



The Mac.Rob Foundation Grants Policy

Overview:

The mission of The Mac.Rob Foundation is to advance the education of young women in Victoria and as a philanthropic organisation it is dedicated to enabling the education and advancement of young women through scholarship, educational opportunity and enhanced tertiary pathways.

Purpose of this policy:

To ensure that all grants awarded by The Mac.Rob Foundation are guided by a clear direction of intent and that the community is aware of the criteria for application.

Rationale of the policy:

The Mac.Rob Foundation is established to reflect the values Sir Macpherson Robertson placed on the importance of women's education when making a significant gift for the establishment of The Mac.Robertson Girls' High School in Victoria in the 1930s. The Mac.Rob Foundation has three foci of philanthropy including:

1. Grants/Bursaries – providing assistance to eligible students whose families are in genuine financial need. Examples include fee relief and to enable students to engage in extra-curricular programs that may have been financially prohibitive to them.
2. Grants/Scholarship – to acknowledge excellence through financial support and/or recognition to enable students of excellence to engage in extra-curricular programs. Examples include study tours, language exchanges, music competitions etc.
3. Grants/Alumnae Scholarship – to provide young women with financial support to undertake university courses.

While The Mac.Rob Foundation is committed to enabling and encouraging exceptional female students in Victoria, it has a responsibility to make careful decisions with sound fiscal management.

Fundamentals:

- ✓ Every grant dollar should produce maximum benefit for the student and/or community;
- ✓ Every grant should be based on a coherent and plausible rationale;
- ✓ Every grant should be awarded on the basis of clear, transparent and publicly accessible criteria;
- ✓ Everyone who is eligible to apply for the grant should be given the opportunity to do so; and
- ✓ Every grant initiative should be evaluated.

Australian Institute of Grants Management, 2016, (page 7)

Grants Committee:

Composition

The Grants Committee will be no larger than five in number and be comprised of at least two Directors; the remainder of the Committee will be community members.

1. Ms Margaret Akins
2. Dr Lesley Boston AO
3. Ms Chris Kelly
4. Dr Toni E. Meath

Code of Practice for The Mac.Rob Foundation Grants Committee:

Responsiveness

- ✓ A grant maker shall respect the work and expertise of their grantees, partners and stakeholders, and shall strive for relationships based on candour, understanding and respect.
- ✓ A grant maker shall take into account the interests of the wider community and the grant making profession in designing and executing a grants program.

Objectivity

- ✓ A grant maker shall observe policies to address conflicts of interest and do all in their power to ensure that others do the same.
- ✓ A grant maker shall ensure that grantee assessment and selection is based purely on published criteria and is without personal or institutional bias.
- ✓ A grant maker shall not intentionally mislead prospective grantees

Efficiency

- ✓ A grant maker shall continuously seek to improve the performance of their grant making operation based on previous experience and outside information.
- ✓ A grant maker shall remember that administration is a cost, not an outcome.
- ✓ A grant maker shall not place their own interests above those of the grants project.

Effectiveness

- ✓ A grant maker shall always provide honest and accurate information and advice to their organisation.
- ✓ A grant maker shall, to the maximum extent possible, freely share the learnings from their work with the grant making profession, the not-for-profit sector, and the wider society.

Applying for a Grant:

The Mac.Rob Foundation conducts an Annual Grants Program, made up of:

1. Grants/Bursaries
2. Grants/Scholarship
3. Grants/Tertiary Scholarship (to start in 2017)
4. Grants/Buildings/Resources (to start in 2019)

Eligibility:

Applicants must be a female secondary or post-secondary student normally residing in the State of Victoria and be aged between 13 and 30 years.

Grant Decisions:

Decisions about successful applications are final and are made by the Grants Committee.

Criteria for Grants:

1. **Grants/Bursaries** – providing assistance to eligible students whose families are in genuine financial need. Examples include fee relief and to enable students to purchase books, resources, uniform that may have been financially prohibitive to them. The intent of this is to have a full secondary school experience.

Criteria:

- ✓ May be granted without applying (through recognition of hardship via a school's Principal Class and/or Wellbeing Team)
- ✓ Genuine financial need (evidence to be provided e.g. Health Care Card, Parental Tax return etc.)

2. **Grants/Scholarship** – to acknowledge excellence through financial support and/or recognition to enable students of excellence to engage in extra-curricular programs. Examples include study tours, language exchanges, music competitions etc.

