

EMPOWER:

PROFESSIONAL DEVELOPMENT ASSISTANCE GRANT - 2020



Faculty of Business and Law Guidelines and link to application form

PURPOSE

The Empower Network seeks to give women studying Business, Commerce and Law at the University of Newcastle (UON) the confidence and strength to navigate and manage their own career development and expand their workplace knowledge and skills, whilst developing leadership and business communication skills and connections.

The purpose of the Empower Professional Development Assistance Grant is to assist members of the Empower Network with the cost of attending professional development activities during 2020, where those activities align with the aims of the [Empower Network](#).

Ten individual grants are available of up to \$500 each (Total of up to \$5,000)

The Empower Network seeks an equitable distribution of grants amongst the various discipline areas in the Faculty of Business and Law

TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

Courses, seminars, training courses, workshops or conferences delivered by accredited bodies, professional associations, registered education or training organisations or professional networks.

USE OF FUNDS

Successful applicants will receive up to \$500 to support their attendance at the identified Professional Development Activity. These funds can be used towards the cost of:

- Registration, ticket or course fees of the professional development activity
- Travel expenses to and from the professional development activity
- Accommodation associated with attending the professional development activity

ELIGIBILITY

To be eligible to apply, students must:

- Be currently enrolled in an undergraduate or postgraduate course within the Faculty of Business and Law at the University of Newcastle;
- Identify as a woman;
- Be a registered member of the Empower Network at UON; and
- Be 18 years or older, and able to provide two forms of photo ID (eg, Drivers Licence and Student ID card)
- Have not previously been a recipient of the Empower Professional Development Assistance Grant

APPLICATION SUBMISSION AND ASSESSMENT

Completed Empower Professional Development Assistance Grant applications and supporting documents are to be submitted electronically to EMPOWER@newcastle.edu.au.

Applications can be received throughout 2020, for use towards professional development activities during 2020. Complete applications must be received at least 4 weeks prior to the date of the professional development activity. Incomplete applications will not be assessed.

Applications will be assessed by at least three members of the Empower Executive Committee. The Committee will assess each application against eligibility and responses to application questions, with a focus on the impact and value the Professional Development Activity would have on the students' career aspirations. Priority may also be given to students that:

- Are currently experiencing financial hardship
- Are from disciplines that have not previously been recipients of this grant

All applicants will be advised of the outcome in writing to their nominated email address. The Committee anticipates providing this outcome within 4 weeks of submitting their application. Successful applicants will be asked to complete an Agreement to Grant Conditions, and to supply photo ID, and costings via quotes or receipts to the appointed Empower contact person. The funds will then be deposited into the student's nominated Australian bank account.

GRANT CONDITIONS

Successful applicants must agree to:

- Provide proof of registration for the professional development activity and all receipts for any use of funds (eg, travel, accommodation and registration receipts) prior to the approved activity, or within 2 weeks after the activity.
- Must consent to having their photo taken and their image and name used for the purpose of the Empower Network and the University of Newcastle in any format.
- Within one (1) month of completing the professional development activity, the recipient of this grant is expected to provide a brief written report of their experiences (or a short video), to the Empower Network (empower@newcastle.edu.au) that outlines:
 - A summary of their experience
 - Specific learnings or benefits obtained
 - How those learnings will be applied to their study/career
- If the successful applicant does not attend the event for which they were approved for this grant, the student will be required to pay back any amount that has been paid to them by the Professional Development Assistance Grant. The student would also be liable for any costs incurred to date (eg, deposits paid or cancellation fees). Similarly, if the student does not supply evidence of attendance and use of funds (ie, registration, travel, accommodation receipts) within 2 weeks following the approved activity, the student will be required to pay back any amount paid to them by the Professional Development Assistance Grant.

CLICK THE FOLLOWING LINK TO ACCESS THE EMPOWER PROFESSIONAL DEVELOPMENT ASSISTANCE GRANT APPLICATION FORM:

[I HAVE READ AND AGREE TO THE ABOVE GRANT GUIDELINES](#)