A Churchill Fellowship can take you on the journey of a lifetime. You could spend up to 8 weeks travelling the globe to investigate a topic you are passionate about, whilst gaining the international expertise you require to create or affect change for a better Australia!

The Winston Churchill Memorial Trust was established in Australia in 1965 shortly after the death of Sir Winston Churchill. The Trust is a not-for-profit educational institution governed by a Board of Directors who give their time voluntarily. The Trust administers funds initially raised by the Australian fundraising appeal of 1965 and the annual Churchill Fellowship award scheme.

The aim of The Winston Churchill Memorial Trust is to provide an opportunity for Australians to travel overseas in search of new ideas, innovation and excellence! No prescribed qualifications are required and the subject of the proposed project is limitless provided a benefit to Australia is evident. Merit of the proposed project is a key factor and a desire to share the research findings with the Australian community must be displayed.

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 of 4 weeks to approximately 8 weeks that requires overseas investigation
- be willing to disseminate the results of your research to the broader Australian community
- not have been awarded a Churchill Fellowship previously.

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 this 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 approximately 100 Fellowships each year at an average value of 26,000 AUD each. The Trust is also fortunate to be supported by sponsors who donate to the Trust for specific projects.

Please note that all applications must be made using the online application form. If applying online presents any technical or personal difficulties please contact the Trust’s National Office to discuss your situation as support or reasonable adjustments can be provided. Using a different method to apply can only be considered in exceptional circumstances at the discretion of the Trust’s CEO.
All applications must be made using the online application form. Postal applications can only be considered in exceptional circumstances at the discretion of the Trust’s CEO. You will need to contact the Trust’s National Office to discuss your situation.

Privacy Statement (Short Form) – Churchill Trust

Your privacy is respected by The Winston Churchill Memorial Trust (“the Trust we/us”) and your personal information will be handled in accordance with Privacy Act 1988 (Cth) (“Privacy Act”), including the Australian Privacy Principles (“APPs”).

This Privacy Policy contains important information about how we collect, hold, use and disclose your personal information, if you are an applicant for a Churchill Fellowship (“Applicant”) or a referee nominated by the Applicant (“Referee”).

Personal Information that the Trust may collect and hold The nature of the personal information we will collect and hold will vary and may include information we collect from you on the application form, other documentation and information from reference forms completed by a Referee.

The purpose for which we will collect, hold, use and disclose your personal information We will only collect, hold, use and disclose your personal information as reasonably necessary to run the Trust and as permitted by law. These purposes may include to process applications and select Churchill Fellows; use for the promotion of Churchill Fellowships; engaging, or assisting a successful Applicant to engage, with service providers, contractors or suppliers that may be necessary for, or assist with the Fellowship project; arranging courses, tuition or conference bookings on behalf of an Applicant with overseas organisations; publishing Fellowship Reports on our website (this may include the name and contact details of a Churchill Fellow); and compliance with various Australian laws which may either expressly, or in effect, require the Trust to collect your personal information.

The third parties to which the Trust may disclose information The Trust may disclose your personal information for the purposes listed above or as otherwise permitted by the Privacy Act to third parties that include related entities, commercial parties and affiliates; persons involved in the assessment of the applications, such as members of the State and Territory Selection Panels, State and Territory Selection Committees, and sponsors of Churchill Fellowships; service providers, such as travel consultants, tertiary or other educational institutions, information providers, advisors and agents; Australian and foreign law enforcement agencies, bodies, authorities and courts; other persons that we need to deal with in connection with a Fellowship project, such as next-of-kin, training or medical providers, Referees nominated by the Applicant; and other persons and entities as permitted under the Privacy Act. Some of the recipients to whom we may disclose your personal information may be based overseas. It is not practicable to list every country to which your personal information may be transmitted, but is likely to include various countries within North America, South America, Europe, Africa, Asia and Australasia.

How your personal information is held and protected Your personal information may be stored in hard copy documents or in electronic form in our computer systems. We will take reasonable measures to protect your personal information from loss, modification, unauthorised access and misuse. As required by the Privacy Act, we will take reasonable steps to destroy or de-identify any personal information that is no longer required.

