PROFESSIONAL PATHWAYS
SCHOLARSHIPS

Guidelines for applicants

CLOSING DATE
14 October 2013
for projects commencing in 2014

Please note: it takes at least 15 weeks from the closing date until funding results are available.
Program Overview
The Professional Pathways Scholarship 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 $25,000 scholarships to be undertaken collaboratively by a Victorian not-for-profit arts organisation and a recent VCA & MCM graduate, with the purpose of providing the graduate with professional expertise in their artform sector. The organisation may engage the graduate to work on its core artistic program or to be involved in a specific project that is devised by the graduate and the organisation.

The Program is offering seven scholarships in each of 2014 and 2015.

Program Objectives
The objectives of the program are twofold:

1. To create an opportunity for recent VCA or MCM graduates to gain professional experience in their artform sector while working in a diverse and challenging environment.
2. To provide Victorian not-for-profit organisations with the opportunity to nurture emerging talent.

Eligibility Criteria
To be eligible for funding under the Professional Pathways Scholarship Program applications must demonstrate the potential to:

- employ a person who graduated from the VCA or MCM within the last three years (i.e. for the 2014 program, in the years 2011, 2012 or 2013) and is not currently a student at the VCA or the MCM,
- realise a vibrant and innovative artistic and project concept,
- involve the graduate in exploring their practice,
- support the graduate’s development of professional skills, and
- create opportunities for organisations to develop new projects.

Scholarships can formalise an existing relationship between the organisation and the graduate only if such a relationship is of a casual nature (i.e. when the graduate does not regularly work a set number of hours for the applicant organisation).

Eligibility of companies
Arts companies that have previously been in receipt of funding under the Professional Pathways Scholarship Program are not eligible to apply for the 2014 round.

The Funding
The grant will be made as a payment to the organisation. It is required to submit a budget as part of the application itemizing the proposed expenditure. At least 80 percent ($20,000) of the grant must be paid in salary to the graduate. Salary-related on-costs are to be covered from the remaining $5,000 that is intended to cover relevant costs incurred by the organisation.

The project can run from between six to twelve months with the graduate working either full-time or extending the length of the collaboration and working part-time.

Evaluation of Expressions of Interest
The Professional Pathways Scholarship Program invites Victorian not-for-profit organisations and VCA or MCM graduates to jointly submit an Expression of Interest (EOI).

Representatives from the Arts Victoria Youth Arts Reference Group (YARG), which consists of arts industry representatives of 26 years of age and under, will assess the EOIs against the program’s aims, objectives and criteria as described in these guidelines. The YARG will then make recommendations to the Professional Pathways Steering Group that comprises representatives from VCA & MCM and Arts Victoria.

Graduates and organisations will be advised in writing of the outcome of their proposal.
Graduates and organisations should not assume that they will be successful, nor enter into commitments based on that assumption, before receiving formal written notification from the Faculty of the VCA and MCM.

There are seven stages in the Professional Pathways Scholarship Program:

1. A call for EOI's will be conducted by the Professional Partnerships team 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 organisations and VCA & MCM graduates.

2. An online application is jointly submitted by the organisation and the VCA or MCM graduate via the program website: [http://www.vca-mcm.unimelb.edu.au/professional_pathways_scholarships](http://www.vca-mcm.unimelb.edu.au/professional_pathways_scholarships)

3. Representatives of the Arts Victoria YARG assesses the EOI's.

4. The YARG recommendations are then made to the Professional Pathways Steering Group.

5. Organisations and graduates are notified of the outcome of their EOI's.

6. Scholarships commence, with staged monitoring by the Professional Partnerships Project Manager.

7. The company and graduate acquit the project after its conclusion.

*Information Session*

The Professional Pathways Information Session will be held in the Founders Gallery on the Southbank campus at 4.00pm on Wednesday 28 August 2013. The session aims to assist both organisations 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/professional_pathways_scholarships](http://www.vca-mcm.unimelb.edu.au/professional_pathways_scholarships)

How to submit an Expression of Interest

Read these guidelines carefully before submitting an EOI.

There are three sections that must be submitted.

**Section 1 – Contact Information**

**Section 2 – Description of the Role**

Describe the collaboration and/or project that is to be undertaken by the organisation and the VCA or MCM graduate (no more than two A4 pages). Ensure that you indicate the manner in which the organisation will incorporate the graduate into the professional activities of the organization that may include staff and planning meetings, program delivery, engagement with audience and/or visitors and professional development and mentoring opportunities. Upload all documents via the online application form at [http://www.vca-mcm.unimelb.edu.au/professional_pathways_scholarships](http://www.vca-mcm.unimelb.edu.au/professional_pathways_scholarships)

**Section 3 – Curriculum Vitae/Business Plan**

Upload to the online form the curriculum vitae of the graduate and the most recent business plan of the arts organisation or a document that describes what the organisation does.

Graduate/Organisation Responsibilities

If a graduate and organisation are successful in their EOI they will be required to:

- work collaboratively in the planning, delivering, monitoring and evaluation of the scholarship 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 and MCM in publicity material relating to the project,
- liaise with staff of Arts Victoria and the Faculty of VCA and 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
Before Submitting an Expression of Interest make sure you:

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<th>Y/N</th>
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<tr>
<td>Carefully read these guidelines</td>
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<tr>
<td>Attach to the online form a copy of the Project Proposal, VCA &amp; MCM Graduate’s CV, the organisation’s Business Plan or similar document.</td>
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<td>Retain a copy of the Expression of Interest for your own records</td>
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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

Only online applications will be accepted.