GRADUATE MENTORSHIPS

How to Apply
Guidelines and Expression of Interest form

CLOSING DATES
31 October 2012
for projects commencing in 2013

Please note: it takes at least 15 weeks from the closing date until funding results are available.
**Program Overview**

The Graduate Mentorships Program is funded by the Victorian Government and administered by the Faculty of the Victorian College of the Arts and the Melbourne Conservatorium of Music (VCA & MCM).

The Program offers a $25,000* mentorship to be undertaken collaboratively by a mentor and a graduate of the Faculty of the VCA & MCM, with the purpose of the graduate developing professional expertise in their artform.

(*The total value of each mentorship is $25,000 but a small portion of this amount may at the discretion of the Faculty of the VCA & MCM be allocated to cover the costs of induction, feedback and debriefing sessions.)

The Program is offering four mentorships per year between 2013 and 2015.

**Program Objectives**

The objectives of the program are:

1. To create the opportunity for VCA or MCM graduates to gain professional experience in their artform,
2. To provide mentors with the opportunity to nurture emerging talent in their sector, and
3. For the mentor and graduate to create a new arts project such as a performance, screening, exhibition or publication.

**Eligibility**

People who graduated from the VCA or MCM in 2010, 2011 or 2012 and who will not be students at the VCA or the MCM during 2013 are eligible to apply for funding under the Graduate Mentorship Program.

**Program Criteria**

The Mentorship Program will support applications that:

- have a vibrant and innovative artistic and project concept,
- involve the graduate in exploring their practice and
- support the graduate to develop professional skills.

Applicants should note that the proposed arts projects must result in public outcomes in the State of Victoria.

Mentorships can be used to formalise an existing relationship between the mentor and the graduate.

**Mentors**

For applicants there are two ways to find a mentor:

1) Applicants may contact a mentor of their choice and in their application propose a mentorship with that person. The application will in this case need to include a detailed curriculum vitae of the proposed mentor and a commitment by the mentor to comply with the guidelines of the mentorship program and with the relevant codes of conduct and policies of the University of Melbourne.

Mentorships can formalise an existing relationship between the mentor and the graduate. Applicants can seek recommendations on potential mentors by contacting the relevant school at the VCA or MCM. People who are currently ongoing or fixed-term staff at VCA or MCM are ineligible to serve as mentors.

2) Applicants may indicate that they would like to undertake a mentorship with a person whose name appears on the list of potential mentors supplied by the Faculty of VCA & MCM. They must, however, not contact such potential mentors directly. They need only indicate that they would
like to be mentored by a particular person and formulate their application accordingly.

The Funding
The grant will be made as periodic payments to the mentor and graduate and approved expense payments to suppliers involved in the delivery of the project.

Budgets
As part of the application the graduate is required to submit a project budget itemizing details of proposed expenditure. When developing budgets, applicants should note that:

1) Applicants who are proposing a mentor they have contacted and who is not listed as a potential mentor by the VCA & MCM should present a budget that allocates a maximum of $22,000 over the course of the mentorship and this should include a mentor’s fee of approximately $5,000.

2) Applicants who are applying to be mentored by a person proposed by VCA & MCM should present a budget that allocates a maximum of $17,000 over the course of the mentorship. Such applicants do not have to make a budget allocation for a mentor’s fee.

Evaluation of Expressions of Interest
The Graduate Mentorships Steering Group will assess the applications against the Program’s aims, objectives and criteria as described in the guidelines. Potential mentors may also be consulted during the selection process.

Graduates and mentors will then be advised in writing of the outcome of their proposal.

Graduates and mentors should not assume they will be successful, nor enter into commitments based on that assumption, before receiving formal written notification from the Faculty of VCA & MCM.

There are seven stages in the Graduate Mentorship Program:
1. A call for EOIs will be conducted by the Professional Partnerships Office at VCA & MCM in collaboration with Arts Victoria. The Program will be advertised on appropriate websites and an information session* will be held for all interested mentors and VCA & MCM graduates.
2. An EOI is submitted by the VCA & MCM graduate.
3. Mentors and graduates are notified of the outcome of their EOIs.
4. Mentorships commence, with staged monitoring by the Professional Partnerships Project Manager.
5. The mentor and graduate acquit the project after its conclusion.

* Information Session
The Graduate Mentorships Information Session will be held on the Southbank Campus at 4.00pm on Wednesday 10 October 2012. The session aims to assist both mentors and graduates to find out about the program and ask any questions regarding management and eligibility. Please see the VCA & MCM website for further details: http://vca-mcm.unimelb.edu.au/

How to submit an Expression of Interest
Read these guidelines carefully before submitting an EOI.

There are three sections that must be completed.