Accessing and correcting your personal information held by the Trust You have a right to access the personal information that we hold about you at any time, subject to certain exemptions under the Privacy Act. We will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete, up-to-date and relevant to our dealings with you. If you would like to access or request a correction to your personal information held by us, you may contact us in writing.

Contacting us about privacy If you wish to contact us about the privacy-related matters described please write to: The Privacy Officer, The Winston Churchill Memorial Trust, GPO Box 1536, CANBERRA CITY ACT 2601

Our full Privacy Policy can be found on our website at churchilltrust.com.au
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All applications must be made using the online application form. If applying online presents any technical or personal difficulties please contact the Trust’s National Office to discuss your situation as support or reasonable adjustments can be provided.
Application Guidelines

1. General

1.1 Citizenship. Fellowships are offered 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 the place of employment. An application can only be lodged in one State or Territory.

1.6 Interviews. Short-listed applicants are required to attend an interview in person.

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 Amount 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 26,000 AUD. See point 3 for more detail.

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 its Award by the amount received from another source.

1.11 Duration of Fellowships. The duration of a Churchill Fellowship is determined by the project aim and the length of time needed overseas to achieve this aim. A Fellowship is a minimum of 4 weeks and a maximum of approximately 8 weeks. A longer itinerary can be applied for provided this is necessary to achieve the project aim. If called for interview, applicants will be expected to justify the additional time needed overseas. 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 package.

1.13 Continuous Travel. A Churchill Fellowship must be taken as one continuous journey. Itineraries split over a significant amount of time that include multiple departures from Australia will not be considered.

2. Conditions of Award

Contract. The award of a Churchill Fellowship is subject to the Fellow agreeing to be bound by the conditions laid down in a Contract document signed between the Churchill Trust and the Fellow. A Fellowship cannot commence until the Trust receives an executed copy of the Contract document from the Fellow.
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 paragraph 3.1.3 above.

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 Miscellaneous Expense Allowance. To cover part or all of the cost of approved fees or tuition. Fees/tuition not included in the initial application cannot be added. Requests for fees above 1,000 AUD must be accompanied by formal documentation at the time of application.

4.2 Dependant’s 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 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 or within three months of the completion of 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’s 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 is the latter. Miscellaneous Expense 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, upon presentation of a formal 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 and the outline of the proposed project in order to draw up short-lists for interview. All applications must be made using the online application form.

8. Referee Reports (more details on page 12)

The applicant is required to obtain a Project Reference and a Professional Reference as part of the application process.

The online form contains an embedded Reference Request Feature which allows the applicant to request a referee’s report via email and/or SMS (short-text messaging service to mobile) within the application system.

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 the references online prior to the closing date.

It is preferable that applicants utilise Australian Citizens as referees.

9. Application Archive

All documentation forming any part of a Churchill Fellowship application becomes the property of the Trust and will be archived electronically.

10. Competition and Further Application

The awarding of Churchill Fellowships is a competitive process with approximately 1,000 applications received each year.

No formal feedback can be provided to the applicant following interview, however unsuccessful applicants can re-apply in future rounds.
2017 Sponsored Churchill 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 within the application form. A Sponsored Fellowship offers the dual benefit of representing the Churchill 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.

For Award Nationally

<table>
<thead>
<tr>
<th>Australian Biological Resources Study</th>
<th>Overseas taxonomic research on Australian flora or fauna</th>
</tr>
</thead>
<tbody>
<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>To examine methods which mitigate 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>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 strings</td>
</tr>
<tr>
<td>Dr Lena Elizabeth McEwan and Dame Joyce Dawes</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>Jack Green</td>
<td>The dairy industry</td>
</tr>
<tr>
<td>Jobs Australia (in honour of John Hartley)</td>
<td>To investigate employment services and welfare issues affecting unemployed people in regional Australia</td>
</tr>
<tr>
<td>Leslie (Les) J. Fleming</td>
<td>Oncology and cancer research</td>
</tr>
<tr>
<td>Lord Mayor’s Bushfire Appeal</td>
<td>Ways to combat and reduce the impact of bushfires</td>
</tr>
<tr>
<td>Mr and Mrs Gerald Frank New</td>
<td>Strategies which support and encourage role model behaviour for Australia’s elite athletes domestically and overseas</td>
</tr>
<tr>
<td>Mr and Mrs Gerald Frank New</td>
<td>Performance excellence in classical music or voice</td>
</tr>
<tr>
<td>National Critical Care and Trauma Response Centre</td>
<td>To research improvements in rapid international disaster medical response</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>Stuart and Norma Leslie</td>
<td>Performance excellence in the arts</td>
</tr>
</tbody>
</table>

