

# Eva Burrows Scholarship

## **Scholarship Governance**

1. **Governance Structure**
  - 1.1. Eva Burrows Scholarship (the Scholarship) governance, as with other activities of Eva Burrows College (EBC), is the responsibility of the Head of College and the EBC Governing Council.
  
2. **Purpose of Governance Arrangements**
  - 2.1. To ensure that the purposes of the Scholarship program are fulfilled
  - 2.2. To ensure that the Scholarship Trust effectively supports the provision of scholarship grants and meets standards set by the Australia Territory
  - 2.3. To ensure effective promotion and the fund-raising for the Scholarship program
  - 2.4. To provide direction and accountability for the Scholarship Administrator
  
3. **Governance Functions**
  - 3.1. To appoint and direct the work of the Scholarship Administrator
  - 3.2. To appoint the Scholarship Selection and Monitoring Panel
  - 3.3. To approve Scholarship terms, conditions and selection criteria
  - 3.4. To make appropriate appointments to the role of academic advisor and mentor
  - 3.5. To make decisions on the allocation of Scholarship funds
  - 3.6. To monitor promotion of the scholarship program
  - 3.7. To monitor fund-raising for the scholarship
  - 3.8. To manage risks and issues emerging from the scholarship program
  - 3.9. To consider reports on progress of scholarship holders
  - 3.10. To make decisions on the termination of any scholarship

## **Scholarship Operations**

4. **A Scholarship Administrator** (the Administrator) will be appointed by the HoC to arrange all matters of ongoing Scholarship administration.
  
5. **A Scholarship Selection and Monitoring Panel** (the Panel) will be appointed by the HoC to support the Administrator on any Scholarship matters.
  
6. **Specific functions of the Panel** will include:
  - 6.1. Approving the selection documentation;
  - 6.2. Making recommendations on Scholarship grants to the HoC with a report to EBC Council;
  - 6.3. Appointing Academic Advisors and/or Mentors for successful applicants;
  - 6.4. Monitoring the progress of individual Scholarship holders;
  - 6.5. Monitoring the effectiveness of the Scholarship program as a whole.
  
7. **Membership of the Panel** will include
  - Head of College (Chair)

- Scholarship Administrator
- Secretary
- Burrows' Family representative
- Social Policy representative
- Learning and Development Representative
- Territorial Headquarters Business Partner representative
- Territorial Headquarters Public Relations representative
- Guests as determined by the Chair

8. The Panel will meet as often as required and by any means it chooses.
9. How is the Scholarship funded?  
Scholarship grants are provided from a trust fund which has been resourced by the estate of General Burrows, and grants from the Australia Territory and other donors.
10. How are applications made?
- 10.1. Scholarship information will be distributed each year via the Eva Burrows College website and via bulletins.
  - 10.2. Individual applications are to be developed locally, together with the required territorial headquarters endorsements.
  - 10.3. Group applications are to be submitted by the relevant territorial headquarters.
  - 10.4. All applications must include the required references and supporting documents;
  - 10.5. Applications are to be sent electronically by the published dates to the address provided
11. How are applications processed
- 11.1. The Selection Panel will shortlist the most suitable applicants for each category.
  - 11.2. The Administrator will carry out additional research as requested by the Panel.
  - 11.3. The panel makes recommendations HoC and decisions sit with HoC
  - 11.4. The Administrator will advise the successful applicants and their home territories.
12. Who will scholarship recipients relate to?
- 12.1. In matters of Scholarship arrangements - to the Administrator
  - 12.2. In matters of study - to an academic advisor and/or mentor arranged by the Panel
  - 12.3. In matters of accommodation - to the Facilities and Events Manager.
  - 12.4. In matters of general well-being - to the appointed mentor.
13. How is progress monitored?
- 13.1. The Scholarship holder will submit progress reports to the Panel and relationship manager of existing donors, via the Administrator:

- An individual report twice each semester;
  - A combined report with the mentor each semester, using a proforma supplied by the Panel, which includes plans to resolve any emerging issues.
- 13.2. The mentor will submit progress reports twice each semester to the Panel via the Administrator
  - 13.3. The Administrator will circulate to Panel members any other relevant information from the academic advisor or the Facilities and Events Manager.
  - 13.4. The Administrator may interview the scholarship holder to address emerging issues
  - 13.5. Any matters of significant concern will be addressed to HoC for attention
  - 13.6. The Scholarship holder will submit a final report setting out the achieved learning and intended application.

