

## COVID-19 and operation of the scholarship

### UPDATE 2 APRIL 2020

Please note that from 2 April 2020 applications will only be assessed for online courses to enable applicants to maintain a safe social distance and in response to the government directive to eliminate non-essential travel. All other Guideline criteria remains the same.

Applications for face to face courses or conferences that will be conducted from 1 January 2021 to 30 June 2021 will be accepted but not assessed until the government restrictions have been lifted and it is safe for applicants to attend a face to face course or conference.

## GUIDELINES

### 1. Aim of the scholarships

- To build the capacity of Hume community members to create positive environmental change by providing financial support towards residents undertaking environmental education via short courses or conferences.

### 2. Items that will be funded

- Scholarships will be administered via payment of 80 per cent of course/conference fees, up to a maximum of \$1,500 (GST exclusive) per successful application;
- Course fees for a short course, courses delivered by a Registered Training Organisation or Learn Local, short courses delivered by reputable organisations or conference registrations are eligible for funding;
- Courses and conferences must primarily cover conservation and land management, environmental or sustainability material.

### 3. Items that will not be funded

- Tertiary degrees and TAFE courses (funding support for these courses are made available by other levels of government);
- Travel or accommodation costs;
- Books and materials such as computer equipment or course materials.



# HUME CITY COUNCIL ENVIRONMENTAL SCHOLARSHIPS

#### **4. Information for applicants**

- Applications open on 1 July each year and remain open until the end of the financial year, unless total available scholarship money (\$11,000 per financial year) has already been allocated;
- Applications must be received at least two weeks prior to the deadline for the relevant course payment. Applicants are encouraged to lodge their application as early as possible;
- Applications must be for courses/conferences in the same financial year as the application is received;
- Maximum amount per application is 80 per cent of fees up to a maximum of \$1,500 (GST exclusive);
- Individual applicants can only receive one scholarship per financial year;
- Priority will be given to residents who have not received an Environmental Scholarship in previous years;
  
- By applying for the scholarship, applicants consent to having information provided to a Council meeting. This includes the applicant's name, suburb, community group, area of interest, and course funded;
- Successful applicants should be willing to have their photographs taken and used for the purpose of promoting the scholarship.

#### **5. Eligibility and assessment criteria**

- Applicants must be Hume residents (or be able to demonstrate substantial environmental work, volunteering or studying in Hume). Applicants who do not live in the municipality should be aware that preference will be given to applicants who do live in the municipality;
- Applicants should be able to demonstrate their interest and involvement in environmental issues;
- Applicants should be connected in local community environmental groups and or cultural groups and/or be willing to share their learnings with these groups and with members of the Hume community;
- Applicants must meet any eligibility requirements for the course or conference they are seeking to attend;
- Applications across Hume's diverse community, geographical areas and from a range of environmental interests will be sought.

#### **6. Advertising and promotion of this scholarship**

- Hume's Environmental Scholarships will be advertised in Hume eNews, Hume Pride, Live Green quarterly Newsletter, Live Green eNews, Council website, to Hume's Enviro Champions, through Hume libraries, as well as Council and community Facebook pages.

#### **7. Application Process**

- Applicants must read these Guidelines and only apply if eligible. If unsure about eligibility, please contact Hume's Environment Community Development Officer;
- Applicants must complete an application as outlined on the Hume City Council website ([www.hume.vic.gov.au](http://www.hume.vic.gov.au));

- Applicants should contact Council's Environment Community Development Officer if they require assistance with their application (or require a paper-based application).

## **8. Selection process and notification**

- A Council Officer will check eligibility and ensure each application is complete and will email the applicant to acknowledge receipt of the application;
- Eligible scholarship applications will be assessed by a selection committee, consisting of at least one Councillor member of Hume's Sustainability Taskforce, and the Manager Sustainable Environment and Waste;
- The selection committee will seek to ensure equitable access across the municipality. If there are a number of applications from the same community group, demographic or course a limited number of these applications may be approved to ensure access for others;
- The selection panel's decision is final, and no correspondence will be entered into;
- Applicants who receive a Hume Environmental Scholarship and do not attend their training or conference must return the scholarship amount in full;
- If/ when the budget is fully expended the scholarship will close for the financial year. This will be communicated via the website and online media and applications will no longer be processed for that financial year.

## **9. Payment of the scholarship**

- Scholarships will be distributed via the payment of a maximum of 80 per cent of course / conference fees to \$1,500 (GST exclusive). Payment will be arranged with the organisation delivering the course wherever possible.

## **10. Council Report**

- A report will be prepared for Council at the end of each financial year providing details of each Scholarship recipient and reviewing the benefits and any issues with the program;
- Successful applicants will have their name, suburb, community group, area of interest, course funded by the scholarship and the community event at which the recipient has/will present on their learnings included in this Council report. Unsuccessful applicants will remain anonymous but generic data like suburb and course may be included.

## **11. Celebration event**

- Scholarship recipients must attend and present at a celebration function, community workshop or agreed alternative. A Council Officer will propose options for the successful applicants.

## **12. Contact information**

Environment Community Development Officer  
Email: [environment@hume.vic.gov.au](mailto:environment@hume.vic.gov.au), Phone: 0455 091 999