

Australian Leadership Awards – Fellowships

ALA Fellowships Program - Round 6

Application Form

Information	
Round 6 – Closing Date	5pm AEST Wednesday 12 August 2009 Late applications will not be considered
Funding Rounds	Competitive grant application process
Information	alafellowships@ausaid.gov.au www.ausaid.gov.au/scholar/alafellow.cfm www.ausaid.gov.au/scholar www.australian scholarships.gov.au
Key Dates	
Wednesday 1 July 2009	Applications open
5.00pm Wednesday 12 August 2009	ALA Fellowship Applications close Applications must be submitted in Microsoft Word and Excel on CD-ROM, accompanied by an unbound print copy. Supporting documents may be provided in PDF format. Submissions via mail only to: ALA Fellowships Secretariat AusAID GPO Box 887 CANBERRA ACT 2601 Street address for Courier: 255 London Circuit CANBERRA ACT 2601 <u>Emailed or Faxed applications will not be accepted</u>
Third week of November 2009	Successful/unsuccessful Australian Organisations notified

Instructions

The Application Form must be completed in accordance with the Round 6 Australian Leadership Awards Fellowships Program Guidelines for Submissions. The completed form should be no longer than ten pages (excluding Fellow details and attachments). By lodging an Application Form the applicant Australian organisation acknowledges awareness of the content of the ALA Fellowships Program – Round 6 – Guidelines for Submissions.

AusAID's acceptance of your submission in no way implies any commitment to support it. The approval of a grant under the ALAF Program is at the discretion of AusAID and subject to a competitive selection process.

All enquiries can be directed to AusAID's ALA Fellowships Program Secretariat at alafellowships@ausaid.gov.au.

The completed Application Form with attached Fellow Nomination Form and supporting documentation must be submitted in **Microsoft Word** and **Excel** format on CD-ROM, accompanied by an **unbound signed** print copy, and received by AusAID **no later than 5pm AEST Wednesday 12 August 2009**. Supporting documentation may be provided in PDF format.

1. Australian Organisation Name and ABN					
<i>If your application is successful AusAID will enter into a Funding Agreement with the Australian organisation listed. If there is more than one Australian organisation please indicate a lead organisation.</i>					
Organisation Name					
ABN					
Organisation type (please choose one only)	<input type="checkbox"/> Government, federal	<input type="checkbox"/> Government, state	<input type="checkbox"/> Government, local		
	<input type="checkbox"/> University	<input type="checkbox"/> NGO	<input type="checkbox"/> Industry body		
	<input type="checkbox"/> Private				
2. Contact Details					
<i>Contact Officer/Person with whom AusAID will correspond. Please ensure where possible that the nominated contact person will be available for contact during the entire funding round.</i>					
Contact Officer					
Position					
Street address Line 1					
Address line 2					
Address line 3					
Town/City		State		Postcode	
Phone		Mobile			
Email					
Mailing address Provide details only if different from street address.					
Address line 1					
Address line 2					
Address line 3					
Town/City		State		Postcode	

3. Fellowship Program

In estimating start and finish dates please take into account the duration of AusAID's competitive selection process and required visa processing times for Fellows. Successful Australian organisations will not receive contracts until early December 2009 so should not plan to commence Fellowship activities before February 2010.

Program Name			
Partner country/countries and number of Fellows from each	Country/countries	Fellows	
Overseas Counterpart Organisation(s)			
Planned Start Date of in-Australia activities	/ /	Planned Finish Date of in-Australia activities	/ /
Development Issue (please choose one only)	<input type="checkbox"/> Disability and development	<input type="checkbox"/> Economic Growth	<input type="checkbox"/> Education
	<input type="checkbox"/> Environment	<input type="checkbox"/> Food Security	<input type="checkbox"/> Gender
	<input type="checkbox"/> Governance	<input type="checkbox"/> Health	<input type="checkbox"/> Human Rights
	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Regional Stability	<input type="checkbox"/> Rural Development
	<input type="checkbox"/> Water and Sanitation	<input type="checkbox"/> Other (please specify)	

4. Program Funding

Total Funds sought from ALA Fellowships program (\$A)	
Total Cost of Program (\$A)	

5. Summary (strict 150 word limit)

Please provide a summary statement outlining your proposed ALA Fellowships program.

