

SCHOLARSHIP GUIDELINES

Aim:

The aim of the scholarship is to provide community leaders from developing nations, with a focus on the Asia Pacific region, with practical training and experience in Australia in at least one area consistent with the Rotary Foundation's Seven Areas of Focus.

The training and experience gained is to be applied for the benefit of the scholarship recipient's community, organisation and nation.

The Scholarship Details:

- The scholarship enables recipient(s) to spend up to three months in Australia hosted by an Australian Rotary Club ("the host club").
- It provides up to US\$9,700 for training fees, airfares, accommodation, living expenses and internal travel for the duration of the scholarship.
- Each scholarship is planned and administered by the host club.
- The scholarship does not provide remuneration for the scholarship recipient.
- Up to three scholarship applicants as a team may be eligible to receive one scholarship.

Eligibility:

The scholarship is open to citizens of any age from developing countries, preferably in the Asia Pacific area.

Rotary employees, Rotarians, spouses of Rotarians and lineal descendants of Rotarians are not eligible to receive the scholarship. Please refer to the Conflict of Interest Policy for Program Participants available on the Royce Abbey and MyRotary websites.

Areas of Focus

The scholarship applicant will be committed to the development of their local community or organisation in one or more of the following areas:

- agricultural development and food production
- disease prevention and treatment
- water and sanitation
- maternal and child health
- basic education and literacy
- economic and community development
- support for the environment

[Link to Rotary's Causes](#)

THE APPLICATIONS

Applications are made by the host club on the Application forms available on the Website.

The application process is in two parts:

1. Initial Application

The Initial Application should establish that the scholarship applicant:

- is from a developing country
- has a reasonable level of English
- possesses leadership qualities or potential
- has the capacity to undertake the training proposed and to pass on the skills learnt
- is from a community or organisation with which the host club has an ongoing relationship
- has financial support available for his or her family for the duration of the scholarship
- is committed to the development of their local community or organisation in one or more of [The Rotary Foundation's Seven Causes](#).
- has clearly defined, achievable objectives for the scholarship
- will preferably but not necessarily have a sponsor Rotary Club in their country

2. Detailed Application

The Detailed Application should:

- include an itinerary which will enable the recipient to achieve the objectives set out in the Initial Application
- identify the training/learning venues for the scholarship recipient
- provide details of travel and accommodation
- identify individuals with responsibility for the scholarship recipient's travel and accommodation
- provide a comprehensive budget which allows for a 3% administration fee to be retained by the scholarship committee.

The application should establish that the host club:

- has the resources and personnel to implement the scholarship and provide for the scholarship recipient's welfare
- has an existing program or relationship with the scholarship recipient's community or organization
- has identified the scholarship applicant as being capable of imparting the knowledge gained to his or her community or organization

Payment of scholarship funds:

- on receipt of the scholarship funds from The Rotary Foundation, the scholarship committee will deduct 3% of the budgeted figure for administration, leaving a net budget figure available to the host club
- the host club will be paid 50% of the net budget figure after the recipient's visa has been granted and the scholarship is ready to proceed

- any items of scholarship expenditure over and above the initial 50% payment shall be paid for by the host club from its own funds
- the balance of scholarship expenditure will be reimbursed to the host club on completion of the scholarship and receipt and approval of the final report and financial acquittal

THE SCHOLARSHIP COMMITTEE

When considering the application the Scholarship Committee will assess:

- the strength of the relationship between the host club and the scholarship applicant's community or organization
- the financial support available to the scholarship recipient and his/her family for the duration of the scholarship
- the scholarship applicant's:
 - position within his or her community
 - fluency and familiarity with the English language
 - capacity to learn and to then impart the knowledge gained to his/her community or organization
- the content of the Initial and Detailed Applications submitted
- whether the proposed itinerary and program will:
 - provide experience of benefit to the scholarship applicant's community or organization
 - enable the recipient to achieve the objectives of the scholarship

Do exceptional circumstances exist which might warrant the approval of the application despite not meeting all the criteria? If so, those circumstances should be spelt out in the application or the covering letter.

Application Approval

- Approval of any application is at the sole discretion of the committee.
- Following approval by the scholarship committee the application will be submitted to the D9800 Foundation Committee and The Rotary Foundation for formal approval and funding.

RESPONSIBILITIES OF SCHOLARSHIP RECIPIENTS

A successful scholarship applicant (a 'scholarship recipient') is required to:

- reside with members of the host club or in accommodation as otherwise organized
- comply with the itinerary and training program arranged
- attend Rotary meetings and conferences as requested
- submit the following reports to the committee:
 - an **interim report**, at least halfway through the Scholarship,
 - a **final report** prior to departing Australia,
both reports will summarize the training undertaken and the practical experiences and including the plans for applying the knowledge gained, and
 - a **home report** within six months after the completion of the Scholarship, detailing how the knowledge gained has been applied and listing the benefits derived by the recipient's community.

