



# Mount St Benedict College

## GUIDELINES MSBESA Ex-Student Experience Grants

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The Mount St Benedict Ex-students' Association (MSBESA) was formed in 2001 as part of the 35<sup>th</sup> anniversary celebrations for the College and has grown considerably over the years. MSBESA exists to strengthen the ties between ex-students and the current College community.

The MSBESA Ex-student Experience Grants are administered in accordance with the following guidelines:

**1. Name of Grant**

MSBESA Ex-Student Experience Grants (Grant)

**2. Purpose of Grant**

MSBESA has established the Grant to assist College alumni with experiences reflecting the values of the College. This may include, but is not limited to, the following:

- Unfunded project work;
- Study or research; and
- Volunteer experiences.

**3. Value of Grant**

The value of each grant is up to \$500 per recipient, up to a maximum of four grant recipients per year. The Grants are to be used to support travel, accommodation or other expenses associated with the experience.

**4. Eligibility Requirements**

To be eligible for the Grant an applicant must:

- Be an Ex-Student of Mount St Benedict College;
- Be a financial member of MSBESA; and
- Submit an application form and personal statement.

**5. Selection Committee**

- Quorum of MSBESA; and
- A College staff member.

**6. Selection Criteria**

In making their recommendation as to which applicants will receive a Grant, the Selection Committee will consider:

- The applicant's personal statement;
- How the purpose of the experience aligns with the values of the College; and
- If the applicant has previously received a Grant.

**7. Application Process and Awarding Procedure**

- The Grants will be advertised by MSBESA on the MSBESA website.
- Applicants must submit:

- a. A completed and signed copy of the MSBESA Ex-Student Grant Application Form available on the MSBESA website;
- b. A 300 word personal statement outlining the following:
  - The experience;
  - The purpose of the applicant's involvement;
  - How the experience reflects the values of the College;
  - Total funding required; and
  - Other sources of funding obtained/requested.
- iii. Completed applications must be submitted to MSBESA.
- iv. Applications will be reviewed at the quarterly MSBESA meetings.
- v. The Selection Committee may elect to interview applicants if necessary.
- vi. MSBESA will notify all applicants in writing of the outcome of their applications.

#### **8. Method of Payment**

Grant funds will be paid directly to the recipient as determined by MSBESA and the College.

#### **9. Recipient Requirements**

At the conclusion of the experience, Grant recipients are required to submit a report to MSBESA, outlining the benefit of the experience.

Grant recipients must be prepared to submit a written piece for Bennies Buzz, the bi-annual College publication, and/or to speak at the annual Beyond Bennies Breakfast.

#### **10. Administering Body**

The Grants will be administered by MSBESA and the College.