This summary statement will be used in selection and evaluation documentation to describe your program. Please outline how the program will address the priority issue and the expected outcomes.

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6. Goal(s) and Purpose(s)

What are your Fellowship program's goal(s) and purpose(s)?

Include details of the development issue which the program intends to address. How will this Fellowship program address this issue?

7. Activities/Inputs

What activities/inputs will be undertaken to achieve the Fellowship program outcomes outlined above. *List the program activities which will produce the above outcomes? (e.g. training courses, professional attachments, etc).*

Activity details	Implementation dates/duration	Activity location

8. Outcome(s)

Describe overall outcome(s) of the Fellowship program.

Number and briefly describe each specific outcome (against activities) to be achieved and detail its benefit for leadership development.

9. Rationale and Process for Nomination of Fellow(s)

What is the rationale and process for nomination of Fellows?

Counterpart organisations have an important role in nominating Fellows capable of implementing knowledge and skills gained and with the potential to effect positive change in their home country. Explain how the Fellows were selected for nomination. What was the process? What role did the counterpart have?

Fellows chosen to receive an ALA Fellowship are expected to be leaders in their field with the likelihood of making a valuable contribution to their country on their return home. Why are the nominated Fellows considered leaders or potential leaders in their field? How will they apply new knowledge and skills to bring about positive change in their workplaces?

(NB: Fellow Nomination details and Curriculum Vitae must be provided for each Fellow proposed)

10. Counterpart Organisation

How does the proposal relate to programs of your counterpart organisation(s) in-country?

What are the issues/priorities that this program will address within the counterpart organisation? The Australian host organisation should devote sufficient resources in preparing and planning the Fellowship program, working cooperatively with the counterpart to agree on joint objectives.

11. Linkages

Describe your organisation's current linkages with the counterpart organisation(s). If applicable, provide the title and summary description of any MOU or other agreement between the Australian organisation and partner country counterpart organisation(s). Do you currently work with the counterpart organisation? Have you run any other activities for the counterpart or vice versa? Does the counterpart organisation support this program?

(NB: Written evidence of support for this proposal from the head or senior officer of the partner country counterpart organisation must be attached to this application form)

12. Sustainability

How would the Fellowship program ensure that the intended benefits and outcomes are sustainable?

What post-Fellowship plans will be implemented? How will knowledge and skills acquired be disseminated?

Is there a clear commitment from the counterpart to provide a supportive environment for Fellows to implement post-Fellowship work or action plans which relate to sustaining outcomes and initiating reforms?

Outline plans to maintain links with counterpart organisations or Fellows and support them on their return through, for example, coaching, joint research or follow-up visits.

13. Gender Equality

Please describe your strategy for addressing gender equality.

Gender equality is an important overarching principle of the Australian aid program and applies across the program. This means that men and women should participate in and benefit equally from development interventions, and that our interventions should promote equality between men and women.

What steps have you taken to promote gender equality in your program? For example promoting a gender balance amongst participants, addressing barriers to women's or men's participation (eg as a result of family responsibilities, discrimination or limiting gender roles) or ensuring that the program supports participants to better understand gender equality and its importance for development outcomes.

(See Section 7 of the ALA Fellowships – Guidelines for Submissions Round 6 and AusAID's gender policy document: Gender equality in Australia's aid program – why and how (March 2007). A copy can be accessed at : <http://www.ausaid.gov.au/publications>)

14. Capability Statement

Outline your experience in managing and implementing similar activities including examples. Describe how your financial and management systems would support the program.

15. AusAID Funding

Have you received AusAID funding previously?