It is anticipated that the reports be prepared in conjunction with a member from the host club

- sign and comply with the terms and conditions set out in the Initial Application

RESPONSIBILITIES OF AUSTRALIAN HOST CLUBS

The host club will:

Timing

- allow six months for approval processes i.e. by the committee, district 9800 and RI, for funding to be received from RI and for a visa to be granted.

Knowledge of and Relationship with scholarship applicant

- have an existing relationship with the scholarship applicant's community or organization
- have knowledge of the role the scholarship applicant plays in the community or organization
- identify the scholarship applicant as a person able to impart the skills and knowledge gained to his or her community or organization
- be satisfied that the scholarship applicant has financial support for his or her family for the duration of the scholarship

Documentation

- prepare the Initial Application and submit it to the Scholarship Committee for approval
- liaise with the Scholarship Committee in the preparation of the Detailed Application

Visa

- on approval of the Detailed Application, assist the scholarship recipient in obtaining a visa, Visitor Visa (subclass 600)
- cover the costs of the visa application if a visa is not granted, and the scholarship does not proceed

Insurance

- notify the D9800 insurance officer of the scholarship and confirm insurance cover is available for the scholarship recipient. Contact details are available on the D9800 website.
- arrange its own cover if Rotary insurance is not available for any reason.
- notify the scholarship committee when insurance cover has been provided, whether through Rotary or privately by the club.

Practical assistance

- arrange all travel, accommodation and training and attend to the needs of the scholarship recipient
- assist the scholarship recipient in preparation of the interim, final and the home reports

Payments

- Timing of payment of scholarship funds is dependent on the approvals and may be subject to administrative delays beyond the control of the scholarship committee.
- Any items of scholarship expenditure over and above the initial 50% payment shall be paid for by the host club from its own funds until completion of the scholarship and approval of the final report and financial acquittal.

Reporting

- provide the committee with an Interim and Final Report, the Final Report to include all income and expenditure related to the scholarship with supporting documentation.
- wherever possible, provide the committee with ongoing reports on the scholarship recipient and his or her community.

Publicity and Promotion

- promote The Rotary Foundation and the Royce and Jean Abbey Vocational Scholarship, ensuring the correct title for the scholarship is used, to club members, Rotary Networker, District newsletter, Rotary Down Under, Club social media, Rotary Showcase, Rotary Service Project Centre Link etc.

SCHOLARSHIP TERMINOLOGY

Includes terms likely to be found in the applications, guidelines, checklists and scholarship related correspondence

acquittal	final financial report submitted by the host club to the scholarship committee at the conclusion of the scholarship
areas of focus or area of focus	one or more of The Rotary Foundation's Seven Areas of Focus
detailed application	second application containing the scholarship itinerary and budget submitted by the host club after approval of the initial application
Evanston	the head office of the Rotary Foundation and Rotary International
final report	scholarship recipient's final report submitted to the scholarship committee prior to departure
foundation committee	District 9800 Foundation Committee
home club	Rotary Club from the scholarship recipient's home community facilitating the scholarship
home community	scholarship recipient's home community
home organisation	scholarship recipient's employer or community organisation
home report	report submitted to the scholarship committee six months after the conclusion of the scholarship detailing the objectives met
host club	Australian rotary club hosting the scholarship recipient
host club support person (mentor)	Member of the host club appointed to liaise with and monitor the welfare of the scholarship recipient
host club's report	report submitted to the scholarship committee at the conclusion of the scholarship
initial application	preliminary scholarship application submitted by the host club to the scholarship committee
interim report	scholarship recipient's report submitted to the scholarship committee halfway through the scholarship
itinerary	programme for the scholarship recipient arranged by the host club
Parramatta	The regional office of The Rotary Foundation and Rotary International
proposed host club	Rotary Club applying for a scholarship
representative of scholarship committee	member or members of the scholarship committee appointed to assist the host club in the preparation of the detailed application
scholarship	Royce and Jean Abbey Vocational Scholarship
scholarship applicant	person applying for a scholarship
scholarship committee	Royce and Jean Abbey Vocational Scholarship committee
scholarship expenditure	includes but not limited to air fares, internal travel, visa application fees, training fees, food and accommodation
scholarship objectives	objectives spelled out in the scholarship application
scholarship recipient	person granted a scholarship
scholarship summary	summary of the scholarship application submitted by the scholarship committee to the foundation committee
scholarship summary report	summary of the scholarship submitted by the scholarship committee to the foundation committee at the conclusion of the scholarship
sundry expenses	scholarship recipient's daily living expenses paid for by the host club. Unless otherwise approved, set at a maximum of \$30.00
surplus funds	funds remaining after the expenditure on the scholarship
the foundation or TRF	The Rotary Foundation