For Award Regionally

<table>
<thead>
<tr>
<th>ACT Government Office for Women (in honour of Audrey Fagan)</th>
<th>ACT - To study gendered research including but not limited to the areas of law enforcement, care and protection, or professional support services for women who are victims of violence</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRMA - ACT Road Safety Trust</td>
<td>ACT or NSW – 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>Blakeney Millar Foundation</td>
<td>NSW Tumut – The benefit of Tumut and its environs</td>
</tr>
<tr>
<td>Northern Districts Education Centre (Sydney)</td>
<td>NSW – School and/or pre-school education</td>
</tr>
<tr>
<td>James Love</td>
<td>QLD – In any field</td>
</tr>
<tr>
<td>Samuel and Eileen Gliyas</td>
<td>QLD – Tropical pastoral industry</td>
</tr>
<tr>
<td>Jack Brockhoff Foundation</td>
<td>VIC – Research for the benefit of rural or regional areas in social disadvantage, including disability, or in health and medical practice</td>
</tr>
<tr>
<td>Sir William Kilpatrick</td>
<td>VIC - Health or Social Welfare</td>
</tr>
<tr>
<td>Department for Child Protection and Family Support</td>
<td>WA – Protection and care for children and young people or support for at risk individuals and families</td>
</tr>
<tr>
<td>Gallaugher Bequest</td>
<td>TAS - Education or health</td>
</tr>
</tbody>
</table>

Please Note: The above sponsored Fellowships are subject to change visit churchilltrust.com.au/sponsors for latest information.
Selection and Assessment Process

The purpose of this outline is to give applicants background information on the processing of their application. The composition of Committees and Panels discussed in this outline will vary from State to State as will the timings described.

Regional Committees

The Winston Churchill Memorial Trust in Australia is represented in each State and Territory by a Regional Committee and in some instances also Panels which 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 28 February and close 28 April 2017. 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 this 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 must be attended in person by the applicant and anyone unable to attend an interview will be advised to apply again the following year. Interviews will be scheduled as early as possible and may be conducted any time from late May 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 that will be forwarded to the National Office. Upon finalisation of these nominations all applicants interviewed will be advised if their application is progressing to the National Office for further consideration.

Selection of Churchill Fellows

The Trust’s Board of Directors meets in Canberra in late 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 2017 round there will be approximately 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 National Office and successful 2017 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 October 2017. It would be advisable that if successful, the applicant is easy to contact to capitalise on the announcement of their Fellowship within the media.

Unsuccessful Applicants

Applicants may be advised that they are unsuccessful at the following stages of the selection process:

- After consideration at the Regional level, the Regional Secretary will advise unsuccessful applicants in August.
- Applicants who are considered in the national selections but are deemed unsuccessful will be advised by the National Office in September.

All applications must be made using the online application form

If applying online presents any technical or personal difficulties please contact the Trust’s National Office to discuss your situation as support or reasonable adjustments can be provided.
Starting your Application

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 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

- Read the Application Guidelines on pages 4 and 5 and the Privacy Statement on page 2 as you will need to acknowledge and accept them in the DECLARATIONS section of the form.
- All mandatory fields need to be completed to move through the form. Sections answered with 'to be advised' will not be considered.
- Character limits are set on all questions. Ensure you are succinct with your answers, avoid jargon and abbreviations.
- 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. However, you will need to upload documentation for any fees additional to this for courses or conferences totalling over 1000 AUD.
- You will require both a Professional 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 for your own records.
Completing the Online Form

Any fields not explained in detail below are considered self-explanatory.

