



ANZ Trustees Foundation (ABN 23 598 387 218)

HOLSWORTH WILDLIFE RESEARCH ENDOWMENT

APPLICATION GUIDELINES

The Holsworth Wildlife Research Endowment invites applications for post-graduate student research support in ecology, wildlife management and natural history studies. Preference will be given to students at an early stage of a Masters or Doctoral program. Honours projects will normally not be supported. Eligibility is limited to Universities in the **States of Victoria, Tasmania, South Australia, Northern Territory, Western Australia, and Charles Sturt University (Albury-Wodonga)**.

Grants of **up to \$7,500** will be awarded for the purchase of equipment, supplies, travel to study areas and conferences. These grants will be renewable for a period of 2 to 3 years provided that the student maintains satisfactory progress. Grants are not available to individuals but are made only to organisations to which gifts are deductible under Section 30-15 of the Federal Income Tax Assessment Act. The Endowment offers two (2) funding rounds per annum, 1 May and 1 October, however students are only eligible to receive one grant per year. Students who applied for a grant and were unsuccessful can re-apply at the next funding round.

Applications in three general areas are especially encouraged:

- Field work on Australian native plants and animals to gain understanding of ecological interactions, population dynamics, animal behaviour, and species distribution.
- Conservation biology and biodiversity studies relating to the management of protected areas and rare or threatened species in Australia.
- Wildlife management relating to sport hunting, harvesting, pest control, management of non-game animals, and effect of land management on native species.

The Endowment is part of ANZ Trustees Foundation. ANZ Trustees Limited (ANZ Trustees) is the sole Trustee.

Applications are due on the 1 May and 1 October each year.

Applicants will be notified by mid-June and mid-November.

Application Lodgement: The application can be lodged by delivery or post. Please follow the instructions provided on the following pages carefully.

Post or delivery:

The Secretary
Holsworth Wildlife Research Endowment
Philanthropy, ANZ Trustees Limited
GPO BOX 389
Melbourne Vic 3001

Enquiries:

- **Email:** charitabletrusts@anz.com
- **Facsimile:** (03) 9273 6354
- **Internet access available at:** <http://www.anz.com/anztrustees>

HOLSWORTH WILDLIFE RESEARCH ENDOWMENT

APPLICATION GUIDELINES FOR NEW GRANT APPLICANTS

Follow these instructions carefully if you have not previously received a grant. The Endowment offers two (2) funding rounds per annum, however students are eligible to receive only one grant per year. Students who applied for a grant and were unsuccessful can re-apply at the next funding round.

A. ADMINISTRATION REQUIREMENTS

Complete and sign the Grant Application Cover Sheet and the Privacy Statement and Consents forms. These signed statements, together with an 'Executive Summary'*, and the Detailed Project Description should be mailed and/or emailed to Philanthropy Partners, ANZ Trustees by the Head of Department or the University research grants coordinator's office. Lodgement details are provided on the front page of these Guidelines.

* The Executive Summary should be a one-page statement on the University letterhead describing the project, its duration, and the budget for the year. It must state the student's enrolment classification and be signed by the Student and Supervisor.

B. DETAILED PROJECT DESCRIPTION

The detailed project description should include the following:

- Title of the proposed project and a detailed description (4 pages is usually sufficient) of the project with references to relevant research.
- Most Universities set a 3 year limit on M.Sc. and PhD student registration but some exceptions apply, especially for part-time students. For funding purposes the **maximum grant for a project will be \$22,500** and it will normally be made in 3 payments.
- Travel to appropriate scientific conferences is encouraged but the budget item should not exceed \$500 in each of the first 2 years of the project. In the final year, the student may budget up to \$2,000 to attend an international conference. The total conference travel budget for the project is limited to \$3,000.
- Starting and completion dates should be provided together with an approximate schedule of the field work.
- Details of the projected total budget, including any administrative and technical support provided by the University and other organisations. Details of the budget for the funding sought from the ANZ Charitable Trust Australia Holsworth Wildlife Research Endowment. If continuing grants are anticipated for a second or third year please provide an estimate of these requirements.

C. OTHER INFORMATION

- Name and position of academic supervisor(s). Telephone and e-mail addresses should be included.
- Names and addresses of two referees who can comment on the scientific or management merit of the proposal. E-mail addresses and phone numbers would be helpful.
- A copy of the student's university academic record.
- An optional one page resume of your employment, volunteer activities, recreation activities or hobbies that relate to your interests in scientific research or environmental concerns.

D. GENERAL CONDITIONS

- Acceptance of funding from the ANZ Trustees Foundation - Holsworth Wildlife Research Endowment will imply that research involving animal experimentation will be carried out in accordance with the guidelines of the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. It must also pass the recognised Animal Ethics Committee of their institution. Permission from the appropriate land custodians must also be obtained. Acceptance of grant funds will also imply that permits will be obtained from the relevant government authorities if the research requires permission to work in National Parks or other protected areas, or to collect plant and animal specimens.
- The student should be encouraged to attend and present papers or posters at scientific conferences. The budget for the project may include travel to conferences. Acknowledgment of support from the Holsworth Wildlife Research Endowment (ANZ Charitable Trust Australia) is expected in presentations and publications.
- A progress report must be submitted each calendar year even if additional funds are not

required.