Section 1 – Contact Information
Section 2 – Project description and budget
GRADUATE MENTORSHIPS

Describe the mentorship and project that is to be undertaken by the VCA or MCM graduate and the mentor (no more than two A4 pages). A project budget is to be included in this section.

Section 3 – Curriculum Vitae
Attach two* curriculum vitae; one for the graduate and one for the mentor (graduates who are applying for a mentorship with a person listed by VCA & MCM do not need to include a CV for the mentor).

* Only applicants who are proposing a mentor who is not listed by VCA & MCM need to supply two CVs.

Attach all documents to the Contact Information sheet.

Presentation tips
All written material must be easily readable when photocopied. Please note the following:
• use plain white A4 paper for originals and photocopies
• present all material on one side of the page only
• use black ink only
• do not use a font smaller than Times New Roman 12 or Helvetica 11
• do not staple, bind or place your proposal in a folder

Graduate/Mentor responsibilities
If an application is successful the graduate and mentor will be required to:
• work collaboratively in the planning, delivering, monitoring and evaluation of the mentorship program
• work to deliver the program in line with the proposal and comply with all assessment and reporting processes
• acknowledge the support of Arts Victoria and the Faculty of VCA & MCM in publicity material relating to the project
• liaise with staff of Arts Victoria and the Faculty of VCA & MCM with the aim of creating opportunities for publicity about their project
• provide an acquittal report. This must include an authorised statement of how the allocated funds were spent as well as copies of any publicity materials produced in relation to the project and a statement by the graduate detailing the benefits gained from the project. Where applicable, documentation of any project outcomes such as exhibitions, performances or screenings should also be included in the acquittal.

CHECKLIST

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<thead>
<tr>
<th>Before Submitting an Expression of Interest make sure you have:</th>
<th>Y/N</th>
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<tbody>
<tr>
<td>Carefully read these guidelines</td>
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<tr>
<td>Completed the contact information</td>
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<td>Enclosed a copy of the Project Proposal, Budget, VCA &amp; MCM Graduate’s CV, Mentor’s CV (if applicable).</td>
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<td>Signed the declaration</td>
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<td>Retained a copy of the Expression of Interest for your own records</td>
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Page 4 of 7
Program enquiries
Further information about the program can be obtained from the VCA & MCM Professional Partnerships Office:

Professional Partnerships Office
Faculty of VCA and MCM
Brian Long
Telephone: 03 9035 9133
Email: vcamcm-partnerships@unimelb.edu.au
Website: http://www.vca-mcm.unimelb.edu.au/partnerships

Where to send the Expression of Interest
Expressions of interest postmarked up to and including the specified closing date will be accepted.

Postal Address
Graduate Mentorship Program
Faculty of VCA and MCM
Attn: Brian Long
234 St Kilda Road
Southbank VIC 3006
**Section 1 – Contact Information**

**VCA or MCM Graduate**

<table>
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<tr>
<th>Name</th>
<th>Address</th>
<th>Mobile</th>
<th>Email</th>
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Year of Graduation from VCA or MCM (please circle one)

| 2010 | 2011 | 2012 |

Artform

**Section 2 – Mentor**

If you are applying for a mentorship with a person **listed by VCA & MCM as potential mentor** go to section 2A.

If you are applying for a mentorship with a person who **IS NOT listed** by VCA & MCM as potential mentor go to section 2B.

**SECTION 2A.**

Name of desired mentor as it appears on the list provided by VCA & MCM

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<th>Name:</th>
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**SECTION 2B.**

Full Name of proposed mentor:

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<th>Street Address:</th>
<th>Postcode</th>
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<th>Postal Address (if different):</th>
<th>Postcode</th>
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<tr>
<th>Business Hours Phone</th>
<th>Alternative Phone/Mobile</th>
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<tr>
<th>Email</th>
<th>Fax</th>
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Mentor website (if applicable)
Section 3 – Further Information
Describe the collaboration and/or project that is to be undertaken by the mentor and the VCA or MCM graduate (no more than two A4 pages). A budget is to be included as part of the EOI.

Section 4 – Curriculum Vitae
Attach two* curriculum vitae; one for the graduate and one for the mentor (graduates who are applying for a mentorship with a person listed by VCA & MCM do not need to include a CV for the mentor).

* Only applicants who are proposing a mentor who is not listed by VCA & MCM need to supply two CVs.

Attach all documents to the Contact Information sheet.

Declaration
We have read the program guidelines, eligibility and evaluation criteria and certify that to the best of our knowledge the information provided in this application is true. We have provided a completed Contact Summary Form, budget, written proposal and appropriate support material.

Signature
VCA or MCM Graduate: Date / / 
Name (Please print):

Signature
Mentor*: Date / /
Name (Please print):

*Only mentors who are not on the VCA & MCM list of potential mentors are required to sign here.