2018 conference support grants
for emerging Indigenous evaluators

Application information sheet

The AES is pleased to invite applications from emerging Indigenous evaluators from across the Australasian and Pacific region for support to participate in the **AES Annual International Conference**. The conference and associated pre-conference workshops will be held from 17–21 September, in Launceston, Australia. Full conference details are available at http://conference2018.aes.asn.au/

1. Purpose of the grants

The Conference Support Grants support Indigenous evaluators living and working in the region consisting of Australia, New Zealand, Papua New Guinea, and neighbouring islands in the Pacific Ocean to participate in strengthening the knowledge base of the evaluation sector and to further develop their own capacities in evaluation with Indigenous people and communities. The grants are designed to support attendance and contribution to the AES conference.

2. Benefits of the grants to Indigenous evaluators

Over the years these grants have enabled several emerging Indigenous evaluators from Australasia to further develop their evaluation skills and knowledge and their professional networks through actively participating in the annual AES conference. We have received very positive feedback on the benefits and opportunities that these grants have provided to recipients over the past five years.

3. Scope of the grants

- The grants will cover registration for the conference and pre-conference workshops.
- Up to $2000 may be available to contribute to travel and accommodation expenses.

4. Who should apply?

Applications are welcomed from emerging Indigenous evaluators who are:

- community-based evaluators with little, or no formal, or academic training
- community leaders or other community members who have been involved in evaluation or participatory action research projects and have something to share, or who want to know more about evaluation
- postgraduate students who wish to develop a career in evaluation

- professionals who have recently started working in, or about to start working, in evaluation and wish to share their experience and gain further understanding and skills in a supportive conference environment.

5. Eligibility requirements

Applicants must demonstrate an interest in, and commitment to, working in the area of ethically and methodologically sound, and culturally appropriate Indigenous evaluation, be either currently involved in evaluation activity or wish to be in the future and demonstrate an interest in strengthening their own evaluation capacity and contribute to the wider development of Indigenous people, organisations and communities. The AES particularly encourages emerging evaluators from rural, remote and isolated communities to apply.

Applications will be considered from emerging evaluators from the following groups:

- Aboriginal and Torres Strait Islander peoples living in Australia

- Maori living in Aotearoa/New Zealand

- Pacific Island peoples (including those living in Aotearoa/New Zealand)[1]

- Native East Timorese people.

At least one grant will be reserved for an Aboriginal or Torres Strait Islander evaluator who meets the assessment criteria.

Please note that:

- Applications can only be accepted from individuals. Applications from groups will not be considered.

- Applications without two letters of endorsement will not be assessed (see point 7 below).

- Late applications will be declined without review and extensions on the application deadline will not be granted. ***Applications must be received by 5pm 2 July 2018.***

6. Assessment criteria and process

The Conference Support Grants selection panel[2] will review and assess all applications.

Selection will be based on the information provided in the application form, the selection criteria as approved by the Board and endorsement as demonstrated in the application form and supporting letters.

The assessment of applications will be based on the following criteria:

- whether the applicant has received previous funding from AES

- demonstration of financial hardship/need for funding to attend the conference and associated workshops

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[1] Major countries in the Pacific Island category include: Fiji, French Polynesia, Kiribati, New Caledonia, Papua New Guinea, Solomon Islands, Tonga, Vanuatu and Western Samoa. For a full list of countries see http://en.wikipedia.org/wiki/Pacific_Islands#List_of_islands

[2] The selection panel is comprised of AES members with experience in Indigenous evaluation, including past grants recipients. Membership on the panel is endorsed by the AES Board.

- demonstrated experience and interest in evaluation activity and commitment to Indigenous evaluation capacity building

- demonstration of how attendance at the conference will enhance and support the applicant's capacity development in evaluation

- proposed nature of contribution and involvement in the AES conference

- ability of the applicant to share their conference experience and knowledge with others in their community or organisation

- demonstration of community/organisational/professional support for the application

- stated willingness and capacity to provide a short report to the AES outlining the benefits gained from their attendance within one month after the conference ends.

Before completing your application, download a more detailed description of these criteria.

The panel reserves the right to request additional information, where it deems this necessary. The panel decision is final. Feedback will be provided to unsuccessful applicants.

7. What letters of endorsement are needed?

Applicants need to **provide two letters of endorsement** supporting the application and outlining the benefits to the applicant of attending the conference.

Note: Applications without two letters of endorsement will not be assessed.

Letters of endorsement should be written by someone who has worked alongside or supervised the work of the applicant in the field of evaluation, or is supervising their postgraduate student work in evaluation and can verify the benefits of attending the conference.

Download information regarding required content and formatting of the letter of endorsement from the conference website and forward this information to your two referees.

8. Do you need assistance with your application?

The AES can provide mentoring support and advice on completing applications on request. We strongly encourage applicants who would benefit from this support to contact us as early as possible so that a suitable mentor can be found. We will endeavor to find an Indigenous mentor if this is requested and possible.

Please send requests **by 1 June 2018** to Michelle Wightwick, at the AES office, at michelle.wightwick@aes.asn.au marked 'CSGs Request for Support'.

9. Critical timelines and processing details

- Requests for assistance with the application must be received by 1 June 2018.

- Applications close and must be received **by 5pm on 2 July 2018**.

- Applicants will be notified during the first week of August 2018.

This timing will allow applicants to make travel arrangements.

10. Application management process

The application process will be managed through the AES Office.

All applications will be acknowledged within 3 working days via email. Please contact us if you have not received a reply.

Notification of the status of the application will occur during the first week of August 2018 and not before.

All applicants will be notified of the outcome of their application in writing. Personal feedback will be available if requested.

11. Enquiries

Please direct all enquires to the AES Office:
Email: aes@aes.asn.au
Phone: +61 3 9035 3484

The application process step-by-step

STEP 1:

Read this application information sheet and download the Conference Support Grant assessment criteria, and ensure that you are eligible to apply and are able to fulfill the requirements of the grant.

Note: You can also download the whole application kit as a zip file containing all files referred to in Steps 1–3 (Option 1 on download page).

STEP 2:

Download the application form (in fillable PDF format). Determine if you require assistance to complete your application and contact the AES before 1 June 2018 if you do (refer to Point 8 above).

STEP 3:

Determine who may be the appropriate and willing two people/organisations to provide you with a letter of endorsement each (see point 7 above). Download and forward to them the information regarding required content and formatting of the letter of endorsement.

STEP 4:

Carefully complete the application form. Fill in the form electronically, save it to your computer for revision and to be able to print and return it.

It is important that you complete all questions in the application form in as much detail as necessary to enable the assessment panel to fully assess your application.

STEP 5:

Submit your application form with the two endorsement letters **by 5pm 2 July 2018**.

Please send your completed and **signed** application form and **two** letters of endorsement by one of the following methods:

by email to:	aes@aes.asn.au Subject: AES 2018 Conference Support Grant Application – Your name *(You will need to print the form, sign it and then scan it to be able to email it together with your two letters of endorsements.)*
or by post to:	Conference Support Grants, Australasian Evaluation Society Inc P.O. Box 476 CARLTON SOUTH, VIC 3053 AUSTRALIA