

EMERGENCY SERVICES FOUNDATION APPLICATION PACK.



Thank you for your interest in applying for an Emergency Services Foundation scholarship.

The Foundation has awarded over 105 scholarships since 1988. However, as numbers are limited, it is important that you present your proposal in the best possible manner. The following information is provided to assist you in preparing a successful application.

1. The purpose of the Scheme is to enable fellowships and grants **to be made to members of Victorian emergency services and emergency health agencies** from the pre-hospital arena that provide assistance to the Victorian community to assist them to undertake advanced studies in Australia or overseas. This might be by participating in formal courses of education or training or by attachment for study or observation with other agencies or educational or training institutions to advance their educational and professional standards. In addition, members can develop their individual vocational skills, knowledge and understanding in order to improve the range, quality and efficiency of the emergency services for the benefit of the community. However, applications that are deemed to be primarily focussed on the attainment of academic qualifications are unlikely to be successful. Joint applications will only be considered in exceptional circumstances.

2. It is imperative that agencies endorse recommended applicants for scholarships and explain in their supporting documentation how they would perceive the benefits flowing to the agency and / or the community if their nominee is successful. This endorsement should include acknowledgement that the sponsoring agency is concerned about the subject, that it is relevant and timely, and that the agency supports the proposed methodology.

Furthermore, agencies endorsing applications will be required to respond formally to the report when presented with comments on the scholarship winner's recommendations and an indication of whether or not the recommendations will be adopted. If these are to be adopted, methodology for their implementation should be indicated and, if not, reasons should be given for their rejection.

This response to the Foundation and to the author of the scholarship report should be in writing and include timetables for implementation if appropriate.

3. The amounts of grants and fellowships will vary according to the proposal and reflect the merit / content of the proposed project or trial program.

Directors will also decide any conditions the recipient of the fellowship or grant is to fulfil, including the duration of the award. Ideally, the duration of travel should not exceed four weeks.

4. Scholarship proposals could focus on a range of areas containing a primary interest in pre-hospital emergency health or emergency services including but not limited to pre-hospital emergency patient treatment, emergency prevention, preparedness, response, recovery and risk management elements of their agency's roles, lessening the hazards experienced by emergency services workers and pre-hospital health care. Applicants should avoid submissions that duplicate research undertaken by previous scholarship winners.

A list of topics covered by past winners is available on the ESF website www.esf.com.au

5. Applications for the award of a grant or fellowship are assessed by the Directors of the Foundation and their decision is final. Applicants will be judged against the following criteria:

Value to the Community and other agencies	20 points
Value to the applicant's agency.	10 points
Value to the applicant.	3 points
Quality of presentation (both written and verbal).	10 points (5/5)
Capacity of the applicant to transfer and/or implement the outcome of the scholarship.	15 points
Degree of innovation.	5 points
Any other pertinent factors.	7 points
TOTAL:	70 points

Applicants are encouraged to address these criteria in their submissions.

6. Grants and fellowships are intended to cover expenses of travel (economy class) and all subsistence and incidental costs incurred. As a guide, allowance standards applicable to Public Service Staff should be used to calculate expenses unless candidates have information to contradict this. Due allowance for exchange rates must be made. Costing should include comprehensive travel insurance or access to corporate card insurance. The grant makes no provision for costs associated with dependants.

7. Applications should include:

- Proposed time of travel (approximate dates);
- Approximate but detailed costs in total and how the figure has been derived;
- Extent of study and benefits.

No contact needs to be made with the proposed host until the award is confirmed.

8. Successful candidates will be provided with an advance by the Directors. They will be required to account for and substantiate their expenditure.

9. Candidacy is open to serving members and volunteers associated with recognised emergency service organisations agencies providing emergency and pre-hospital health services to the Victorian community. An application form is attached to this document.

10. Successful candidates will be required to sign an agreement to submit a comprehensive report to the Directors and to the Head of Agency on completion of the study. They may also be requested to make presentations to courses on their research activity. The scholarship winner(s) will not be able to undertake travel during duty time and will be required to take leave to accommodate the scholarship

11. Successful candidates should be aware that their report, on completion, will be lodged with their agency libraries and distributed to other agencies within Australia. A copy of the report will also be lodged in the Emergency Management Australia Institute (EMAI) at Mt Macedon. To this end the report should include an executive

summary of not more than 250 words that can become the synopsis for inclusion in *EMInfo* to alert other interested parties of the availability of the report.

