



## GUIDELINES FOR THE ADMINISTRATION OF THE 1974 MEMORIAL GRANT

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The Australian Women Pilots' Association is a registered company and therefore must at all times comply with the Corporations Act. These Terms of Reference are in addition to any requirements of the Corporations Act and the Australian Securities & Investment Commission.

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### INTRODUCTION

1. The 1974 Memorial Grant (*the Grant*) has been set up to honour the memory of five female private pilots, some members of the Australian Women Pilots' Association, who were lost in accidents in 1974.
2. The aim of *the Grant* is to enable private pilots to increase their knowledge and skill. Therefore, a sum of \$1,000 is offered annually to a woman pilot to support the costs of training for a rating or endorsement to support the advancement of practical flying skills.

### FINANCE AND ADMINISTRATION

2. \$25,000 is currently invested (*the Capital*); the interest being paid into the AWPA Victorian General Bank Account.
4. The payment of \$1,000 will be made to the flying school of the winner's choice, on a dollar for dollar basis, on presentation of accounts or authenticated receipts to the Grant Coordinator, who will arrange payment via the Victorian Treasurer. In the event of the rating costing less than \$1000, the full amount of the training will be paid.
5. In the event of the investment not returning sufficient interest to meet the cost of *the Grant* in a particular year, the Victorian Branch will make up the deficit. The investment is not to be reduced below *the Capital* amount.
6. Should the investment interest paid to the AWPA Victoria General Bank Account exceed the amount to be paid for *the Grant*, all unused funds are to be returned to the investment. The balance of the investment may therefore exceed the *Capital*. Any funds exceeding the *Capital* may be used to meet the costs of *the Grant*.
7. All grant funds and transactions are to be included in the financial accounts of the Victorian Branch, and audited accordingly.
8. The Victorian state committee will appoint one branch member as the Grant Coordinator to coordinate the applicant selection process. Applications are to be sent directly to the Grant Coordinator via email
9. The Victorian Branch Committee will oversee the management of *the Grant*.

### SELECTION PROCESS

10. The selection process is undertaken by a Selection Committee of three, consisting of the State President, State Treasurer and the Award Coordinator plus one other member may be co-opted to assist in the selection process if one of the panel members is unavailable or identifies a conflict of interest.
11. A quorum is set at three, which must include at least one member of the Victorian State Committee.
12. The Grant Coordinator is to advise the National AWPA Scholarship Coordinator of 1st, 2nd and 3rd selections at least one week prior to the Annual Conference Presentation Function.

## ELIGIBILITY

To qualify for the 1974 Memorial Grant an applicant must:

- a) Be resident in Australia
- b) Have a minimum of 12 months AWPAs financial Membership immediately prior to application
- c) Hold a Private or Recreational Pilot's Licence, or a Recreational Pilot's Certificate
- d) Have a current CASA Medical Certificate or RA Aus medical declaration;
- e) Have a minimum of 50 hours total flight time;
- f) Provide evidence of last flight review, either from logbook or Licence;
- g) Submit a reference from a Flying Instructor confirming adequate flying experience to undertake the proposed training;
- h) Be prepared to use the Grant within twelve months of it being given.

Candidate may already be undertaking the rating or endorsement being applied for but, only those invoices for training taken **after** the application closing date, will be considered under the award

## SELECTION CRITERIA

1. The Grant will be awarded to the applicant who best meets the following criteria:
  - The applicant demonstrates how *the Grant*, and resultant training will enhance their skills
  - The applicant demonstrates how the training aligns with their aviation ambitions.
2. As the Grant was specifically set up to improve the quality of a Private or Recreational Pilot's flying, preference will be given to applicants not intending to go on to a Commercial Licence.
3. Applications must be submitted to the Grant Coordinator by 17:00 Australian Eastern Daylight time on the 31st January annually.
4. The 1974 Memorial Grant is intended to be awarded each year. The decision of the selection panel will be final and no correspondence will be entered into.
5. In applying for the 2023 Grant, applications will also be considered for the Freda Thompson and Claire Embling Aviation Award **IF** no suitable candidate presents for that award
6. The Coordinator is to advise the National Scholarship Coordinator of the 1st and 2nd selections at least one week prior to the Annual Conference Presentation Dinner.
7. The Grant recipient will be announced at the Annual Conference Presentation Dinner and will be notified in writing by the Grant Coordinator
8. The National AWPAs Scholarship Coordinator will coordinate the printing of the Grant certificate.
9. The recipient will be directed to accept the Grant, in writing to the Grant Coordinator, within one month. Non-winners will be advised in writing by the Grant Coordinator after the Presentation Dinner. Once the Grant is accepted, the Grant Coordinator is to advise the State Treasurer accordingly.
10. The time limit for utilization of the Grant by the winner should be within twelve months from the date of presentation at the Annual Conference. An extension of time may be granted at the discretion of the management committee upon special consideration.
11. Any amendment or addition to these rules must be moved and seconded at a Victorian General Meeting and passed by a majority.