



THE AGRICULTURAL AND MARKETING  
RESEARCH AND DEVELOPMENT TRUST

# LEADERSHIP SCHOLARSHIP GUIDELINES

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## OBJECTIVE OF THE PROGRAMME

AGMARDT supports initiatives that develop future leaders and improve the leadership and governance skills of individuals involved in agribusiness. There is limited depth of leadership and governance skills within the agribusiness sector, and there are those who are missing development opportunities on a regional basis, which has the potential to limit New Zealand's ability to take advantage of beneficial market opportunities.

The Leadership Scholarship provides an opportunity for individual applicants to:

- achieve their potential through a personalised development plan
- develop and advance their management, leadership and governance skills
- participate in management, leadership and governance programmes that make a positive difference to agribusiness and are aligned with AGMARDT's strategic interests

The Leadership Scholarship is available for individuals wishing to advance their leadership or governance skills necessary to take on future leadership roles within agribusiness and beyond.

We believe that the success of agribusiness will be driven by talented and inspired leadership.

## SCHOLARSHIP AVAILABILITY

The AGMARDT Leadership Scholarship will be available on an annual basis.

AGMARDT will offer up to **five** Scholarships per year to the value of up to **\$15,000 (Incl. GST)** for each scholarship awarded.

The Trustees reserve the right to allocate a smaller amount than originally requested by the applicant.

Should any additional funding be provided from another source(s), this must be clearly disclosed by the applicant during the application process.

The **maximum** term for the personal development programme is **three** years.

The closing date for applications is 5pm on the last business day of September of each year.

## PRINCIPLES

To be eligible for an AGMARDT Leadership Scholarship, applicants must:

- have the desire to lift their leadership potential in the New Zealand primary sector;
- have the desire to have a career in the New Zealand primary sector;
- provide a personal development plan that clearly demonstrates their goals and aspirations and the path of study that will achieve these outcomes to the satisfaction of the Trustees;
- clearly demonstrate how this scholarship will assist toward the applicant's goals and aspirations;
- be 'nominated' by a reputable organisation or individual acceptable to AGMARDT;
- provide two independent referees;
- provide a CV;

- be a New Zealand citizen;
- be committed to self-improvement;
- be available for AGMARDT branded events should attendance be requested;
- be available for media promotion; and
- publicly acknowledge AGMARDT as a sponsor.

Preference will be given but not limited to applicants who:

- have not previously received AGMARDT assistance;
- are involved in the agricultural, horticultural and/or forestry sectors;
- have been identified as having potential as a future leader; and
- can demonstrate the need for AGMARDT support.

## SELECTION PROCESS

Applications received via the online portal (<http://applications.agmardt.org.nz/>) will be considered by the AGMARDT Board of Trustees and advisors where appropriate.

The Scholarship is contestable and it is AGMARDT's policy to not provide feedback on applications which have been declined except at the absolute discretion of the Trustees;

The Applicant must also submit all required supporting documents to AGMARDT by the application deadline.

Shortlisted applicants **may** be required to attend an interview. The travel costs associated with any such request will be paid by AGMARDT.

Successful applicants will be notified in writing by 30<sup>th</sup> November each year.

## REPORTING REQUIREMENTS

Successful Applicants must comply with all the reporting requirements. The AGMARDT Board of Trustees view all reports provided by successful Applicants. Reporting requirements will vary depending on the nature and scope of the individual development plan. However, **progress reports** against relevant milestones will be required at agreed intervals (as per the application form) and will coincide with **progress payments** of the Scholarship. At the completion of the course of study a **Final Report** is required.

### Progress Report

Progress Reports are required to allow the Trustees to stay informed on the progress and how the successful applicants development is tracking against their individual development plan and milestones as set in the original application. It is mandatory that a progress report is submitted with each payment claim.

A progress report template has been created and can be found in the [Resources tab](#) on the website <http://applications.agmardt.org.nz/>.

## Final Report

A Final Report template has been created and can be found in the [Resources tab](#) on the website <http://applications.agmardt.org.nz/>.

**Please note** that all final reports are made publicly available on the AGMARDT website. If your report contains commercially sensitive information please discuss with AGMARDT and supply a summary report which can be made publicly available.

### The final report must:

- Include a final AGMARDT Milestone Report
- Summarise the outcomes of the personal development programme and link the achieved outcomes to the original goals and aspirations;
- Detail the results achieved against the milestones set out in the original application;
- Identify any additional achievements and/or learning's;
- Provide Trustees with an insight into what the future may hold following the completion of this programme;
- Provide a summary of the programme suitable for media release.

## PAYMENTS

Successful applicants must have their own New Zealand bank account and payments are made in the name of the applicant.

All payments must be applied solely and exclusively for the project AGMARDT has funded.

Payments will be made according to a predetermined milestone schedule, as agreed between AGMARDT and the successful candidate, but not before receipt of an acceptable progress report.

Each claim for payment must include:

- An IRD approved Tax Invoice
- AGMARDT [Claim Certificate](#) (this can be found in the [Resources tab](#) on the website <http://applications.agmardt.org.nz/>)
- A progress or final report (see section on [Reporting](#) above for more details)

### Timing of Progress Payments

All progress payments which have satisfactory complied with the requirements of the grant are made 20th of the following month.

### Timing of Final Payments

Final payments are withheld until they are approved by the Trustees at the next available Trustee meeting. This date will usually be communicated to you on receipt of the Final Report.

If the actual total costs come to less than the maximum amount of the grant, the final claim must be adjusted as AGMARDT will only reimburse actual expenditure incurred.

On approval of the Final report and compliance with the requirements of the grant payment will be made 20<sup>th</sup> of the following month.

## GENERAL

### Dissemination/Commercial Sensitivity

As a not-for-profit trust, AGMARDT usually makes the information arising from its grants publicly available.

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT will provide a summary of the aims of the applicant's scholarship programme on its website, followed by a summary of the programme when completed.

Should any part of the programme be commercially sensitive, AGMARDT and the applicant will discuss and agree on the information to be made publicly available having regard to AGMARDT's policy obligations.

### Declined Applications

It is AGMARDT's policy not to provide reasons why applications are declined.

### Scholarship Withdrawals

A scholarship may be withdrawn at the sole discretion of the Trustees where:

- Reports and payments account receipts have not been provided or have not been provided in a timely manner;
- There has been unauthorised variation to the agreed terms of the Scholarship;
- No part of the funding has been uplifted within one year of the grant being approved;
- There has been no response to AGMARDT's correspondence;
- No satisfactory progress has been made;
- The Applicant is bankrupted; or
- The applicant receives a criminal conviction.

### Independent Audit

For financial performance and management of the scholarship, the Trustees reserve the right to ask for an independent audit by an auditor of AGMARDT's choosing. The Trustees may, through AGMARDT's advisors, or if required AGMARDT appointed specialists, undertake a review of the work in progress and eventual outcomes.

### Confidentiality

Advisors' and referees' comments are confidential to AGMARDT.

### Late Applications

Applications received after close-off dates will only be considered at the discretion of the General Manager.