



**Australian Government**

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**Wine Australia**

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Wine**

# **Application guide**

## **Travel bursary**

**August 2018**

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### **Wine Australia**

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## Introduction

This guide is designed to assist candidates applying for travel bursary funding from Wine Australia.

The guide provides information on:

- the process for applying for funding
- our approval processes
- our criteria, and
- how to commence an online application for funding.

Please contact us at [applications@wineaustralia.com](mailto:applications@wineaustralia.com) or on (08) 8228 2000 if you require further information or assistance.

## About us

Wine Australia is an Australian Government statutory authority. We support a prosperous Australian grape and wine community by investing in research, development and extension (RD&E), building the international and domestic markets, disseminating knowledge, encouraging adoption and protecting the reputation of Australian wine.

We are funded by grapegrowers and winemakers through levies and user-pays charges, and by the Australian Government, which provides matching funding for RD&E investments.

We focus on extracting the full value of our investments in RD&E for the benefit of our levy payers, the Australian Government, and the wider community. Our investments are guided by the sector's strategic priorities which are detailed in our *Strategic Plan 2015–2020*.

## Purpose

Wine Australia will consider applications that support international travel for conference attendance and/or study tours that align with our RD&E priority areas, with the two-fold purpose of:

- demonstrating benefit to the Australian grape and wine sector and/or existing research, and
- supporting careers for grape and wine researchers in the sector and academia by providing opportunities to broaden their professional development, particularly early in their career.

## Assessment criteria

Applications should detail the identified benefit to the Australian grape and wine community and should highlight both the professional development benefit to the applicant and the mechanism for dissemination of knowledge to the sector.

Relationships between the proposed travel and current or potential R&D should be clearly explained.

As funding is limited, preference is likely to be given to:

- individuals presenting at a conference (paper or poster) rather than attendance only
- post-graduate researchers who have not previously received a travel bursary from Wine Australia, and
- individuals that can clearly demonstrate innovative learnings for the grape and wine sector from the proposed activities that cannot easily be gained elsewhere.

Applications are assessed against the following questions:

- Does the proposed travel benefit the Australian grape and wine community and meet the sector's strategic goals?
- Are the outputs and activities appropriate?
- Is the plan for knowledge dissemination appropriate?
- What is the risk that the activities will not be delivered as planned?
- How will the travel contribute to professional development of the applicant?
- Is the proposal value for money, taking into account the cash and in-kind co contribution to the proposal by the applicant and other parties?

### **Other criteria**

A cash co-contribution by the applicant and other parties is expected.

Expenses that may be supported by Wine Australia include economy airfares, reasonable accommodation expenses and conference registration.

A report, including an executive summary and an abstract, and a financial reconciliation is required to be submitted to us within one month of the completion of the travel (unless otherwise specified by the contract).

Please see the Travel & Visiting Scholar Bursary reporting guidelines for assistance.

Wine Australia may approve the funding of all, or part of, the proposal and may attach conditions to any approval. Our staff will work through any required changes with applicants prior to issuing a contract.

### **Exclusions**

Domestic travel does not form part of this funding.

Retrospective grants for travel already undertaken in part or whole will not be considered.

### **Funding available**

The value of the travel bursary awarded will be between A\$1500 to A\$2500. Wine Australia reserves the right to award grants outside of this range in special circumstances.

Wine Australia is the sole arbiter of the number and value of travel bursary applications supported.

## Application process

To apply for a Wine Australia travel bursary, you must complete an application online through the Clarity Investment Management System (CIMS). A log in and password can be obtained by emailing your full name, address, contact phone number and name of affiliated organisation to [applications@wineaustralia.com](mailto:applications@wineaustralia.com).

We assess travel bursary applications through a process that uses clear and objective criteria and exclude any individuals with a conflict of interest from the assessment.

Evidence of your acceptance by the conference organisers to present a paper/poster and/or conference registration is required. If this is not available when your application is submitted, the evidence must be supplied as soon as practicable. For approvals contingent on a conference presentation payment will not be made until evidence is supplied. Wine Australia reserves the right to withdraw approval if evidence is not supplied within one month of proposed travel.

## Key dates 2018

The closing date for those travelling between 1 January to 30 June 2019 is the first Friday in October 2018. Retrospective applications will not be considered.

As your organisation's research office must review and submit the application on your behalf ensure you leave enough time for the process to be completed **BEFORE** the closing date.

Applicants will be advised of the assessment outcome as soon as practicable.

### NOTIFICATION OF KEY DATES CHANGE FROM 2019

As of 2019 Wine Australia will be inviting and assessing applications for Travel Bursaries **once a year** only.

Applications for travel between 1 July 2019 and 30 June 2020 will open the first Friday in April and close the last Friday in May 2019.