**Application for AW Howard Memorial Trust**

**Study Award to Attend a National or International Conference**

The applicant is to complete this form. This completed application and any supporting documentation must be emailed to The AW Howard Trust using the contact details provided at the end of this application **no later than 31 March in each year.**

Nominated referees should also provide a written statement of support. Referees should be senior academics or researchers with experience of the applicant's recent work.

Applicants must familiarise themselves with the conditions of the AW Howard Memorial Trust Study Award (below) before completing this form.

**CONDITIONS OF THE AW HOWARD MEMORIAL TRUST STUDY AWARD**

* Study awards can be used to provide assistance to applicants to attend and/or participate in national or international conferences and study tours.
* Up to $7,500 may be awarded.
* Applications are open to anyone in Australia who has been a continuous resident in Australia for the last three years.
* Applicants should have tertiary qualifications and/or relevant experience which are accepted by the Trust as adequate to fulfil the terms under which the Award is granted.
* Each holder of the award shall be required to carry out a study or investigation in a field relating to the objects of the Trust.
* The holder of the award shall either be a member of staff of an approved research institute or carry out their study under the award at a research institute approved by the Trust.
* At the conclusion of the trip, the recipient shall present a report on his/her study and investigation. This report must be forwarded to the Trust within three months of the return from the trip. To obtain the guidelines for writing reports, please email howard.trust@sa.gov.au.
* The award may be held concurrently with grants from other organisations, provided that no such grant conflicts with the objectives of the Trust.
* In making the Study Award, the Trust shall have regard to the suitability of the applicant and the nature and location of the proposed study and research project.

**APPLICANT DETAILS**

1. **Applicant details:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Date of birth:** |  |
| **Postal address:** |  |
| **Contact number:** |  |
| **Email:** |  |
| **Nationality:** |  |

1. **Present position** *(give brief account of your current employment)*
2. **Educational qualifications**
3. **Name of congress or summary statement of study tour (no more than 20 words)**
4. **If congress, indicate title of paper submitted for inclusion in congress program**

**Title:**

**Author/s:**

**Acceptance status:**

1. **If study tour, summarise travel here, including departure and return dates and include full details as an attachment**
2. **Financial statement:**
	1. **Total sum sought as a grant?**

**$**

* 1. **How much will your employer/institution contribute to these costs?**
	2. **Have you applied or intend to apply to other sources for financial support?**
1. **Other travel in the last five years**
2. **Have you previously been awarded a grant by the AW Howard Memorial Trust?**

**Yes / No**

**If yes, when?**

1. **List benefits of you proposed travel to:**
	1. **You, the applicant**
	2. **Your organisation**
	3. **Industry (with particular reference to pastures)**
2. **Additional information which you feel would assist in the consideration of your application**
3. The applicant is required to ensure that two confidential referee reports are forwarded directly to the Executive Officer of the Trust. The referees are to be acquainted with the applicant’s experience and present standing. It is the responsibility of applicants to ensure that the referees are able to supply the references to accompany the application to the Trust before the closing date of applications. For further information for writing referee reports, please contact the Executive Officer on the details provided on this form.

A template for the referee report is available on the website.

|  |  |  |
| --- | --- | --- |
|  | **Referee One** | **Referee Two** |
| **Title** |  |  |
| **Last Name** |  |  |
| **First Name** |  |  |
| **Current Position** |  |  |
| **Address** |  |  |
| **State** |  |  |
| **P/code** |  |  |
| **Country** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |

1. **Please indicate when you expect to commence your travel if your application is successful**
2. **How did you find out about the AW Howard Memorial Trust and the grants available?**

**DECLARATION**

I hereby apply for an AW Howard Memorial Trust Study Award and declare that the information given in this application is correct and complete. I am aware that there are penalties for providing false or misleading information.

If you are successful, the Trust will pay the funds to your organisation on receipt of necessary details.

Successful applicants are required to provide a report to the Trust within three months of completion of their trip.

Post-graduate students must provide proof of enrolment.

**COMPLETED APPLICATIONS**

Please email the completed application and all necessary supporting documentation, to the Executive Officer, AW Howard Memorial Trust (howard.trust@sa.gov.au) by **31 March in each year.**

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AW Howard Memorial Trust Study Award**

**Itemised/Justified Budget**

|  |  |
| --- | --- |
| **NAME OF APPLICANT:** |  |

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT REQUESTED (AUD)** |
| **Airfares:** | $ |
| **Other fares** *(taxis etc)****:*** | $ |
| **Accommodation:** | $ |
| **Living expenses:** | $ |
| **Conference fees:** | $ |
| **Other** *(please specify)***:** | $ |
| **Total request:** | $ |

**JUSTIFICATION**

*(briefly justify the nature and quantum of each of the budget items requested)*

**AIRFARES:**

**OTHER FARES** *(taxis etc)****:***

**ACCOMMODATION:**

**LIVING EXPENSES:**

**CONFERENCE FEES:**

**OTHER** *(please specify)****:***