**PROJECT**

**Project Aim** State the purpose or goal of your project in approximately 10-15 words or 100 characters.

**Project Description** Describe your project in clear, simple terms that will make it easy to comprehend in approximately 100 words or 720 characters. 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.

**Sponsored Fellowship** 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

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.

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.
- The high cost of air travel to some of the more remote countries and the difficulty of internal travel.
- Avoid high risk countries (listed by the Department of Foreign Affairs at www.smarttraveller.com.au) as the Trust will not approve travel to these countries.
- Your itinerary must be completed in one continuous journey.

**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, observation, internship, course or conference attendance are 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 four weeks to a maximum of approximately eight weeks. Slightly longer itineraries are not precluded if justified.

**Approximate Departure Date** If successful you must depart on your Fellowship between 1 February 2018 and 31 January 2019. An exact date is not yet required – the month and year in which you wish to depart is sufficient eg. September 2018.
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?**
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 and other than your Fellowship Report how will you disseminate your findings to 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 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.

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**REQUEST FOR APPLICATION**

This section is only applicable if you wish to undertake tuition, 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.

Requests for fees totalling in excess of 1,000 AUD must be supported by formal documentation at the time of initial application.

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

If significant fees are requested the duration of the Fellowship may need to be reduced.

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**All applications must be made using the online application form**
If applying online presents any technical or personal difficulties please contact the Trust’s National Office to discuss your situation as support or reasonable adjustments can be provided.
References

References from two different individuals are required to support each Churchill Fellowship application:

- one Professional Reference; and
- one Project Reference.

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

### Professional Reference

A **Professional 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 **Professional 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 the applicant to request a reference via email and/or SMS (short-text messaging service to mobile) within the application form.

- 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 complete 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 accepted 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.
Reference Request Feature

Two references from different individuals are required to support each Churchill Fellowship application:

- one Professional Reference;
- one Project Reference.

You will not be able to complete your application until both references are received within your application. You will receive an email alert when each reference has been lodged. The email/SMS request received by the referee provides advice of the closing date for application.

Applications close Friday 28 April 2017 5.00pm (AEST)
All enquiries 02 6247 8333 Freecall 1800 777 231 or email info@churchilltrust.com.au
Example Reference Form

Winston Spencer Churchill is applying for a Churchill Fellowship and would like you to provide a reference to support the project described below:

Project Aim:
Project Description will appear here

VIEW FULL APPLICATION

YOUR DETAILS

Title
Given Names*
Surname*
Phone*

YOUR EMPLOYER

Employer
Position

YOUR REFERENCE

(400 words up to 2800 characters)

☐ I agree to being contacted by the Churchill Trust as part of the selection process

☐ I state that all information in this reference 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

LODGE REFERENCE

Important Information

Your referee will receive an email and/or SMS (short-text messaging service to mobile) 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 view your reference by previewing your application. You will not be able to lodge your application until both references are received and all other sections of the form are completed.
Lodging your Application

**PROGRESS**

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. REFERENCES

**LODGE YOUR APPLICATION**

- **PREVIEW**
- **LODGE**

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**Lodge my application**

Declarations

- I have read and accept the [Privacy Statement and Application Guidelines](#).
- I understand that my referees may be contacted by the Churchill Trust as part of the selection process.
- 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.

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You are about to lodge your application. Once you have lodged your application you will receive a confirmation email with a link to preview and/or print your application at any time.

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

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**MY APPLICATION**

Thank you, your application has been submitted as at Thu 19 Jan 2017 10:15 p.m.

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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>LAST UPDATED</th>
<th>COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winston Spencer Churchill</td>
<td>Jan. 19, 2017</td>
<td>100%</td>
</tr>
</tbody>
</table>
Application Enquiries

The Winston Churchill Memorial Trust
GPO Box 1536 Canberra City ACT 2601

Freecall 1800 777 231 or (02) 6247 8333
info@churchilltrust.com.au

Online applications close Friday 28 April 2017
5.00PM AEST (Australian Eastern Standard Time)

Apply online at
crushilltrust.com.au/apply