

Mike Kelly Academic Scholarship Guidelines

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Incomplete applications will not be accepted

INTRODUCTION

The Mike Kelly Academic Scholarship is awarded annually in honour of former Wishlist Chairman Mike Kelly. Under his guidance Wishlist raised more than \$20 million for local health services and continues to commit \$1 million to local health needs each year. The Mike Kelly Academic Scholarship is designed to enable SCHHS staff to apply for financial support to participate in relevant Undergraduate or Post Graduate studies offered through university or the VET sector. The \$5000 Mike Kelly Academic Scholarship is proudly facilitated by Wishlist.

HOW OFTEN IS THE MIKE KELLY ACADEMIC STAFF SCHOLARSHIP FUND AVAILABLE?

The Mike Kelly Academic Scholarship Round is available from February each year.

WHAT IS THE PROCESS FOR DETERMINING WHO WILL RECEIVE FUNDING AND HOW MUCH?

- A multi-disciplinary sub-committee reviews all applications.
- Each application is assessed against the criteria in the application form including the information provided by your cost centre manager / supervisor / or head of division.
- Subsidy is allocated based on the number of applications received, how well the application meets the criteria and the level of support from your supervisor.

WHAT HAPPENS THEN?

These recommendations are then forwarded to the Wishlist Board for final approval. When final approval is received applicants will be notified via work email. This process may take approximately 1 – 2 months after the closing date.

IS THERE ANYTHING THAT WON'T BE FUNDED?

- Courses which are being run as Organisational Development
- Hardware
- Salary costs or backfill
- Funds are not available for pre-existing HECS fee

WHAT IS THE MAXIMUM AMOUNT OF SUBSIDY I MIGHT RECEIVE?

The Mike Kelly Academic Scholarship is \$5,000.00 for one successful applicant.

DO I NEED TO SEND ANYTHING WITH THE APPLICATION PACKAGE?

You will need to attach all available information about the support you are requesting. Please ensure this information is relevant and concise. The information could include:

- Brochure / Flyer from facility conducting the conference / workshop / seminar
- Details of education/study
- Proposals (ie research proposal)
- Details as to how you have arrived at the amounts being requested if this is not clearly defined in flyers etc (ie quotations for travel and accommodation).

To support your selection criteria responses

- Details of current position responsibilities
- Examples of quality improvement
- Examples of personal development
- Examples of ways you have or could disseminate knowledge
- Ways in which previous conference / workshop / seminar assistance has been disseminated throughout your unit / the organisation
- Letters of recommendation / support from other team members, peers or supervisors supporting this application and indicating its relevance to the selection criteria (in addition to the information requested in this application package)

Attach any documentation you feel may assist the selection panel in reviewing your application to make an informed decision. **Please keep supporting information relevant and concise.**

IS THERE ANYTHING ELSE TO CONSIDER?

Applicants need apply using the application package attached, including supporting documentation. Please note the items listed above that may comprise supporting documentation. Incomplete packages or packages received after the closing date will not be considered and will be returned.

WHERE DO I RECEIVE FURTHER INFORMATION?

Read the package carefully. Talk to your supervisor. If you still have unanswered questions you may direct them to Wishlist on 5202 1777.

CRITERIA FOR SUPPORT

Funding will be allocated in line with application merit as assessed by the panel against selection criteria, organisational priorities and funding available.

No negotiation or correspondence will be entered into regarding the decision of the panel.

LEAVE

Accessing paid leave to attend the approved study will be at the discretion of your Cost Centre Manager / Supervisor, and this should be negotiated with the relevant Cost Centre Manager / Supervisor prior to application. Indication of access to leave must be included with application. If paid leave is not sought, or is sought and not supported, by the Cost Centre Manager / Supervisor indication should be made as to alternative arrangements that may be put in place. (ie completion in own time, leave without pay, annual or long service leave).

NOTIFICATION

SUCCESSFUL APPLICATIONS - FUNDS

You will receive notification of receipt of your application via the email. Please ensure you retain the Receipt number in case you need to contact Wishlist. If you do not receive notification you must assume it has not been received. In this case please contact Wishlist 5202 1777.

Funds will be made available via EFT payments to your nominated bank account or directly to the workshop, conference seminar or facilitator. Please note if you require reimbursement of fees, receipts and proof of completion must be provided before funds will be made available.

By completing this application form you are giving Wishlist permission to use your name and the amount granted towards your training for promotional purposes, including Wishlist website.

All applications must be completed via the link on the Wishlist website wishlist.org.au, only online applications can be accepted. If you experience any issues submitting the application please reach out to Wishlist at sc-wishlist@health.qld.gov.au or call 5202 1777.