

Nicola Andrews Adventure Fund – Terms and Conditions



Selection decisions

All submitted applications will be reviewed by the Nicola Andrews Adventure Fund committee. A matrix has been developed to allow for a transparent selection system. It will also allow for a streamline process in assessing a high number of expected applications.

From the matrix, a maximum of five applications* will enter the short list, these applications will then be discussed to select the winning entrant. A minimum of one application will be awarded with a maximum of five. The assessment tool in addition to the diversity among committee members should appropriately address issues of bias in the selection process, but external judgement through the ROC committee will be sought if perceived bias is high on occasion due to familiarity with applicants.

Please see criteria matrix attache.

Entering applications into the matrix

The committee members will work as a team to input the applications into the matrix as per the guiding notes attached to each section. Some criteria will be straightforward like number of club trips, but some will require a little more though – like 'uniqueness'. The matrix has been designed in a way to eliminate this as much as possible, but if there is any confusion, a committee will make a group decision on each grading given.

Budget:

Money for the Nicola Andrews Adventure Fund will be raised annually by the following means:

- Fundraising during an annual fundraising evening hosted by the RMIT Outdoors Club (ROC)
- Donations
- Sponsorship
- Allocated funds from the ROC budget

Applicants can choose what they intend on putting the funding towards in their submission.

Financials:

- Funds raised to be stored in the ROC savings account until date it needs to be awarded
- The committee reserves the right to only pay out a portion of total funds raised if they see fit.

Insurance:

- Applicants will be encouraged to take insurance into account when planning their trip, as many outdoor sports can be expensive and difficult to cover
- If the trip is anywhere in Australia, RMIT offers insurance to club / trip members, however applicants are asked to investigate their own travel insurance, regardless of location as we acknowledge that RMIT cover is not necessarily the best and most thorough option, particularly for high risk locations and/or activities.
- For any overseas trips, insurance will need to be sought by the club / trip members.

Fund Payment:

The committee will discuss with the winning applicants to decide when the funding is to be paid out.

- Committee reserves the right to give only partial monies up front.
- For funding under \$1000, the committee can pay the funds out at the soonest date requested by the winning applicant, but they reserve the right to hold funds if more proof of intent is required.
- If the funding given for a specific trip is equal to or more than \$1000, the committee may choose to pay only a percentage up front, keeping the retainer for later stages in trip planning or after trip completion, with a subjects of payment statement written up to formalise this.
- Criteria of payment will be dependant on the trip and what the funding is going towards.
- Further decisions around contracts of financial gifting will be discussed with RMIT Sport.

Condition of winner:

- From successful date, candidate has 18 months to use the funds and complete their intended trip.
- The winner/s of the fund will be expected to make a trip report or blog – including images / multimedia along with a detailed write up about their trip. This will be shared with not only the current ROC members but also past members and friends via Facebook and RMIT Sport through the e-newsletter. RMIT Sport will have access to trip reports, photos and videos to use for their own promotion and networking.
- Nicola's family will also receive any reports, photos, videos from the trip for personal use if they wish
- The winning candidate is expected to commit to doing a talk with photos and videos at the following years fundraising event, as well our biannual club intro nights. Right to use of videos and photos from the trip will be given to ROC to use at their discretion in promotional material.