

## **TERTIARY SUPPORT PROGRAM GUIDELINES**

### **About the Bass Coast Community Foundation**

The Bass Coast Community Foundation (BCCF) exists to make a positive difference in people's lives within the Bass Coast region. We achieve this by seeking donations from individuals, families and businesses to contribute to a permanent fund specifically for the benefit of local people and projects. A percentage of this fund is allocated annually to address local needs, with the remaining funds invested long term as a permanent community asset.

Our Community Foundation is one of over fifty Community Foundations operating around Australia. We are a registered charity, defined by the boundaries of the Bass Coast Shire in South Eastern Victoria. We are governed by a board of voluntary directors, all of whom live locally and have an extensive knowledge of the local community and its unique & diverse needs.

Since establishment in 2002, our Foundation has assisted projects which benefit local youth, & the aged and promote community wellbeing. We are committed to working in partnership with community members and organisations to strengthen and enrich local life through effective giving.

### **What is the Tertiary Support Program?**

The tertiary support program was established to encourage the uptake and completion of tertiary studies by Bass Coast students. The program recognises that students are in need of financial & social support as well as course and career guidance in order to give them every opportunity to apply for and complete a course at tertiary level. It also recognises the powerful influence a mother's education levels has on her children and aims to support a mothers re-engagement with education at both a community and tertiary level.

The program offers awards of \$4000 per year for students applying for study at a recognised Australian tertiary institution. Award recipients are matched with a mentor who will provide support for them through up to two years of study.

### **Who can apply?**

- Residents of the Bass Coast Shire who are aged under 22 years
- Students who are moving away from the Bass Coast region in order to study
- Students enrolled or who are intending to enrol in a course of study at a recognised Australian Tertiary Institution in the following calendar year.
- Courses applied for must be of at least twelve month's duration

### **What can the award be used for?**

This can be negotiated with the Bass Coast Community Foundation, but would be specifically relevant for the following:

- Accommodation expenses

- Related living expenses
- Books and other course related supplies

### **How do I apply?**

Applicants must complete the Bass Coast Community Foundation Tertiary Support Application Form and attach a letter of reference, addressing the identified information from your nominated school/University based referee. Additional references will also be accepted.

Applicants are welcome to discuss their application with the Bass Coast Community Foundation Executive Officer and are encouraged to do so to ensure they meet the eligibility requirements.

Applications must be received by no later than the closing date. The completed application with supporting documentation should be posted or emailed to:

The Executive Officer  
Bass Coast Community Foundation                      OR                      info@bccf.org.au  
PO Box 180  
Wonthaggi Vic 3995

### **Key Dates**

- |                           |   |
|---------------------------|---|
| ✓ September 1, 2017       | Applications Open                                     |
| ✓ 5 pm January 26, 2018   | Applications Close                                    |
| ✓ Early-mid February 2018 | Interviews Conducted                                  |
| ✓ Late February 2018      | Awards Offered (subject to confirmation of enrolment) |

### **Application Assessment Process**

Award applications will be evaluated by an advisory committee appointed by the Board of the Bass Coast Community Foundation. The final decision will rest with the Board of Directors.

To ensure that informed decisions are made, on occasions, applicants may be requested to provide further information. The timing of decisions will be dependent on Board meetings.

All award applicants will be notified of the outcome of their application by mail. Successful applicants will be advertised on the Foundation's website and Facebook page, as well as in the local media.

Successful applicants will be required to provide proof of enrolment prior to payments being made, and will be required to sign the conditions of the award program.