

Jaycee Trust Travelling Fellowship Scheme

The Palmerston North Jaycee Trust is pleased to offer the Travelling Fellowship Scheme to “enable young people in all walks of life within New Zealand with potential for leadership to undertake special projects or study beyond New Zealand [for limited periods of time] so that their contribution to the community, and their trade, industry, profession, business or calling back in New Zealand would be enhanced”.

Successful applicants will receive funding of up to \$5,000 (maximum of \$10,000 total funding granted)

The Selection Panel are seeking funding applications for travel costs from persons looking to travel beyond New Zealand to apply themselves to a study programme or engage in a special project so that their contribution to the New Zealand community and to their trade, industry, profession, business or calling, will be enhanced upon their return.

If you are able to meet ALL of the following criteria, you may wish to apply.

CRITERIA:

1. Are you under 40 years of age as of 1st of January of the year applying?
2. Are you a New Zealand citizen?
3. Do you live in Palmerston North or the Manawatu District?
4. Do you intend to undertake a project that includes intense investigations beyond New Zealand?
5. Can you illustrate the contribution that will be brought back to New Zealand and how, upon your return, you will be qualified to gain and pass on that benefit to your service role in New Zealand?
6. Do you intend to travel for less than three (3) months duration?
7. Will your project occur between 1 September 2018 and 31 August 2019?

If you apply, you are required to provide evidence in support of your application.

EVIDENCE MUST SHOW:

- (i) You are under 40 years of age as of 1st of January of the year applying, and
- (ii) You are a New Zealand citizen, and
- (iii) You live in Palmerston North or the Manawatu District, and
- (iv) You have been granted approved paid leave for travelling purposes, OR evidence of intention to return to study programme, and
- (v) You are able to meet at least twenty percent of the total costs of travel.

APPLICATIONS CLOSE at 4.00pm on Friday 31 August 2018 and should be returned to the Secretary of the Jaycee Trust by:

Post:
C/- Palmerston North City Council
Private Bag 11034
PALMERSTON NORTH

OR

Email:
rachel.corser@pncc.govt.nz

OR

Fax:
(06) 355-4115

THE SCHEME AIMS TO:

- Encourage persons under 40 years of age representing all walks of life in the ideal of service to the community, and in pursuance of this idea, to under-write, promote or make donations to any organisation encouraging practical participation in civil activities so that they may develop qualities of citizenships.
- Under-write funds and otherwise provide persons with avenues of participation whereby such qualities of leadership as are needed in all communities may be developed.
- Under-write, promote and pay for furnishing practical opportunities for the advancement of the ideals of fellowship and tolerance on a local, national and international basis.
- Educate members of the community generally in matters of civil, national and international importance.

(NOTES:

- *Applications will be made on the attached application form and it is likely applicants will be interviewed in the selection process. If you are shortlisted by the Selection Panel you will be contacted regarding an allocated interview time which will be on **Wednesday 19 September 2018**. Interviews are an opportunity for you to meet members of the Selection Panel and state your application more fully. Your attendance at an interview allows the Selection Panel to learn more about your project and answer any questions they may have. It also allows applicants to promote the merits of their project and to seek input and advice from the Selection Panel.*
- *Applicants may include in their application supporting letters from their teachers/tutors, mentors and other key individuals/organisations.*
- *The fellowship is intended to cover the all inclusive costs of travel which could not be met by the applicant, provided that applicants are expected to meet not less than twenty per cent of such total costs in each case.*
- *The project shall be completed within the year following approval of the travel fellowship and recipients must, on completion of the project, return to study or employment as the Selection Panel have approved.*
- *The Selection Panel may, in special circumstances, and in their discretion, grant more than eighty per cent assistance if an applicant can justify inability to meet the base criteria of a twenty per cent personal contribution.*
- *In certain circumstances travelling fellowships may be approved for travel and study in some other part of NZ, without necessarily involving the recipient in overseas travel.*
- *All decisions of the Selection Panel are final and no correspondence will be entered into.)*

Application Form

Section 1 - Personal Details

Mr / Ms / Miss / Mrs (*please circle one*)

1. Full name of applicant:

Address: _____

Phone: _____ (home) _____ (work) _____
(mobile)

Email: _____ Date of birth: _____

Are you a New Zealand citizen? _____ (*please **attach** evidence of citizenship*)

2. **Please complete either 2.1 OR 2.2** (which ever is applicable to you)

2.1

Are you studying at present? Yes / No (*please circle one*)

If yes, at what institute? _____
(*please **attach** evidence of intention to continue studying upon your return if the Selection Panel were to grant you the fellowship*)

Full time / part-time student (*please circle one*)

OR

2.2

If you are not studying, in which trade, industry, profession or business do you work in?