Please provide details of all AusAID funded projects and their relevance (if any) to the current application. If you are currently managing an ALA Fellowships program, please attach a one-page evaluation of lessons learned and program outcomes to date.

16. Additional Information

Please note any further information/comments you feel are important in relation to your proposed Fellowship program (if any).

17. Budget

Provide a budget for the entire program including co-contributions and ALA Fellowship requested funding. Please ensure that you have provided an explanation of how co-contributions have been calculated and that the sum of co-contributions and ALA Fellowship funding equals the total program cost.

Administrative items which are being counted as co-contribution must be itemised. See Section 5.3 of Round 6 ALA Fellowship Guidelines for Submissions.

Number of Fellows =	Co-Contribution of Australian organisation	Co-contribution of Counterpart organisation (if any)	ALA Fellowship funds requested* (Total requested must not exceed \$35,000 per Fellow)	
Length of proposed program in weeks (in-Australia activities) =				
Travel costs*				
Course costs				
Accommodation*				
Living Allowance*				
Medical insurance				
Special assistance/ assistive devices* (to support people with disability)				
(A) Total ALA Fellowship funds requested				
(B) Program overhead fees* (up to 10% of funds requested at (A) and to an upper limit of \$25,000)				
Administration* (itemise what and how much is being co-contributed)				
Total			(=A+B)	
<i>Notes: Please round up total program cost to the nearest dollar.</i>	<i>=Total Contribution of Australian Organisation</i>	<i>=Total Contribution of Counterpart</i>	<i>=Total funding requested from AusAID</i>	<i>=Total Program Cost including AusAID, Host and Counterpart contributions</i>

* See Section 5 of the Round 6 ALA Fellowship Guidelines for more information on these items.

Note: Australian organisations are encouraged to seek advice from appropriate sources regarding possible tax implications of Fellowship grant funding.

18. Co-contribution

How have the figures for host organisation and counterpart co-contributions been calculated?

Please provide an explanation of the formula or base cost you have used to calculate all host organisation and counterpart contributions.

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19. Communication

Where did you hear about the Australian Leadership Awards Fellowships program?

Please choose one only and provide specific details.

Internet	<input type="checkbox"/>	Specify site	AusAID representative within Australia	<input type="checkbox"/>	Provide details
Newspaper	<input type="checkbox"/>	Specify newspaper	Other Government Department/Official	<input type="checkbox"/>	Provide details
Letter/Email	<input type="checkbox"/>	Provide details	Australian Education Centre or academic Institution	<input type="checkbox"/>	Provide details
Other publication	<input type="checkbox"/>	Specify publication	Australian Embassy or High Commission	<input type="checkbox"/>	Provide details

20. Certification

The Australian organisation acknowledges that this proposal, if approved, will not give rise to any expectation of or commitment to funding by AusAID of any future activity other than that approved for activities as identified in this proposal.

The Australian organisation consents to the Australian Government using and disclosing extracts of this application and the proposed ALA Fellowship program for assessment and promotional purposes.

The Australian organisation agrees to ensure that Fellows consent to AusAID collecting information about them and passing that information on to other relevant parties, if necessary.

Name (Australian organisation senior officer)	Signature	Date
		/ /

21. Checklist of documentary evidence

Australian organisations are responsible for ensuring that all required supporting documents are provided with their application. Use the following checklist to verify that you have all of the required supporting documents to send with your application.

Australian organisation to include the following attachments with their submission:	
• Letter of Support from each counterpart organisation, signed at senior level (if this is not attached the submission will not be considered for funding)	<input type="checkbox"/>
• Details for each Fellow nominated	<input type="checkbox"/>
• Curriculum Vitae (CV) for each Fellow nominated	<input type="checkbox"/>
• Fellow's Workplan (if applicable)	<input type="checkbox"/>
Has Section 20 been signed by the appropriate Australian organisation office bearer with the authority to commit the organisation to the funding and program proposed?	<input type="checkbox"/>

