

Women Out There Fellowship



Upholding the Presbyterian Ladies' College (Melbourne) values and traditions through service to the community

Please read the following Application Guidelines carefully before applying for the Women Out There Fellowship.

SECTION 1: FELLOWSHIP OVERVIEW

This Fellowship is offered by and for Presbyterian Ladies' College (Melbourne) Old Collegians' Association (PLC OCA). It has been made possible by previous generations of Old Collegians to:

1. demonstrate the importance that PLC and its Old Collegians place on community service
2. provide funds for projects that promote and support community engagement
3. support the work of PLC Old Collegians in their community.

SECTION 2: SELECTION CRITERIA

- The Fellowship is open to projects based in Australia and/or abroad.
- Applications will be accepted for projects costing up to \$5,000, but the Fellowship **cannot be used to part-fund projects** that depend on additional fundraising to proceed.
- The Fellowship can be used to fund a new initiative OR to expand/extend a project that is already up and running (however expansion must represent a **new phase of the existing project**).
- All funds must be allocated within twelve months of the Fellowship being awarded.
- The Selection Committee will not consider projects deemed to be controversial or risky, or that may potentially negatively impact the School's or Association's reputations.
- To ensure all legal and organisational requirements are met, project organisers must have all necessary permissions / endorsements / documentation **in place at the time** the application is lodged (for example: police checks, Working with Children Checks, copyright licences, government/council approvals, COVID-19 safety protocols etc.).

SECTION 3: APPLICATION GUIDELINES

These guidelines will help you make your application as strong as possible.

1. About the project

- *Show how you will use the Fellowship to make a difference.* Whether you are starting something new or supporting a project that is already established, you need to explain the impact you will make and how you will measure/demonstrate that impact. (Pages 2 and 3 of the application form)
- *Describe why you need the Fellowship.* What makes you confident that your project is needed and that you will be able to make impact in your target community? (Pages 4 and 6 of the application form)

2. About you and your team

- *Explain why your project will succeed.* What knowledge, skills, experience, networks, resources, or other assets will you bring to your project? What can you tell the assessors that will give them confidence you will achieve your goals? (Page 5 of the application form)
- *Referee statements can be powerful so make them count.* Ensure your referees understand your project in enough depth to provide the required information. They should focus on why you are the person to implement this project, rather than 'soft' or vague statements that do not add weight to your submission. (Page 9 of the application form)

3. Final tip

- *Allow plenty of time to assemble supporting documentation.* It can take time to get references and other approvals, permits or legally required documents together so start early.

SECTION 4: FELLOWSHIP REQUIREMENTS

The successful Fellowship recipient/s will be asked to complete an agreement to provide the following:

1. Presentation

The Fellow will give a short presentation to the PLC OCA following announcement of their award, to share details of their project and the impact they expect to make.

2. Written Report

The Fellowship winner will need to submit a written report to the President of the PLC OCA by 1 February of the year following their award. This report will be shared in the public domain.

3. Expenditure Statement

The written report should include a statement showing how the Fellowship money was spent.

SECTION 5: PROPOSAL REVIEW AND TIMELINE

Applications will be reviewed by a Fellowship Selection Committee of at least three people (one nominated by the PLC OCA, one elected at the AGM of the PLC OCA, and the appointed Chairperson).

The Committee will inform the PLC OCA through the President of the name/s of the successful recipient/s and their project/s. The Committee's decision will be final, and no correspondence will be entered into.

The Committee will review and rank applications according to:

- the potential positive impact of the project
- the perceived viability of the project as it is presented in the application
- how well the project meets the selection criteria for the Fellowship.

Applications close 30 September 2026 (5:00pm AEST). Please be mindful of any time zone differences. Late submissions will not be accepted.

For all enquiries, please email plcwotf@gmail.com.