessary
- whether an opportunity exists in Australia for the completion of the proposed project and
- how you think both the applicant and the Australian community would benefit from the proposed project being completed.

To request a reference from your chosen referee please enter their email address below:

Email
Repeat Email
Mobile No.
Repeat Mobile No.

SEND REQUEST
Example Reference Form

Important Information

Your referee will receive an email and/or SMS providing direct access to the online reference form above. Once the reference is completed and lodged by your referee it will be automatically added to your application. You will receive an email alert when this occurs. You can then view your reference by previewing your application.

You will not be able to lodge your application until one of each type of reference is received within the application system and all other sections of the form are completed. If you request and receive more than one of each type of reference, you will need to choose which one/s you wish to keep and delete the ones you don’t wish to retain (within the References Section) as the system will not allow you to lodge more than one project reference and one personal reference.
Disclaimer

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 absolute 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.

Thank you, your application has been submitted as at Sat 1 Feb 2020 10:15 pm

Fellowships are awarded to individual applicants only and for individual projects only. An applicant may lodge only one application per year. An application should only be lodged in one State or Territory.