**Lloyd Martin Travelling Scholarship for Emerging Arts Leaders**

**Application Form and Terms & Conditions**

These Terms and Conditions include information on how to apply for the Lloyd Martin Travelling Scholarship for Emerging Arts Leaders and the application form (**Application**). Submission of an application is deemed to constitute acceptance of these Terms and Conditions.

# Scholarship Aims

The Lloyd Martin Travelling Scholarship for Emerging Arts Leaders (**the Scholarship**) helps the next generation of arts leaders to tackle the increasingly complex landscape facing cultural institutions in the 21st century. The Scholarship provides financial assistance of up to AUD$30,000 to arts managers and administrators for an overseas residency or study tour (collectively described as the **Study Tour**) at a critical early stage in their careers, when it will have the greatest impact on their professional development, the companies or institutions for which they work and arts administration in Australia.

The Scholarship focuses on people working in areas that are increasingly critical to the viability and success of arts companies and cultural institutions: development (philanthropy and sponsorship); education; finance; ticketing and box office; commercial/enterprises (including licensing, retail and merchandising, food and beverage); government relations; marketing; corporate/strategic communications and digital technology. Applications from other areas of arts administration will not, however, be excluded.

# Eligibility

To be eligible for the Scholarship, Applicants must:

* be an Australian citizen or permanent resident;
* work for the Opera House or one of its resident companies (the Australian Chamber Orchestra, Bangarra Dance Theatre, Bell Shakespeare, Opera Australia, Sydney Symphony Orchestra, Sydney Theatre Company,The Australian Ballet, and Sydney Philharmonia Choirs) ideally in the areas of business outlined above;
* be in the early stages of their career;
* provide a letter of in-principle support from their employer;
* provide a detailed proposal for what they would do with the Scholarship, including a costed itinerary;
* complete their Study Tour and deliver all necessary Scholarship Deliverables (Section 7) within a year of winning the Scholarship;
* be available (within reason) for media calls and publicity events during and after completion of their Study Tour, including the 50th Birthday celebrations of the Opera House in 2023;
* complete the Application Form and all Scholarship documentation in English; and
* if successful, sign the Scholarship Agreement, which will be provided to the successful applicant.

# Applications

* The period for Applications to be submitted will be confirmed by notice at https://www.sydneyoperahouse.com/general/prize-and-scholarships/lloyd-martin.html
* Applications must be submitted in Microsoft Word or PDF format to scholarships@sydneyoperahouse.com.
* Only complete Applications received by the due date will be considered.

# Selection Criteria

Applicants will be assessed on their ability to demonstrate:

* their passion for the arts and desire to further their career in the arts sector;
* their initiative and knowledge of the international landscape in their field;
* the need for, and quality and feasibility of, their detailed proposal and costed itinerary; and
* how their proposed Study Tour will benefit their professional development, the company or institution for which they work and the administration of the arts in Australia.

# Selection process

In 2023, two (2) scholarships will be awarded. The Selection Committee will select a shortlist of Applicants based on the above criteria with the successful recipients of the scholarships being the two Applicants that, in the Selection Committee’s view, best satisfy the criteria. At all stages of the process, the Selection Panel’s decision will be final and no correspondence will be entered into.

The successful Applicants will be notified by telephone or email. Details will be published on the Opera House website.

# Scholarship

The Scholarship is administered by the Opera House on behalf of the Sydney Opera House Trust and the Alexandra and Lloyd Martin Family Foundation (together, **the Organisers**). The Organisers will jointly choose the selection committee (**Selection Committee**).

For 2023 the Selection Committee will award two (2) scholarships of up to AUD$30,000.00 per scholarship to the successful Applicants (**Scholarship Winners**). In order to take up the Scholarship, the Scholarship Winners must sign a Scholarship Agreement as to their obligations and entitlements. The Scholarship Winners will be assigned an Opera House personal contact (**Liaison**), who will act as the single point of contact between the Organisers and the Scholarship Winners. The Opera House Liaison’s role is to administer the Scholarship for the Organisers, and to provide support, guidance and feedback to the Scholarship Winners.

# Scholarship Deliverables

To complete the Scholarship, Scholarship Winners must:

1. provide progress reports about the Study Tour (its progress and tracking against the costed itinerary) at no greater than three-monthly intervals;
2. deliver a final report in written form to the Selection Committee; and
3. deliver a talk to the Applicants’ professional peers, drawn from the Opera House and its resident companies, at the Opera House on a date and time agreed with the Organisers.