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HOLSWORTH WILDLIFE RESEARCH ENDOWMENT

APPLICATION GUIDELINES FOR CONTINUING GRANT APPLICANTS

Follow these instructions carefully if you have received a grant in previous years. The Endowment offers two (2) funding rounds per annum, however students are only eligible to receive one continuing grant per calendar year. Students who applied for a continuing grant and were unsuccessful can re-apply at the next funding round.

A. ADMINISTRATION REQUIREMENTS

Complete and sign the Grant Application Cover Sheet and the Privacy Statement and Consents forms. These signed statements, together with an 'Executive Summary'*, and the Detailed Project Description should be mailed and/or emailed to Philanthropy Partners, ANZ Trustees by the Head of Department or the University research grants coordinator's office. Lodgement details are provided on the front page of these Guidelines.

* The Executive Summary should be a one-page statement on the University letterhead describing the project, its duration, and the budget for the year. It must state the student's enrolment classification and be signed by the Student and Supervisor.

B. DETAILED PROJECT DESCRIPTION

- Attach a copy of the Executive Summary.
- A progress report should be submitted each year even if additional funds are not required. A detailed project description should not be necessary unless a major change has been made in the objectives, methods, or duration of the project. Changes in the objectives of the research, funding arrangements, or planned completion date must be reported.
- The academic supervisor must comment on the progress made in the previous year by the student before requests for continued funding for a second or third year will be considered.
- A report on the expenditure of the grant funding is expected. A detailed budget for the year must be included.
- The General Conditions described in the Guidelines for New Grant Applicants apply for the duration of the project.
- A final report in the form of published papers or a copy of the thesis (hard copy or CD) would be appreciated.

Grant Application – Cover Sheet

Please complete the following information as part of the application to the:
ANZ Trustees Foundation (ABN 23 598 387 218)

HOLSWORTH WILDLIFE RESEARCH ENDOWMENT

The University's Name and Campus

The University's Postal Address

The University's ABN

Grants Administration Officer

Name and Title
Phone
E-mail address

Department of University

Phone
E-mail address

Student's Supervisor(s)

Name and Title
Phone
E-mail address

Student's Name

Phone
E-mail address

Project Title

Amount (\$) of Grant Being Requested

\$

Has this project been funded by the Holsworth Wildlife Research Endowment previously?

If yes, please provide a statement of progress signed by the Supervisor.

Yes / No (please circle)

Applicant's (Student's) declaration

I, (insert full name) _____ am authorised by the University to make this application on its behalf and say that all the information provided is true and correct. I have read the terms and conditions relating to the application for a grant from ANZ Trustees, including the Privacy Statement and Consent to use of personal information, and agree to those terms and conditions.

Applicant's signature
Date signed

PRIVACY STATEMENT AND CONSENTS

This statement applies to ANZ Trustees Limited ABN 33 006 132 332 (**ANZ Trustees**) as Trustee for the ANZ Trustees Foundation (**Trust**) - Holsworth Wildlife Research Endowment to which your grant application relates and advisors appointed by the Trustees or otherwise under the terms of the Trust to advise or assist the Trustees in considering your grant application.

Collection of personal information

In its application to ANZ Trustees for a grant, your Organisation (the Applicant) gives ANZ Trustees contact details and other personal information about students and other key personnel (Individuals). In the future ANZ Trustees, its researchers and advisors may obtain other information about the Individuals from the Applicant, from any of them, or from other sources. We may collect 'sensitive information' but only when it is necessary for the purpose of the Application. This is all "Personal Information".

Use of personal information

We use Personal Information for the primary purpose of assessing the Applicant's application, and if it is successful, to provide a grant to the Applicant.

We may also use Personal Information for our internal operations including accounting, record keeping, archiving, compliance monitoring and compliance with legislative and regulatory requirements.

Without some or all of your information, we might not be able to process your application.

If your application is not successful, we may hold Personal Information we collect in relation to the application for our records. If your application is successful, after the grant is completed we may hold Personal Information concerning the grant for our records. We will not continue to hold Personal Information if it is not necessary.

Disclosure of Personal Information

We may disclose Personal Information for the purposes set out above, to people and organisations who carry out functions for us, for example our agents and our researchers, any person you authorise, your legal advisers, any party to whom we are authorised or required by law to disclose the Personal Information, and any party to whom the person whose Personal Information we hold authorises us to disclose it.

Data quality

We take reasonable steps to make sure that the Personal Information we collect, use and disclose is accurate complete and up to date.

Data security

We take reasonable steps to protect the Personal Information we hold from misuse and loss and from unauthorised access, modification or disclosure.

Access and correction to personal information

Subject to exceptions permitted by law, an Individual may obtain access to the Personal Information we hold about them by contacting the Trustees at the address set out below. An access fee may apply. If we are informed by an Individual the Personal Information we hold about them is not accurate, complete or up to date, we will take reasonable steps to correct it.

Where we receive and keep Personal Information about an Individual from another source, generally that person will have the same access to that information and it can only be used for the same purposes and shared with the same persons as the Personal Information that you give us. However, to the extent permitted by law, Personal Information that we receive from other sources will be kept confidential.

Informing Individuals

You must inform each Individual of the contents of this Statement and Consent. By signing the Application for a grant, you acknowledge you are aware of this Statement and, on behalf of each Individual, consent to sensitive information being collected if it is necessary for the purposes of the Application.

If you require any further information about privacy, please contact us:

Philanthropy, ANZ Trustees Limited
GPO Box 389
Melbourne Vic 3001

Email: charitabletrusts@anz.com

Fax: (03) 9273 6354