MANNING CLARK HOUSE INDIGENOUS FELLOWSHIP

CONDITIONS OF AWARD

1. INTRODUCTION

Manning Clark House (MCH) is offering a fellowship to assist researchers, creative practitioners and students with the accommodation expenses associated with undertaking research, a creative project, coursework or any other cultural or educational program at the Australian National University, University of Canberra, AIATSIS, The National Library of Australia, National Archives or any other National Institution in Canberra. The closing date for applications is January 15, 2015. The offer of fellowship will be posted to the successful applicant in the first week February 2015. The fellowship can be taken up from February 28, 2015.

2. BENEFITS

The successful recipient will receive 12 months rent-free accommodation at ‘The Gamekeeper’s Cottage’, a separate studio apartment in the Heritage listed historic gardens of Manning Clark House in the suburb of Forrest. The equivalent value of this Fellowship is approximately $26,000 per year.

The apartment is simply furnished and MCH will provide access to the main house its facilities and events to the scholar for the duration of the fellowship. The Fellowship does not include a stipend or living allowance and the usual renter’s costs of utilities (e.g. electricity, phone, etc.) are the responsibility of the Fellowship holder.

More information regarding Manning Clark House can be found at http://manningclark.org.au/

3. ELIGIBILITY

In order to be considered for the fellowship, an applicant must be:

(a) Aboriginal, Torres Strait Islander or Maori
(b) Enrolled or affiliated with, or invited by, a Canberra based university, archive, library, cultural organization or similar for the purposes of undertaking an official program of study, research or creative practice.
(c) Able to demonstrate financial need

4. APPLICATION

Applicants are required to apply directly to the office of Manning Clark House providing the following information:

(a) Name, Address and Contact Details
(b) Proof of enrolment, offer of admission, invitation or letter of affiliation.
(c) A brief statement about yourself including what you are/will be studying or researching, or what your creative program will consist of, a contact person at the institution or organization where you will undertake your program or studies, and when you commenced/will commence.
(d) An outline of your personal circumstances and how the Fellowship will assist you and enable you to pursue your creative program, studies or research in Canberra.

Applications should consist of no more than two pages.

5. SELECTION

The director and committee of Manning Clark House will make a recommendation for the award of this Fellowship, with advice from members of the Aboriginal community in the Canberra region.
The Committee shall select for the Fellowship a person who, in their opinion, best aligns with the eligibility criteria of the Fellowship.

The Fellowship shall not be awarded if, in the opinion of the Selection committee, there is no candidate of sufficient merit. The Committee reserves the right to make no awards in a given year or to make an award at other times in exceptional circumstances as determined by the Committee. The Committee reserves the right to revise the awards from time to time.

6. CONCURRENT HOLDING OF OTHER SCHOLARSHIPS/AWARDS

Scholars must submit a written request to Manning Clark House to hold other scholarships/awards concurrently with the Manning Clark House Indigenous Fellowship (excepting ABSTUDY or equivalent).

Failure to declare holding another award or scholarship may result in the scholar being required to surrender the Fellowship, as determined by Committee.

7. CANDIDATURE

The Fellowship is awarded on the condition that the applicant is enrolled, affiliated or invited to participate in a creative or scholarly program at an eligible institution. The recipient must remain actively engaged with the given program for the duration of their Fellowship.

8. COMMENCEMENT & DEFERRAL

The Fellowship will usually commence at the beginning of the academic year for which it is offered, unless otherwise stated in the letter of offer or approved by the Director of Manning Clark House.

9. SCHOLARSHIP DURATION

The Fellowship is tenable, subject to satisfactory progress, for 12 months.

10. ATTENDANCE

The Fellowship holder is expected to begin their creative or scholarly program at the commencement of their fellowship (as specified in the Letter of Offer) and to remain enrolled or affiliated during the fellowship year.

The Fellowship holder is expected to remain resident at The Gamekeeper’s Cottage at Manning Clark House, and not to sublet the premises or leave them vacant for long periods. Advance notice should be provided to Manning Clark House in writing of any planned absences longer than 2 weeks from the premises.

