

**AGMARDT**

FUTURE SHAPERS

# Executive Management Scholarship Guidelines

---

## Table of Contents

PURPOSE.....	3
OBJECTIVE OF THE PROGRAMME .....	3
SCHOLARSHIP AVAILABILITY.....	3
PRINCIPLES .....	4
SELECTION PROCESS.....	5
REPORTING REQUIREMENTS.....	5
Progress Report.....	5
Final Report .....	5
PAYMENTS.....	6
Timing of Progress Payments.....	6
Timing of Final Payments .....	6
GENERAL.....	6
Dissemination/Commercial Sensitivity .....	6
Declined Applications.....	7
Scholarship Withdrawals.....	7
Independent Audit .....	7
Confidentiality.....	7
Late Applications.....	7

## PURPOSE

AGMARDT has a vision to enable transformational change within Agribusiness value chains. To achieve this vision requires committed and capable management and leadership within the Agribusiness sector. We believe the success of Agribusiness will be driven by forward thinking, talented and inspired leadership.

## OBJECTIVE OF THE PROGRAMME

AGMARDT recognises the significant benefit to New Zealand Agribusiness from executives having the experience and exposure to global markets and domestic and international management training opportunities.

The objective of this programme is to encourage transformational change within New Zealand Agribusinesses by providing an opportunity to place talented individuals in a chosen international market place or a recognised executive training opportunity, to deliver a transformative experience that will encourage personal development, long term commitment and benefits to NZ Agribusiness.

The AGMARDT Executive Management Scholarship provides an opportunity for any successful agribusiness applicant to:

- achieve their potential through a personalised development plan that will motivate, inspire and transform;
- develop and advance their management and leadership capability and expertise;
- participate in management, leadership programmes that make a positive difference to agribusiness and are aligned with AGMARDT's strategic interests;
- gain international market experiences that will inspire and promote transformational change within New Zealand Agribusiness value chains; and
- commit to a career within NZ Agribusiness.

## SCHOLARSHIP AVAILABILITY

The Executive Management Scholarship will be available on an annual basis.

AGMARDT offers up to six individual scholarships per year to the value of up to **\$40,000** (Incl. GST) for each scholarship awarded.

There is a requirement that successful applicants or their employers, will provide a minimum cash contribution of **25%** of the total cost of the approved scholarship programme.

The Trustees reserve the right to vary the level of contribution required and/or allocate a smaller amount than originally requested by the Applicant.

Additional funding being provided from another source(s), must be clearly disclosed by the applicant during the application process.

The expected term for scholarship programme is dependent on individual circumstances however the **maximum** term for the personal development programme is **three** years.

The closing date for online applications is 30th November. However, Trustees reserve the right to approve applications outside of this time frame, should individual circumstances require such leniency.

## PRINCIPLES

To be eligible for an AGMARDT Executive Management Scholarship, the applicant must:

- have the desire to lift their management and leadership potential and skill level;
- provide a personal development plan in support of their scholarship aspirations;
- have the desire to maintain a career in the New Zealand agribusiness 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;
- Be employed by or a representative of an established agribusiness or industry group, operating in the New Zealand agricultural, horticultural or forestry sectors;
- Be nominated or supported by an organisation acceptable to AGMARDT;
- be a New Zealand registered company or Industry Group;
- clearly demonstrate how the programme will benefit them;
- identify what difference AGMARDT's funding will make;
- demonstrate to AGMARDT's satisfaction that the Applicant has the capability and financial resources to support the programme throughout its planned time and beyond;
- demonstrate to AGMARDT's satisfaction, intent to continue in permanent employment, for a period of not less than 2 years (subject to normal performance management criteria for the individual concerned);
- be committed to retain the value and benefits arising from the programme within New Zealand;
- complete an online application form highlighting objectives and milestones for this programme;
- acknowledge AGMARDT as a sponsor and be available for media promotion and AGMARDT branded events should attendance be requested; and
- Commit to completing all necessary reporting (progress and final reports) in a timely manner;
- provide two independent referees to validate their personal factor;
- provide a CV with the application;
- be a New Zealand citizen and have a valid New Zealand passport;

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 within 20 working days of the Board decision.

## 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 applicant's 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.

The AGMARDT Scholarship funding **may only be used** to fund the following direct cash expenses to support the individual:

- Travel and accommodation costs; and/or
- AGMARDT approved education/training opportunities.

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 20<sup>th</sup> 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.