### **Scholarship Terms, Conditions and Criteria**

#### 14. What is the purpose of the scholarships?

To ensure General Burrows commitment and passion for education and the development of leaders will become a lasting legacy by:

- 14.1. Supporting the development and leadership of women currently serving on the 'frontlines' of The Salvation Army in Australia
- 14.2. Supporting individual African officers and groups of African Salvationists seeking to develop their leadership abilities

#### 15. Who is eligible to apply for Scholarships?

15.1. Australian Applicants must be:

- Citizens or permanent residents of Australia
- Women who have undertaken substantial paid or unpaid work in frontline Salvation Army service in the previous 2 years

15.2. African applicants:

- Must be active officers or soldiers of The Salvation Army.
- Must be able to obtain the necessary travel documents from both their home country and Australia.
- Must be of African nationality but can be residing in Australia

15.3. All applicants must:

- Be at least 25 years age at the time of application;
- Have demonstrated effective leadership and a commitment to their ongoing development and the development of others;
- Be in a state of good physical and emotional health.
- Be role models to those in their area of influence
- Be able to set out a clear study proposal that identifies the benefit to their leadership and service that the study will bring
- Meet the requirement for any proposed accredited studies
- The Selection and Monitoring Panel will apply the above criteria, as well as others introduced in application documents, to ensure that proposals

made Clearly stated learning outcomes in terms such as knowledge, skills and personal formation;

- Clearly stated application of learning with defined benefit for present and/or future mission activities;
- Equitable distribution of benefits across regions and applicant types.

16. What Scholarships are offered?

In each year, subject to funds being available,

- 16.1. One scholarship will be provided for an Australian applicant, who will receive:
- Up to \$25,000 to support defined study in a 12 month period which may cover a combination of education expenses and/or travel; and
  - Regular mentoring from a selected leader during the period of study.
- 16.2. One scholarship will be provided for either\*\*:
- an individual African officer, or for
  - A group of African officers and/or soldiers to engage in a development experience.

\*\*Generally these two options will be provided in alternate years.

- 16.3. Individual African scholarships may be provided to an officer for:
- Two semesters of full-time higher education study at Eva Burrows College (EBC);
  - Self-contained accommodation at Eva Burrows College for the period of study;
  - Regular mentoring from a selected leader during the period of study;
  - One return journey from and to their permanent home;
  - Travel insurance for the period of study; and
  - A modest living allowance to cover meals and related expenses.
- 16.4. Scholarships for groups of soldiers and/or officers will provide a fully funded development experience, up to \$25,000 in total, which may involve a blend of:
- Accredited training or education
  - Non-accredited studies
  - Work experience
  - Study tour, or provision for visiting experts
  - Individual and/or group coaching

17. What is not included in the scholarships?

- Additional travel;  
(there is no provision for travel related to sight-seeing or family emergency)
- Other living expenses not specifically provided for in the approved Scholarship.

18. Taxation or Centrelink implications

The scholarship is taxable/assessable income to the recipient. It is the responsibility of the applicant to manage any taxation and/or Centrelink (government welfare office) implications of the Scholarship.

19. What are the visa arrangements for study in Australia or overseas?

- 19.1. Applicants will be responsible for their own visa arrangements.

- 19.2. African applicants may also be supported in this by their home territories.
- 19.3. Higher education centres may also be able to assist in clarifying requirements and processes.
20. What are the obligations of Scholarship recipients?
- 20.1. Officers and soldiers will act in accord with their respective covenants.
- 20.2. Resident EBC students will meet the requirements of EBC residents and engage in the community life of Eva Burrows College.
- 20.3. All recipients will:
- Conduct themselves in a manner that supports the mission and values of The Salvation Army;
  - Fulfil all the requirements of the approved study;
  - Meet regularly with their mentor and/or the academic advisor;
  - Provide reports as set out in paragraph 13;
  - Apply their learning in their home setting at the conclusion of the study.
21. Can recipients defer the scholarship or be granted leave of absence?
- While it is not intended that deferral or leave of absence occur, in exceptional circumstances the Panel will consider a request:
- 21.1. If the request for deferral or leave of absence meets the requirements that may apply to accredited studies; and
- 21.2. If the request does not jeopardise the intended scholarship outcomes.
22. When is a scholarship to an individual or group terminated?
- 22.1. When the approved period of study is concluded; or
- 22.2. When HoC determines that continuation of the scholarship is not in the best interests of the scholarship holder(s), Eva Burrows College, or The Salvation Army.