



## Victorian Community Foundation – Felice Rosemary Lloyd Scholarship

### Guidelines and Grant Application

---

#### Guidelines for application

For Internet access to these Guidelines go <http://www.anz.com/aus/fin/trustees>  
For enquiries telephone **Freecall 1800 808 910**

Brian Lloyd established the Scholarship in 1985 in memory of his late wife. Felice was born in 1926, grew up in Melbourne and began studying physiotherapy in 1943. Following graduation in 1946 she worked at Fairfield Infectious Diseases Hospital and then in private practice.

In 1949 Felice travelled to England. The intention was first and foremost to travel to Britain and Europe and then gain overseas postgraduate qualifications or experience. At the time these were more highly regarded than Australian equivalents. In 1951 Felice married Brian Lloyd in Cambridge, England. Sadly, Felice died shortly afterwards in London in 1954.

Since 1985 scholarships have been distributed annually in Felice Rosemary Lloyd's name, with the same intention as she had pursued in her career – to seek overseas experience in the field of Physiotherapy.

#### **About the Scholarship**

The purpose of the Victorian Community Foundation - Felice Rosemary Lloyd Scholarship is to further the development of the Physiotherapy profession in Victoria through research and education in the science of physiotherapy by the provision of an annual scholarship that allows recipients to travel and study overseas.

The scholarship is available to recent graduates of Physiotherapy Schools, or professionals based in Victoria, Australia. The scholarship provides travel and living expenses for postgraduate study or work experience overseas in physiotherapy.

The Scholarship is not intended to be purely about gaining Post Graduate Academic Qualifications. It gives at least equal importance to gaining professional experience in the field of physiotherapy.

Applicants are required to submit a detailed proposal including the names of places to be visited; the purposes of the research or experience as well as an outline of the benefits, which they anticipate will be obtained for physiotherapy in Victoria.

At least one scholarship will be awarded each year. The value of the scholarship will be \$10,000.

Applications close in **October** each year. These are considered by the VCF - Felice Rosemary Lloyd Trust Advisory Panel. The Panel makes recommendations to ANZ Trustees, being the Trustee of the Victorian Community Foundation – Felice Rosemary Lloyd Scholarship.



The Trustees like to meet with short listed applications prior to awarding scholarships and this will happen in November each year. The Trustees advise applicants of decisions by the end of December each year.

Members of the VCF - Felice Rosemary Lloyd Trust Advisory Panel currently include:

- The Head of the School of Physiotherapy at La Trobe University (or nominee)
- The Head of the School of Physiotherapy at Melbourne University (or nominee)
- A representative of Felice Rosemary Lloyd's Family
- Other member who from time to time the Advisory Panel recommends to ANZ Trustees
- A representative of ANZ Trustees

**Please read the Guidelines and Instructions on the following pages to help you complete your application.**



**Funding Guide:**

- Applicants must be from a Victorian University or affiliated to a Victorian University or Professional Institution that has TCC (Tax Concession Charity) and DGR (Deductible Gift Recipient) status.
- Scholarships of up to \$10,000 will be awarded.
- Scholarships are given for project costs including travel and living expenses, fees, equipment and texts.
- Applicants who applied for a Scholarship in previous years and were unsuccessful can re-apply.
- Grants can only be awarded to organisations with DGR status in Victoria and not individuals.
- Applicants may be asked to meet with the sub committee in November to discuss their application.

**Scholarships are given for:**

- Travel and living expenses overseas.
- For Postgraduate study or in physiotherapy or a related field.
- For work experience or training in physiotherapy or a related field.

**Preference for scholarships is given to:**

- Individuals who have graduated within the last five years.
- Graduates less than 35 years of age.
- Graduates who wish to travel overseas to further professional expertise and knowledge.
- Graduates who can clearly demonstrate how they will disseminate the benefit of their study and experience to Physiotherapy in Victoria.

