



# MLC Old Collegians' Fellowship Grant

## Applicant Information

### **Old Collegians' Club:**

The MLC Old Collegians' Club (OCC) was founded in 1904. A key purpose of the OCC is to maintain MLC's mission to promote learning, increase social awareness, and contribute meaningfully to the wider community.

MLC has an extensive alumnae community of over 30,000 members whose fields of work are diverse. The OCC Council hopes to support alumnae in their chosen fields to have a positive impact on society, in order to uphold the College's values.

The OCC Council has established the Old Collegians' Fellowship Grant (OCFG) to facilitate this vision.

### **The Fellowship Grant:**

The Fellowship Grant is intended to support Old Collegians who are planning to undertake a not-for-profit venture that promotes the empowerment of women. This venture could encompass female leadership, education and/or entrepreneurship. The OCC Council is offering Old Collegians an opportunity to obtain financial support to assist them in their endeavour.

Whilst the venture may simultaneously empower the recipient of the Fellowship Grant, a communitywide impact must be observed for the venture to be eligible. It is also essential that the venture is in line with the values of the OCC outlined above.

Examples of suitable ventures that might benefit from the Fellowship Grant:

- A trip to remote Australia to teach at an indigenous school that involves travel costs and expenses for teaching materials;
- Undertaking a research project; and
- Developing a business case for a social enterprise.

It is a requirement that recipients of the Fellowship Grant are willing to share the outcome of their efforts with both the OCC Council as providers of the Fellowship Grant, and the wider MLC community. This will include:

- Regular reports to the OCC Council detailing the status of the venture;
- A formal presentation to the OCC Council at the completion of the venture;
- Articles to be published in MLC community communications (eg. The MLC Star, social media) summarising what was achieved; and
- Potential opportunities to speak at OCC events.

The Fellowship Grant is not intended to cover:

- Tertiary education fees, or course fees of a similar nature
- Taxes and fines
- Profit-making ventures
- Personal expenses, including but not limited to:
  - Medical expenses
  - Personal motor vehicle expenses
- Employment costs, such as salaries

**If the venture has previously received funding from the OCC, it is ineligible for the MLC Old Collegians' Fellowship Grant.**

#### **OFCG Selection Committee:**

The OFCG Selection Committee represents the OCC Council as providers of the Fellowship Grant and is the body responsible for assessing applications, conducting interviews and short-listing candidates.

The Selection Committee consists of the following people:

- President of the OCC Council;
- Vice President of the OCC Council, who is the Chair of the Selection Committee;
- Ordinary council member, who is appointed by the President based on expressions of interest; and
- A non-council member.

The President of the OCC Council will review the selection committee every two years.

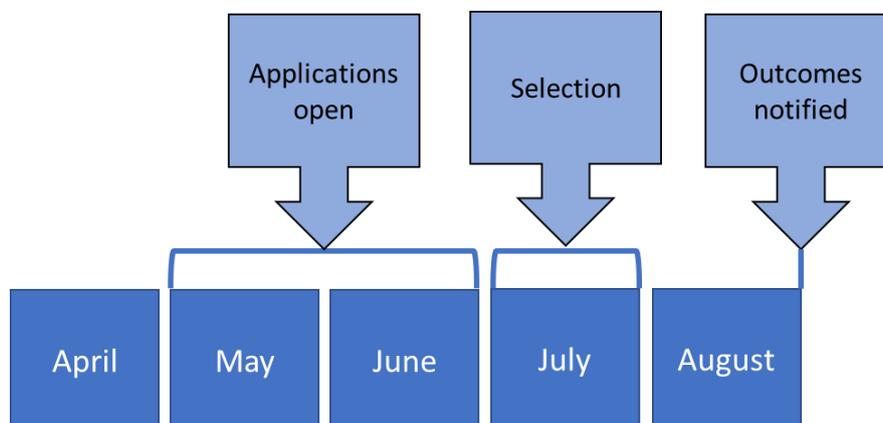
#### **Fellowship Grant Value:**

A maximum of three grants will be awarded each calendar year, each for an amount up to \$3,000. The amount awarded remains at the discretion of the OFCG Selection Committee and the OCC Council.

Any funds unused at the completion of the venture are required to be returned to the OCC.

#### **Application process:**

##### I. Key dates



## II. Applicant criteria

An applicant:

- I. must be a member of the MLC Old Collegians' Club, as defined by the Constitution of the MLC OCC;
- II. must have experience in and be able to show commitment to the field of the proposed venture;
- III. must submit complete documentation as specified on the Application Form by the close date in order to be considered;
- IV. must be willing to comply with the terms in the MLC Old Collegians' Fellowship Grant Agreement if they are successful;
- V. or the proposed venture cannot be a prior recipient of the Old Collegians' Fellowship Grant;
- VI. must ensure their proposed venture is in line with the criteria outlined in this document; and
- VII. must not be a current member of the OCC Council.

## Selection process

*Initial Assessment:*

Applicants are required to complete the application form, which is accessible from [www.mlc.vic.edu.au](http://www.mlc.vic.edu.au). The completed form should be emailed to [occ@mlc.vic.edu.au](mailto:occ@mlc.vic.edu.au) with the subject heading "OCC Fellowship Grant Application" by the 30<sup>th</sup> of June. After this date all applicants will be sent an official acknowledgement of receipt via email. All satisfactorily completed applications will be assessed. Incomplete applications will not be considered.

The Selection Committee may request further information to assess the application if this is required.

Every application for a Fellowship Grant will be assessed on the merit of the intended purpose of the venture and assessed against the following criteria:

1. Venture – which may include matters such as the following:

- How well the venture aligns with the values of the OCC;
- How well the venture meets the objective to empower women;
- The need for this venture at either a local, national or global level;
- The benefit the venture provides to society at either a local, national or global level; and
- The achievability of the venture.

2. Applicant – which may include matters such as the following:

- Degree of commitment and experience to the chosen field as a measure of ability to maximise the opportunity of the OCFG;
- The applicant's understanding of the principal objectives of the OCFG and the vision and values of the OCC Council;
- The degree of commitment the applicant shows to benefiting women's welfare; and
- The intention to communicate the positive outcome of the venture with the MLC community.

*Short-listing and final selection:*

After the initial assessment against the selection criteria, applicants will be short-listed and subsequently interviewed throughout the month of July.

After interviews have taken place, a list of recommended recipients and proposed grant amounts will be finalised by the Selection Committee. The list of recommended applications will be presented to the OCC Council for review and approval.

With final approval from the OCC Council, applicants who are successful will be notified by 31st of August to advise them of the outcome.

Successful applicants will be required to sign the MLC Old Collegians' Fellowship Grant Agreement, which outlines the terms of the grant and the recipient's obligations after accepting the funding.

*Unsuccessful Applicants:*

The OCFG Selection Committee will notify unsuccessful applicants by 31st of August.

Applicants who are unsuccessful are able to apply again for the Fellowship Grant in subsequent years if they wish to be reconsidered.