Criteria:

- ✓ Must be applied for via The Mac.Rob Foundation Grants Application Form (Appendix A Mac.Rob Scholarship)
- ✓ Awarded for excellence to provide opportunity
- ✓ Must be refereed by 2 teachers (Appendix C)
- ✓ Student must be performing in the top 5% of her cohort to be eligible
- ✓ Successful applicant must write a report on the completion of the scholarship to go in their school's newsletter/website/magazine

3. **Grants/Tertiary Scholarship** – to provide early secondary school graduates with financial support to undertake university courses.

Criteria:

- ✓ Must be applied for via The Mac.Rob Foundation Grants Application Form
- ✓ Genuine need (evidence required)
- ✓ (Appendix B Alumnae Scholarship)
- ✓ Awarded for excellence to provide opportunity
- ✓ Successful applicant must write a report on the completion of the scholarship to go in the school newsletter/website/magazine

Appendices

Appendix A



The Helen Turner Scholarship

Intent:

Assisting eligible students whose families are in genuine financial need. Examples include fee relief and to enable students to purchase books, resources, uniform, that may have been financially prohibitive to them. The intent of this is to have a full secondary school experience.

Criteria:

- ✓ Private and confidential
- ✓ May be granted without applying (through recognition of hardship via the school's Principal Class and/or Wellbeing Team)
- ✓ Genuine financial need (evidence to be provided e.g. Health Care Card, Parental Tax return etc.)
- ✓ Interview 6 months after scholarship received to see how it is making a difference

SECTION 1 Applicant Details

Name:

Form:

Home Address:

SECTION 2 Scholarship Details

Scholarship Title:

Brief description of the how this scholarship would assist you:

If the project requires interstate or overseas travel please give details (destination(s), method of travel, cost):

Support Documentation (please provide any documentation):

SECTION 3 – Referees

2 x Teacher Statements of support for The Mac.Rob Foundation Scholarship (Appendix C)

SECTION 4 – Declaration

I declare that the information contained in this application is true and correct. I have read and understand the rules relating to this grant and I agree that The Mac.Rob Foundation, DET or my school, will not be liable for any additional expenses that I may incur as a result of my acceptance of the award.

Signed:

Date:

Appendix B



The Academic Excellence Scholarship

Intent:

To acknowledge academic excellence through financial support and/or recognition to enable students of excellence to engage in extra-curricular programs. Examples include study tours, language exchanges, music competitions etc.

Criteria:

- ✓ Must be applied for via The Mac.Rob Foundation Grants Application Form
- ✓ Awarded for excellence to provide opportunity
- ✓ Possible panel interview for selection
- ✓ Must be refereed by 2 staff members of her school
- ✓ Public recognition –published in her school’s annual Speech Night Program
- ✓ Student must be performing in the top 5% of her cohort to be eligible
- ✓ Successful applicant must write a report on the completion of the scholarship to go in the school newsletter/website/magazine
- ✓ Interview 6 months after scholarship received

SECTION 1 Applicant Details

Name:

Form:

Home Address:

SECTION 2 Scholarship Details

Scholarship Title:

Brief description of the how this scholarship would assist you:

If the project requires interstate or overseas travel please give details (destination(s), method of travel, cost):

Support Documentation (please provide any documentation):

SECTION 3 – Referees

2 x Teacher Statements of support for The Mac.Rob Foundation Scholarship (Appendix C)

SECTION 4 – Declaration

I declare that the information contained in this application is true and correct. I have read and understand the rules relating to this grant and I agree that The Mac.Rob Foundation, DET or my school, will not be liable for any additional expenses that I may incur as a result of my acceptance of the award.

Signed:

Date:

Appendix C



The Mac.Rob Foundation Graduate Scholarship

SECTION 1 Applicant Details

Name:

Form:

Home Address:

SECTION 2 Scholarship Details

University/Program Scholarship Title:

Brief description of the opportunity you wish to participate in:

If the project requires interstate or overseas travel please give details (destination(s), method of travel, cost):

Support Documentation (please provide any documentation):

SECTION 3 – Referees

2 Statements of support for The Mac.Rob Foundation Alumnae Scholarship

SECTION 4 – Declaration

I declare that the information contained in this application is true and correct. I have read and understand the rules relating to this grant and I agree that The Mac.Rob Foundation, DET or my school will not be liable for any additional expenses that I may incur as a result of my acceptance of the award.

Signed:

Date:

