

*Chamber
Riggall
Fellowship
2019*



Chamber Riggall Fellowship 2019

Up to \$2,000 for a young person working in a Deniliquin business to study or invest in professional development skills

Program Overview

The Chamber Riggall Fellowship provides young people working in a Deniliquin business up to \$2,000 towards training, study or in professional development to put new skills into practice. This is a new program and will be awarded to a young person aged 35 or under. This is an inaugural fellowship program.

The fellowship is designed to be flexible and to fit with the different demands and ambitions of young business people. It provides young people working in Deniliquin with an opportunity to invest in themselves and their career. Given that, the skills and learning should be seen to directly benefit their employer's business and the local Deniliquin community.

The Riggall family are delighted to endow \$1000 per annum to the Deniliquin Business Chamber towards a fellowship to encourage innovation and education in youth in Deniliquin.

Named for Gaye Riggall, the fellowship is designed to encourage an employee of a local business under 35 to develop and improve their skill base for the benefit of the local community. In the true sense of the word "fellowship", it is a friendly arrangement between people who share an interest in young people and business.

Gaye Riggall came to Deniliquin in the late 1960s with her husband, Richard, and settled on a farm at Blighty. She and Richard raised three children Justine, Sophie and Edward and became valued members of the Blighty community.

Gaye's background in journalism saw her join the Pastoral Times before starting the Deniliquin Independent as it's editor over many years. The sale of The Independent saw her involvement grow with the Peppin Heritage Centre where she became manager for several years before retirement.

During this period Gaye became the first woman councillor on Conargo Shire and, eventually, it's first female Mayor.

Gaye loved Deniliquin and had a strong belief in giving back to the community. She had high standards and integrity and a great regard for those who strive for excellence.

Her family feel that these attributes will be captured in this scholarship and look forward to awarding the inaugural winner in 2019.

Eligibility Criteria

Applicants must

- be aged 35 years or under at the time of the application closing date
- have been working in a Deniliquin Chamber member business for at least 18 months on or prior to this application and plan to stay in that business for 18 months after the award is bestowed
- should the entrant leave the organisation before the announcement of the winner on XXXXXXXXX, their entry is ineligible
- be an Australian citizen or permanent resident currently residing in Deniliquin NSW

What you need to have before applying checklist

Applicants are required to attach the following documentation to the application form as part of their submission:

- proof of your age and residency (e.g. copy of birth certificate, drivers' licence or passport)
- proof of nationality or status as a permanent resident (e.g. copy of birth certificate, passport)
- proof of employment or business ownership (e.g. a letter from your employer, provision of employer contact details and/or Business Activity Statement (BAS), evidence of purchase of business).
- a letter from your employer outlining how they support your application

Responsibility of scholarship recipients

The Chamber Riggall Fellowship recipient is required to:

- manage all aspects of their scholarship independently
- complete the full study plan and timelines as proposed in their application
- notify the Deniliquin Business Chamber in writing of any change to contact details
- On completion of the program the recipient will be expected to share their experience with the Deniliquin Chamber Executive and members of the Deniliquin business community via a report and/or verbal presentation.

What do I get?

Fellowship funds (up to \$2,000) can be used to meet the cost of study at a university, a registered training organisation or with another quality training provider approved through the application process.

Fellowship recipients will also receive ongoing opportunities for long-term networking and support through the Deniliquin Business Chamber member's network. Please see the full set of guidelines for guidance on the types of study or training that will be supported.

Application, assessment and delivery process

Stage One – Application process

Applicants can contact the Deniliquin Business Chamber for guidance on developing their application. All applicants are required to read and accept the Eligibility Criteria before applying. By applying, applicants are deemed to have accepted the Program Guidelines and agreed to be bound by them. Receipt of applications will be confirmed via email.

Stage Two – Shortlisting process

The Fellowship Selection Committee (the Committee) assesses all applications and shortlists suitable applicants for interview. Those who are not shortlisted will be notified by email. Unsuccessful applicants will have the opportunity to re-apply in future rounds. The decision of the Committee as to which applicants will be interviewed will be final and no correspondence will be entered.

Stage Three – Interview process

Shortlisted applicants may be invited to an interview with the Committee (either in person or by phone). The successful applicant will be offered the scholarship. Applicants will be notified of the outcome of their interview by email or phone. The decision of the Committee as to which applicant will receive the scholarship will be final and no correspondence will be entered.

Stage Four – Release of funds to undertake study or training

The Fellowship recipient have up to two years (from the time they are awarded the fellowship) to complete their agreed study or training activities. Funds will be provided to reimburse the tuition expenses paid by the fellowship recipient

The individual who receives the grant in their capacity as an individual (i.e. not a business, no ABN) must:

- sign a formal Letter of Agreement with the Chamber
- provide evidence of acceptance and enrolment at their chosen institution(s) (for example, a letter from the institution)
- provide an invoice for tuition fees from the training provider and evidence of payment (for example, receipt, Commonwealth Assistance Notice or Fee Account Statement)
- provide a completed Statement by a Supplier form (see the Goods and Services Tax section for further information). When scholarship recipients have fulfilled these requirements, they will receive a payment via electronic funds transfer to a nominated bank account. Payment may take up to four weeks to process.

Stage Five – Release of the Invest component of scholarship funds

Funds of up to \$2,000 (exclusive of GST) will be provided as reimbursement for the purchase/ cost of investment made by the fellowship recipient. Before Invest funds can be released, all study/training activities must be completed. The fellowship recipient will be required to provide:

- proof of completion of the study/training activities
- proof of purchase/cost of investment of the study/training (for example, receipt).

When the fellowship recipient has fulfilled these requirements, they will receive a payment via electronic funds transfer to a nominated bank account. Payment may take up to four weeks to process.

Stage Six – Initiation to the Chamber Young Business Person Alumni

Fellowship recipients become part of the Chamber Riggall Fellowship Alumni Network. Fellowship recipients will be asked to regularly update an alumni profile detailing their experience with the Program. They will also be asked to participate in evaluation surveys and promotional activities and events.

Assessment of applications

Applications will be assessed against the eligibility and selection criteria set out in the program guidelines. The Chamber Riggall Fellowship recipient will also represent the diversity of Deniliquin's business sector (gender, geographical location, professional experience and personal background). Selection Committee Members of the Committee are appointed by the Deniliquin Business Chamber Executive.

Complaints process

Complaints, enquiries and feedback in relation to the processing of applications should be sent to admin@denilquinchamber.com.au. If an applicant, or any other person, continues to be dissatisfied with the administration of the Program they may raise their concerns with the New South Wales Ombudsman.

Timeline

Launch	Monday 18 February 2019
Applications close	Friday 10 May
Short list announced	Wednesday 15 May
Interviews	20 – 22 May
Finalist announced	Wednesday 22 May
Winner announced	Friday 21 June – Business Awards