

# 2014 Fellows Program

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Aged Care Plus



## Terms & Conditions

The Fellows Program rewards talented individuals who have shown exceptional creativity and made a positive difference to The Salvation Army (TSA). Each year, the Fellows Program invites applications that will be considered on the basis of their contribution to TSA, their expertise, accomplishments and breadth of experience. Scholarships of up to \$5,000 towards course costs, travel and living expenses are available.

Applications are evaluated by the The Fellows Program Committee, which is comprised of representatives from Booth College, Human Resources and Aged Care Plus Executives. The Chair is the CEO of Aged Care Plus.

Each application is considered with respect to the program's content relevance to TSA, the applicants work performance and the applicant's contribution to TSA.

Announcement of successful Fellows will be made in July, 2014. While there are no quotas or limits, typically up to 10 scholarships will be awarded each year.

### 1. Eligibility

To apply for the Fellows Program applicants must meet the following criteria:

- 1.1 Must be a resident or citizen of Australia.
- 1.2 Must be a TSA employee, Officer or a TSA Volunteer.
- 1.3 Work performance must be outstanding and the last performance review must be included with the application.
- 1.4 Two written references are required (must not be a relative or family member):
  - a. One written reference from a line manager, supported by Divisional Leadership team. Where a line manager is a relative or family member, the reference must be obtained from the next level of leadership.
  - b. Second written reference from a relevant source.
- 1.5 Provide a written application outlining:
  - a. Benefits of the course/conference/program to TSA and the individual.
  - b. Relevance of the course/conference/program.
  - c. Reasons to support the application.
  - d. Information regarding how the course/conference/program will be disseminated across TSA.

- 1.6 Have not been awarded a scholarship through the Fellows Program in the last two years.
- 1.7 All applications must be received on or before the deadline Friday 13 June, 2014.
- 1.8 All applications must be made using a Fellows Program Application Form. Applications submitted outside of this template will be returned.
- 1.9 The application form must be endorsed and signed by applicants Head of Department.

## 2. Successful Fellows

Upon receiving a scholarship, Fellows agree to the following terms and conditions:

- 2.1 All successful applicants must use the scholarship within the financial year of winning the scholarship.
- 2.2 The scholarship can only be used for the approved course/conference/program, it cannot be transferred to any other course/conference/program.
- 2.3 All successful applicants must provide a report, using the template provided upon receiving the scholarship, within two months of completing the course/conference/program.
- 2.4 Fellows agree to the use of their image and report for promotional purposes.

## 3. Frequently Asked Questions

### The Program

Q. *What are the selection criteria?*

A. Fellows are selected primarily on exceptional creativity, as demonstrated through a track record of significant achievement, and a manifest promise for important future advances. Emphasis is placed on applicants for whom support would relieve limitations that inhibit them from pursuing their most innovative ideas.

Q. *What fields are generally represented among the recipients?*

A. We consider creative people applying their talents across the widest possible range of activities, rather than a predetermined set of fields.

Q. *How does the program define "creativity"?*

A. Creativity, like humour, can be lost in definition – not because it cannot be described, but because it can be expressed in limitless variations. In the Fellows Program, we have found it useful to regard creativity as the expression of human endeavour as individuals actively make or find something new, or connect the seemingly unconnected in significant ways.

The Fellows Program places emphasis on individual creativity because the discoveries, actions, and ideas that shape our society often result from the path-breaking efforts of individuals. It is designed to support individuals, often unrecognised, who are expanding the boundaries of knowledge and human interaction.

The visibility that comes with a scholarship can also draw attention to the efforts of others working in similar areas or fields. By highlighting the remarkable breadth and diversity of creativity exhibited by some individuals, the Fellows Program indirectly acknowledges the value and efforts of many others who apply their creative energies to the common benefit.

## The Selection Process

Q. *What is the selection process?*

A. Each year, the Fellows Program will invite applications that will be considered on the basis of their contribution to The Salvation Army, their expertise, accomplishments and breadth of experience.

Applications are evaluated by the Fellows Program Committee, which is comprised of representatives from Booth College, Human Resources and Aged Care Plus Executives. The Chair is the CEO of Aged Care Plus. Each application is considered with respect to the program's content relevance to TSA, the applicants work performance and the applicant's contribution to TSA.

Announcement of the scholarship recipients will be made in July, 2014. All applicants will receive advice about the outcome of their application.

Q. *What information does the Fellows Committee use to make its recommendations?*

A. If all eligibility criteria is met, written applications will be reviewed and assessed in regards to:

- 1 Benefits of the course/conference/program to TSA and the individual.
- 2 Relevance of the course/conference/program
- 3 Reasons to support the application
- 4 Information regarding how the course/conference/program will be disseminated across TSA.

## The Announcement

Q. *How are recipients notified of their scholarship?*

A. The Chair of the Fellows Committee or delegate will contact the scholarship recipient prior to the public announcement. This will be followed by a confirmation letter including an invitation to the Awards Ceremony and instructions on receiving the scholarship funds.

A public announcement may be made through the media including names, photographs and biographies of the Fellows, which may also be posted on TSA website.

Q. *How many people receive a scholarship?*

A. While there are no quotas or limits, typically up to ten scholarships will be awarded each year, depending on the funds requested and allocated.

## Successful Applicants

Q. *What happens after Fellows are notified of their successful application?*

A. Recipients will receive clear instructions in writing regarding the booking of the approved course/conference/program.

Upon booking the course/conference/program, Fellows will be notified of the due date of their Scholarship Report and provided the report template.

Q. *What is the Scholarship Report used for?*

A. Fellows are required to provide a report, using the Scholarship Report template, of their experience outlining the benefits brought to themselves and TSA.

Reports are used for internal and external news stories, to promote future Fellows Program's and as an opportunity for recipients to reflect on their experience and learning outcomes.

Q. *Can I change or defer my course/conference/program?*

A. No. The scholarship can only be used for the approved course/conference/program.

All successful applicants must use the scholarship within the financial year of winning the scholarship.