The contents of “The Gamekeeper’s Cottage”, including ceremonial objects, furnishings, linen, kitchenware, books and other household items (except those that are the personal property of the Fellow themselves), remain the property of Manning Clark House and must remain in the cottage at the end of the Fellowship.

Security for “The Gamekeeper’s Cottage” is the personal responsibility of the Fellowship holder and no liability for damage or loss to personal property will be accepted by Manning Clark House. The main house and cottage must be locked at all times when unoccupied.

The fellowship holder, at the end of their fellowship period, will ensure that the Gatekeeper’s Cottage at Manning Clark House is generally clean and tidy. All surfaces must be wiped down and mould removed where needed. Marks must be cleaned from the walls, furniture or other surfaces and all rubbish removed. The bathroom and toilet must be hygienic and clean. No personal items must be left in the cottage after the fellowship period has ended. The outside areas of the cottage must be swept and tidy. All linen belonging to the cottage must be clean and folded. Keys to the cottage must be returned to Manning Clark House on the last day of residency.

If the fellowship holder has difficulty with cleaning the cottage at the end of the fellowship, or needs assistance or advice about removals, they may ask the Manning Clark House office to help or to put them in touch with an appropriate organisation.

If the fellowship holder needs advice or assistance at any time during their fellowship, on any domestic matter – such as setting up a bank account, connecting a phone, budgeting, meal planning, arranging a welcome to country - or any health related problems they should contact the office of Manning Clark House.
11. LEVEL OF PERFORMANCE

MCH Indigenous Fellowship holders are expected to achieve satisfactory academic results, creative outcomes or research progress throughout the tenure of the Fellowship. Failure to achieve at an acceptable level, without providing evidence of extenuating circumstances or a valid reason, may result in suspension and/or termination of the scholarship.

12. TERMINATION AND WITHDRAWAL FROM PROGRAM

The Fellowship will be terminated if the scholar fails to enrol in a program, accept an invitation or obtain appropriate affiliation by the date stated in the scholar’s letter of offer.

The Fellowship will terminate at the conclusion of 12 months or on the date on which the scholar ceases involvement in their program of study or creative practice, other than for approved absences, whichever is the earlier.

Manning Clark House may terminate the Fellowship before this time if the scholar does not fulfil their obligations or meet the required level of performance.

13. TAXATION

It is the Fellow’s responsibility to determine the taxation implications of the award, if any, which apply to his/her individual circumstances.

14. FELLOWSHIP RESPONSIBILITIES

The Fellowship holder may be asked to:

(a) Provide keys to the main house to visiting scholars who arrive outside of business hours and provide any other minor household maintenance as agreed with MCH;
(b) Present a brief talk at the house on the topic of their research.
(c) Adhere to the code of conduct for residents of Manning Clark House (a copy to be provided upon acceptance of the Fellowship)

In addition, the Fellowship holder is expected to contribute to the intellectual and cultural life of Manning Clark House by attending events held on the premises (such as lectures, poetry readings, exhibitions, concerts, debates, forums, book launches and conferences), when possible, and by engaging with resident and visiting scholars and artists.
15. PUBLICITY

It is anticipated that the Fellow may be requested to participate in publicity of the Fellowship from time to time. This may include publicity in the state or territory of residence or of schooling.

On occasions, the Fellow may be contacted by Manning Clark House to participate in activities including, but not limited to, an interview, a photograph, and a formal presentation ceremony. MCH may also request written responses from the Fellow which can include, but is not limited to, a summary of basic profile information, descriptions of their experiences in Canberra, and a note of appreciation for the Donor who has funded their fellowship.

Manning Clark House may publicise the Fellowship by publishing the names of Fellowship holders.

16. CONTACT WITH MANNING CLARK HOUSE

Contact with Manning Clark House should be done in writing.
Telephone (02) 6295 1808, (02) 6295 9433
info@manningclark.org.au