**Closing date: 1 OCTOBER each year.**

Late Applications cannot be accepted

**All Applications must be lodged with:**

**Post or delivery:**

VCF Felice Rosemary Lloyd Trust Fund Scholarship  
Philanthropy Partners, ANZ Trustees Limited  
GPO Box 389D,  
Melbourne, 3001



## Instructions:

### A. Administration Requirements

- Complete and sign the Grant Application Cover Sheet and the Privacy Statement and Consents forms.
- You **must** provide certification from the Australian Tax Office (ATO) that shows that the ATO has endorsed the organisation's tax status and DGR status with effect from 1<sup>st</sup> July 2000 or later.
- These signed statements, together with the Detailed Project Description should be mailed to Philanthropy Partner - ANZ Trustees. Lodgement details are provided above.

### B. Detailed Project Description

The detailed project description should include the following:

- Title of the proposed project.
- A detailed description (4 pages is usually sufficient) including:
  - Project Rationale
  - Objectives
  - Project outline
  - Expected outcomes.
- Starting and completion dates should be provided.
- A brief schedule of how you intend to disseminate your experience to advance physiotherapy in Victoria on completion of the project.
- Details of the projected total budget, including
  - Project costs, fees, equipment and texts
  - Living expenses
  - Travel Costs
  - Amount requested from this Scholarship
- Other sources of financial support including other scholarships or pending applications for funding.

### C. Other Information

- Written reference from your academic supervisor(s) or professional (work based) supervisor. Telephone, fax, and e-mail addresses should be included.
- Written reference from a personal referee (who has known you for at least 3 years and is not a member of your family). Telephone, fax, and e-mail addresses should be included.

### D. General Conditions

- Acceptance of funds from the VCF Rosemary Lloyd Trust Fund Scholarship will mean that:
  - The Scholarship is taken up within the 12 months of the award
  - Scholarships are paid to organisations or institutions in Victoria with DGR status, and not individuals.
  - A report must be submitted after 12 months and progress reports (if scholar will be overseas for longer than 12 months for the duration of the project).
  - A final report on the Scholarship must also demonstrate how the experience expertise gained has been shared with others in the profession or related professions in Victoria.
  - That funds are spent in accordance with the outlined proposal.

## Enquiries:

- **Facsimile:** (03) 9273 6354
- **Telephone:** FREECALL™ 1800 808 910 or (03) 9273 6799
- **Internet access available at:** <http://www.anz.com/aus/fin/Trustees/>



**VCF - Felice Rosemary Lloyd Trust Fund Scholarship  
Philanthropy Partners, ANZ Trustees Limited  
ABN 33 006 132 332**

**Scholarship Application – Cover Sheet**

*Please complete the following information as part of the application to the:*  
**Victorian Community Foundation (ABN 23 598 387 218)**  
**Felice Rosemary Lloyd Trust Fund Scholarship**

<b>Applicant Name</b> Phone Fax E-mail address	
<b>Title of Project</b>	
<b>Brief Description of Project</b>	
<b>Location at which you intend to carry out your project</b>	
<b>University/Institute at which you studied</b> Name Course Title Years of study Contact Phone Fax E-mail address	
<b>Institute or Organisation at which you currently study or work.</b>	
<b>Amount (\$) of Scholarship Being Requested</b>	\$
<b>Applicant's (Student's) declaration</b> I, (insert full name) _____ have permission from my university / workplace for this application 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 the VCF – Felice Rosemary Lloyd Trust Fund Scholarship including this Statement and Consent to Use of Personal Information, and agree to those terms and conditions.	
<b>Applicant's signature</b> <b>Date signed</b>	
<b>Organisation / institution declaration</b> I, (insert full name) _____ undertake to support the application of the named applicant above. We attach a copy of our organisations tax status and DGR status.	
<b>Signature on behalf of</b> _____	
<b>Date signed</b>	



## **PRIVACY STATEMENT AND CONSENTS**

This statement applies to ANZ Trustees Limited ABN 33 006 132 332 (**ANZ Trustees**) as Trustee for the Victorian Community Foundation – Felice Rosemary Lloyd Trust Fund Scholarship (**Trust**) 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 an Individual informs us 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 Partners, ANZ Trustees Limited

GPO Box 389D, Melbourne, 3001

FREECALL™: 1800 808 910 or (03) 9273 6799

Fax: (03) 9273 6354