The full report is also to be provided electronically and will be lodged on appropriate websites, e.g. EMAI. OESC and various other host agencies including ESF.

12. Unsuccessful applicants are welcome to apply for future scholarships. However, persons who have previously received a scholarship under this scheme are precluded from applying.

13. The application form should be completed by candidates and submitted to their agency for formal recommendation and prioritising.

14. Closing date for applications is Friday **18th January 2013**. Organisational and Foundation assessment will take up to twelve weeks to complete and all applicants will be notified in writing of the outcome before the **19th of April 2013**. (See time frame process on page 4.)

After Application Submission...

Upon receipt of your application, your agency will, after reviewing all applications it has received from its members, decide if it will endorse it so that it can proceed to the next stage (i.e – review by the ESF Scholarship Selection Committee.)

If your agency does not endorse your application, you should consult the person responsible within your organisation.

If your agency does endorse your application but the ESF Scholarship Selection Committee does not accept it, you will be notified and invited to seek advice from the ESF Alumni on improving your chances of success for the following year.

If the ESF Scholarship Selection Committee accepts your application, you will be notified and invited to attend an interview where you will be asked to make a presentation of your proposed area of study. It is from this presentation / interview that the Scholarship Committee will decide if you will be awarded a scholarship.

If after the interview the ESF decide not to award you a scholarship, you will be notified and advised as to how to improve your application and then invited to re-submit your application the following year.

Successful applicants will then be sent an Awardees' Pack. This pack will contain information to help you on your way to preparing for your study tour and what is expected of you when you return.

Should you need advice on any aspect of preparing an application and the processes involved, contact Jenny Davis on 0406 003 765 who will put you in touch with an ESF Alumni member within your agency. Alumni members have all previously been awarded a scholarship and will be happy to mentor and guide you through the process.

ESF TIME FRAME APPLICATION PROCESS:

- 1st September 2012 Scholarship applications open.
- 3rd September 2012 **Scholarship Information Evening Event** at MFB-Burnley.
- 21st November 2012 **Second Scholarship Information Evening Event** at MFB.
- 18th January 2013 Applications close within individual agencies.
- 11th February 2013 Final date for agencies to submit applications to ESF.



APPLICATION FORM – 2013 PROGRAM

Personal Particulars – Please use Block letters

Surname: _____

Given Names: _____

Associated Organisation _____

Length of Service _____ Years _____ Months

Present Rank &/or Position Held _____

Business Address _____

_____ Postcode _____

Business Phone Number _____

Email _____

Personal Mailing Address:

Address _____

_____ Postcode _____

Telephone A/H _____ MOB _____

Date of Birth ____/____/____ Place of Birth _____

Next of Kin Emergency Contact Details:

Name _____

Relationship _____

Address _____

_____ Postcode _____

Telephone A/H _____ MOB _____

B/H _____ Email _____



EDUCATIONAL & PROFESSIONAL BACKGROUND

Educational Background:

- Attach statement of study undertaken at post school institutions, qualifications obtained and period of attendance.

Professional Experience:

- Attach details of your professional experience including details of positions held, nature and duration of work.

Research Activity:

- Attach details of any research activity that you have performed or details of any papers or theses that you have produced.

SCHOLARSHIP SCHEME PROPOSAL

Statement of Purpose:

- Attach a statement as to why you consider it desirable for you to obtain experience in the particular research project.
- Outline the program you propose to undertake and the capabilities that you possess to carry it through.
- Indicate how it will benefit you personally and the emergency services as a whole.

Timetable:

- Attach proposed commencing and finishing dates at each organisation to be visited

Cost:

- Attach cost in total and how the figure has been derived

Statement by Candidate: I _____ (*full name*) declare that the information given in this application is to the best of my knowledge, complete and accurate. I agree to observe the conditions of the Award known as the Combined Emergency Services Foundation Scholarship Scheme and to advise the Directors of the details it requires in the administration of the Award.

Signed _____ Date _____



Recommendation by Head of Associated Organisation: Yes / No

Remarks: _____

Priority Order Number _____

Signed _____

Date _____

CHECK LIST

Please tick box when completed and attach with application form.

APPLICATION FORM -

- Personal particulars and details

EDUCATIONAL & PROFESSIONAL BACKGROUND -

- Educational Background statements and papers
- Professional Experience Details
- Research Activity Details

SCHOLARSHIP SCHEME PROPOSAL -

- Statement of Purpose details
- Timetable
- Costing
- Recommendation by Head of Associated Organisation