In meeting these Deliverables, the Scholarship Winners will work closely with the Opera House Liaison and provide the written Deliverables to the Opera House Liaison.

# General terms and conditions

1. Applicants warrant that the Application is their original work and that they are the owner of all the material submitted as part of their Application and that the Application does not infringe the intellectual property rights of any third party.
2. By submitting the Application, the Applicant grants the Organisers, jointly and severally, a licence to use and reproduce (in whole or in part) the Application in any media to promote the Scholarship, themselves and their work (crediting the Applicant where practicable). The licence includes the right to sub-license their rights to any third party.
3. To the extent permitted by law, the Applicant consents to the Organisers, jointly or severally, doing anything in relation to the Application or the communication therein that (but for this consent) would otherwise infringe any moral right that might exist anywhere in the world.
4. The Organisers reserve the right to cancel or withhold the award of any Scholarship in any year at their absolute discretion and to amend these Scholarship Terms and Conditions at any time.
5. If a selected Applicant is unable to participate in the Scholarship, then the offer by the Selection Committee to the chosen Applicant will be withdrawn and no compensation to them is payable. The Selection Committee reserves the right to select another Applicant instead.
6. If a Scholarship Winner withdraws from the Scholarship after signing the Scholarship Agreement, all funds paid to them by the Selection Committee must be reimbursed by them to the Selection Committee, except for costs that have already been reasonably incurred, as evidenced by valid receipts.
7. A Scholarship may be cancelled if the Scholarship Winner does not comply with these Terms and Conditions or the Scholarship Agreement. In that event, they must refund any payment already made to them by the Selection Committee.
8. Unless the Scholarship Winner is an Opera House employee, the Scholarship Winner does not have a relationship of employee and employer with the Organisers (jointly or severally). The Organisers are not sponsors of the Scholarship Winners. Scholarship Winners are not agents of the Organisers. Scholarship Winners must not represent themselves as agents or employees (unless they are actually employed by the Opera House) of the Organisers or that they are sponsored by the Organisers.
9. Scholarship Winners are responsible for:
	1. organising elements of their Study Tour (the Organisers will assist by making introductions, wherever possible);
	2. making their own travel and accommodation arrangements;
	3. arranging relevant insurances (including travel, medical and public liability insurance) prior to commencement of their Study Tour and showing evidence of those insurances when asked;
	4. keeping abreast of any travel warnings provided via the Department of Foreign Affairs Travel Advisory site www.smartraveller.gov.au; and
	5. obtaining all relevant visas for travel and ensuring their passport is valid.
10. The personal information provided by the Applicant in submitting the Application will be used by the Opera House to administer the Scholarship and the Application process. By submitting an Application the Applicant consents to the storage of their personal information by the Sydney Opera House Trust, which may use this information for future promotional and marketing purposes of itself or the Scholarship. Information about the Opera House’s Privacy Policy, including how to request access to personal information, can be found on the Sydney Opera House website at https://www.sydneyoperahouse.com/about-us/how-we-work/governance-policies-and-corporate-information/policies/customer-privacy-statement

# Application for the Lloyd Martin Travelling Scholarship 2023

Please type all responses

**Contact details**

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| --- | --- |
| Full Name | Click or tap here to enter text. |
| Employer | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Postal Address | Click or tap here to enter text. |
| City Click or tap here to enter text. | State Click or tap here to enter text. | Postcode Click or tap here to enter text. | Country Click or tap here to enter text. |
| Telephone, including area code | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
|  |  |

**Employer’s letter of support**

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| --- | --- | --- |
| [ ] Sydney Opera House | [ ] Bell Shakespeare | [ ] Sydney Theatre Company |
| [ ] Australian Chamber Orchestra | [ ] Opera Australia | [ ] The Australian Ballet |
| [ ] Bangarra Dance Theatre | [ ] Sydney Symphony Orchestra | [ ] Sydney Philharmonia Choirs |

*Please tick one box only*

Applicants must provide a copy of a signed letter of in-principle support from their employer or their manager (in the case of Opera House employees) in Microsoft Word or PDF format. The Applicant consents to those people being contacted by telephone or email should the Applicant be shortlisted. The applicant’s employer or manager should be made aware that the Scholarship does not fund the wages or leave entitlements for any time absent from work relating to the Scholarship.

