GRADUATE MENTORSHIPS

Guidelines

CLOSING DATES
21 October 2013
for projects commencing in 2014

Please note: it takes at least 15 weeks from the closing date until funding results are available.
Graduate Mentorships

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 four $25,000* mentorships to be undertaken collaboratively by four mentors and four graduates 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 and 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 2011, 2012 or 2013 or who will complete their degree in 2013 and who will not be students at the VCA or the MCM during 2014 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
Applicants should contact a mentor of their choice and in their application propose a mentorship with that person. The application must 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.

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. The budget should allocate a maximum of $25,000 over the course of the mentorship and should include a mentor’s fee of approximately $5,000.

**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 online 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 4 September 2013**. 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://www.vca-mcm.unimelb.edu.au/graduate_mentorships](http://www.vca-mcm.unimelb.edu.au/graduate_mentorships)

**How to submit an Expression of Interest**

Read these guidelines carefully before submitting an EOI.

All applications must be submitted online at [http://www.vca-mcm.unimelb.edu.au/graduate_mentorships](http://www.vca-mcm.unimelb.edu.au/graduate_mentorships)

There are three sections that must be completed.

**Section 1 – Contact Information**

**Section 2 – Project description and budget**

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.

**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.

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

ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT

http://www.vca-mcm.unimelb.edu.au/graduate_mentorships