Full time / part-time employment (*please circle one*)

Name of organisation or place of employment:

(*please **attach** evidence of approved paid leave or guaranteed employment upon your return*)

Section 2 - Project Details/Proposal (Attach further documentation if required)

3. Describe your project (***attach full project proposal***):

4. Please explain what the contribution/potential benefit for New Zealand is expected to be:

5. Please explain how you will be qualified to gain and pass on the benefit described above in your ongoing service role in New Zealand:

6. When, specifically, will your project take place? (*should be within 12 months of this funding round*)

7. Where will your project take place? _____

In which country? _____

Section 3 – Project Expenses

8. Please provide details of how much your project will cost. *Failure to provide adequate financial information could jeopardise your application.*

Please provide **FULL BUDGET** details **including quotes** (use separate sheet if necessary)

8.1 How much will your project cost?

Travelling costs (including return air ticket but excluding accommodation)	\$
Materials	\$
Course fees/charges (if applicable)	\$
Other (specify)	\$
BOX A - TOTAL COSTS	\$

8.2 How much money will **you** contribute to the project? (should be at least 20% of the total travelling costs above)

Travelling expenses	\$
Course fees/charges	\$
Cash in hand already spent	\$
Other sponsors/grants/donated materials	\$
Intended fundraising (provide estimate)	\$
Other (specify)	\$
BOX B - TOTAL FUNDS AVAILABLE/EXPECTED	\$

8.3 Please specify amount of funding requested. The total cost of the project (BOX A), minus total funds available/expected for the project (BOX B) should equal BOX C below – the amount requested from this application:

	Box A: Total Cost	\$
Less	Box B: Total Funds Available/Expected	\$
<i>Equals</i>	BOX C: Amount Requested	\$

Section 4 – Project Referees

9. Please provide names and contact details of two people we can contact if we require further information about yourself and/or your project:

9.1 Name: _____

Relationship to you: _____

Telephone: _____ Email: _____

Name: _____

Relationship to you: _____

Telephone: _____ Email: _____

You are welcome to attach letters of endorsement from appropriate persons.

Section 5 – Conflicts of Interest

10. Please advise the status of the organisation/group and declare any conflicts of interest or known associations with Council e.g. the involvement of any Elected Member or Council staff member in the organisation or group.

Section 6 – Declaration & Consent

11. IN MAKING THIS APPLICATION, I CERTIFY THAT THE INFORMATION GIVEN IS TRUE AND ACCURATE AND I CONSENT TO THE USE OF MY PERSONAL INFORMATION FOR PURPOSES ASSOCIATED WITH ASSESSING THIS APPLICATION.

I ACCEPT THAT THE DECISION OF THE SELECTION PANEL IS FINAL, AND THAT NO CORRESPONDENCE WILL BE ENTERED INTO.

I CONFIRM THAT I HAVE OBTAINED THE CONSENT OF THE REFEREES TO PROVIDE DETAILS AS REQUIRED.

IF THE APPLICATION IS SUCCESSFUL, I AGREE TO:

11.1 *Prepare a formal itinerary for final approval by the Selection Panel before the fellowship grant is paid.*

11.2 *Accept in writing any offer of such travelling fellowship to be made by the Selection Panel, and to abide by any conditions attached thereto.*

11.3 *Submit a report of the project to the Selection Panel within three (3) calendar months of my return to New Zealand.*

11.4 *Participate in any audit of the project conducted by the local authority.*

11.5 *Participate in a media release.*

11.6 Advise the Selection Panel as soon as possible if my circumstances change or I cannot proceed with the approved project and I may be required to refund any approved grant.

Applicant's Declaration:

I declare that to the best of my knowledge the above details are true & correct.

(Signature of applicant and date)

Approval of leave:

Employer approval for applicant to Undertake project on paid leave in _____(year).

(Signature of employer and date)

CHECKLIST – BEFORE SUBMITTING THE APPLICATION, PLEASE ENSURE YOU HAVE COMPLETED THE APPLICATION FORM CORRECTLY AND PROVIDED THE REQUIRED INFORMATION BY TICKING THE BOXES BELOW

1. Have you answered every question?	<input type="checkbox"/>
2. Have you signed the declaration and consent form above?	<input type="checkbox"/>
3. Have you attached quotes for the amount requested?	<input type="checkbox"/>
4. Have you attached evidence that shows:	
- You are under 40 years of age, as of 1 st of January of the year applying &	<input type="checkbox"/>
- You are a New Zealand citizen, &	<input type="checkbox"/>
- You live in Palmerston North or Manawatu District &	<input type="checkbox"/>
- You have been granted approved paid leave or guaranteed employment upon your return, OR	<input type="checkbox"/>
- You intend on returning to your study programme	<input type="checkbox"/>
- You are you able to meet at least twenty percent of the total costs of travel	<input type="checkbox"/>

NB: Evidence can include certified copies of passport, birth certificate, recent utility bill, bank statement, letter from employer, letter from study institute etc.

Pursuant to the Privacy Act 1993, relevant information pertaining to successful recipients and their achievements may be used to promote any aspect of the aims and/or activities of the Jaycee Trust.

Please signify by ticking the following box if you object to this

If you have any queries, need more information, or want advice on completing the application form please contact:

**Rachel Corser
Palmerston North City Council
Private Bag 11034
PALMERSTON NORTH**

Email: rachel.corser@pncc.govt.nz
Telephone: (06) 356-8199 extn 7152