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| --- | --- |
| Employer Contact Name | Click or tap here to enter text. |
| Employer Position | Click or tap here to enter text. |
| Employer Email and/or telephone | Click or tap here to enter text. |
| Employer Signature | Click or tap here to enter text. |

Qualifications and arts ecpereince

Please list your academic or other qualifications, including the name of the awarding institution and date of award, as well as any studies you are currently undertaking. You may also list other arts organisations you have worked for or been involved with (list the organisation, your role and dates of your involvement).

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| DO NOT EXCEED THE SPACE PROVIDED – Any text that does not display will not print and your application will be invalid. Click or tap here to enter text. |

**Motivation**

Why are you interested in participating in the Scholarship? What are your career aspirations? What ignites your passion for the arts? *(Max 500 words)*

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| DO NOT EXCEED THE SPACE PROVIDED – Any text that does not display will not print and your application will be invalid. Click or tap here to enter text. |

How do you think this Scholarship will contribute to your future development in the arts? How will your participation benefit your employer organisation and arts administration in Australia? *(Max 300 words)*

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| DO NOT EXCEED THE SPACE PROVIDED – Any text that does not display will not print and your application will be invalid. Click or tap here to enter text. |

You may attach one separate document of no more than five pages with examples of past work to support your application (Microsoft Word or PDF format).

**Proposed Study Tour Costed Itinerary**

Although it is described as a study tour, this Scholarship may be taken in any number of ways to achieve the aims of the Scholarship. You are encouraged to think broadly and creatively about developing a program that would enhance your career in the arts, benefit your employer organisation and meet the Scholarship’s aims. You should describe the elements of the program in sufficient detail and provide a costed itinerary. Please note that you are not constrained by the Scholarship amount, but where your itinerary exceeds the Scholarship amount, you will need to provide sufficient evidence that you can cover the difference. (Max 500 words)

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| DO NOT EXCEED THE SPACE PROVIDED – Any text that does not display will not print and your application will be invalid. Click or tap here to enter text. |

You may provide your proposal and costed itinerary in one separate of no more than five pages (Microsoft Word or PDF format)

**Undertaking**

If successful in my application (*please tick all boxes*):

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|[ ]  I will complete my Study Tour and Deliverables within 12 months of being awarded the Scholarship. |
|[ ]  I will undertake my Study Tour with diligence, skill and care and conduct myself professionally and appropriately to reflect well on the Opera House, my employer and Australia. |
|[ ]  I have a current passport and acknowledge that I am responsible for obtaining any relevant visas and insurances (travel and medical). |
|[ ]  I agree to a continued involvement in the Scholarship program up to the 50th Anniversary celebrations of the Opera House, including participation in relevant media and publicity events as advised to me.  |
|[ ]  I agree to comply with the Scholarship Terms and Conditions. |
|[ ]  I agree to enter into a Scholarship Agreement with the Opera House. |
|[ ]  I declare that the details given in this Application are true and correct. |

**Acceptance of the Terms and Conditions**

I have read and accept the above terms and conditions as part of my Application and provided all requested documentation to support my Application.

|  |  |
| --- | --- |
| Signature of Applicant | Click or tap here to enter text. |
| Print Name | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

**APPLICATIONS TO BE SUBMITTED ONLINE TO** ***SCHOLARSHIPS@SYDNEYOPERAHOUSE.COM***

**Checklist**

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|[ ]  Read the Terms and Conditions |
|[ ]  Completed the Application form and signed the Acceptance of the Terms and Conditions |
|[ ]  Attached a copy of a signed letter of in-principle support from your Employer(Microsoft Word or PDF format) |
|[ ]  Advised your employer / manager that the Scholarship does not fund the wages or leave entitlements for any time absent from work relating to the Scholarship. |
|[ ]  *[OPTIONAL]* Attached examples of past work in support of the application.(No more than five pages; Microsoft Word or PDF format) |
|[ ]  *[OPTIONAL]* Attached proposal and costed itinerary in support of the application.(No more than five pages; Microsoft Word or PDF format) |

**Contact**

If you have questions about the terms and conditions or application form, or experience difficulties in completing the application form as instructed, please contact scholarships@sydneyoperahouse.com.