

# Forestry Scholarship Fund



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## BACKGROUND TO THE FORESTRY SCHOLARSHIP FUND

The Forestry Scholarship Fund was established when it became clear that there was a shortage of skilled foresters in Australia. This was due to declining enrolments in tertiary forestry education and the retirement of foresters employed in 60's and 70's boom. The aim of the fund is to provide a sustainable financial base to support graduate and post graduate students.

In its capacity as a neutral and unbiased party, the IFA administers the fund with the collective support from universities and industry partners. The Forestry Scholarship Fund issued the first scholarships in 2010. The call for applications goes out around September each year and is open to all forestry undergraduates and students of the National Forestry Masters Program.

The Forestry Scholarship Fund is dependent on donations to continue. Donations from corporate organisations or individuals no matter how big or small is greatly appreciated. The Scholarship Fund has been granted with Deductible Gift Recipient status by the Australian Taxation Office, therefore any donations to the fund of \$2 or more are tax deductible.

Forestry education in Australia offers fantastic career opportunities in Australia and overseas and any efforts in promoting and supporting forestry education in Australia is worth it.



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### **CONTACT**

ENQUIRES CAN BE DIRECTED TO: TRUSTEES FOR THE FORESTRY SCHOLARSHIP FUND  
C/- INSTITUTE OF FORESTERS OF AUSTRALIA  
PO Box 7002 YARRALUMLA ACT 2600 PHONE: (02) 6281 3992 FAX: (02) 6281 4693  
EMAIL: [ifa@forestry.org.au](mailto:ifa@forestry.org.au)

## DONATING TO THE SCHOLARSHIP FUND

Individual donations to the Forestry Scholarship Fund can be made either by direct debit to the fund bank account, or by posting a cheque.

Donations of \$2 and over are tax deductible.

### DONATING BY DIRECT DEPOSIT

You can easily make a donation direct to the Fund account using the following details:

BSB: 082-968 / ACCOUNT No.: 162-409-079

ACCOUNT NAME: The Trustee for Forestry Scholarship Fund

Your remittance advice must be sent to [ifa@forestry.org.au](mailto:ifa@forestry.org.au) and should include the following information:

- Date transfer made
- Amount transferred
- Name of person/organization donation is from
- Postal address for receipt
- Type of donation: e.g. one off donation / ongoing donation

### DONATING BY CHEQUE

You can also make a donation by forwarding a cheque to the IFA National Office. Cheques should be made payable to: The Trustee for Forestry Scholarship Fund.

Post to: Forestry Scholarship Fund, PO Box 7002, Yarralumla ACT 2600.

Include with your payment the following information:

- Name of person/organization donation is from
- Postal address for receipt
- Type of donation: e.g. one off donation / ongoing donation

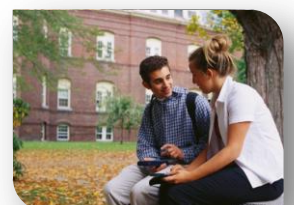
### DONATING BY CREDIT CARD

Regular or one off donations can be made by completing the **Credit Card Authority** form located at the back of this document and sending by **fax to: 02- 6281 4693** or **post to: Forestry Scholarship Fund, PO Box 7002, Yarralumla ACT 2600.**

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## DONOR RECEIPTS

When your payment has been confirmed, a receipt will be issued and forwarded to your nominated address.



## MANAGING A FUNDRAISING EVENT

Fundraising can be a fun and rewarding way for groups to contribute to the Forestry Scholarship Fund. Whilst the level of input is directly related to the size of your fundraising event, generally little effort is involved however as an organiser of the event you do have some responsibilities. The following information will assist you not only in raising funds and in meeting government requirements.

### USING THE FUND NAME

The Forestry Scholarship Fund name cannot be used directly as part of your event's name as this would indicate incorrectly that the event is an official event. For example the correct wording would read '100% of the proceeds from this event will go to the Forestry Scholarship Fund' or 'Proudly supporting the Forestry Scholarship Fund'.

### MONEY MANAGEMENT

The organiser can deduct any necessary costs incurred from organizing the fundraiser (such as venue hire, catering etc) from the funds raised. Ensure that these expenses are documented on the **Fundraiser Results Summary** located at the end of this document. (Expenses should be in the name of the organiser not the Forestry Scholarship Fund)

The organiser holds all funds raised on behalf of the Forestry Scholarship Fund and ensures that these are sent to the Forestry Scholarship Fund within a timely manner after the event.

The organiser is able to collect funds in the form of cash, cheques or credit card donations. Cheques should be made payable to: Trustee for Forestry Scholarship Fund. For credit card donations please use the **Credit Card Authority** form located at the back of this document

If any donors need a receipt for their individual contribution (donations \$2 and over are tax-deductible), complete the **Donor Receipt Form** at the end of this document and send back to the IFA National Office. The IFA will organise and send receipts direct to each donor.

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### DONATIONS AND TAX

The Australian Taxation Office has ruled that donations are not tax-deductible if a person receives goods or services in return for the money given (i.e. the purchase of any services or items, raffle/auction or function entry tickets etc).



# Fundraiser Results Summary

Complete this form when you have collected the donations raised at your function

Name of function: ..... Date held: ..... Name of Organiser: .....

Street Address: ..... Suburb: ..... State: ..... P/Code: .....

Contact phone No: ..... Mobile: ..... Email: .....

The total (gross) income generated by the fundraiser was: \$ ..... I have deducted expenses (as shown below) of: \$ .....

Therefore, I have enclosed the total net proceeds of: \$ ..... Your Signature: .....

Please check that the following items are submitted together with this form:

- Funds collected (but please do not send cash by mail)
- Completed Donor Receipt Form on the next page (if receipts required)

Please make payments to The Trustee for Forestry Scholarship Fund by:

Post: PO Box 7002, Yarralumla ACT 2600

Bank deposit: BSB: 082-968 / Acc: 162-409-079 (note that the amount you include as the total net proceeds must match the amount deposited. Post this form to PO Box 7002, Yarralumla ACT 2600 or fax to: 02-6281 4693)

Expenses Incurred			
Date	Supplier Paid	Description of Purchase	\$ Amount

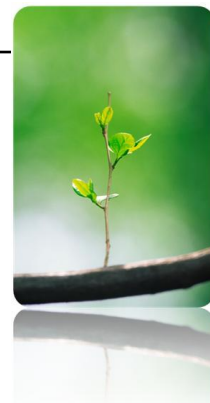
# Donor Receipt Form

Please record donor details on this form for any individual receipts that you need and return to the IFA. The IFA will send receipts directly to the donors using the details provided below. (Donations of \$2 or more are tax deductible – Please note that tax deductible receipts cannot be issued if goods or services are received in return for a donations ie., the purchase of raffle tickets or auction items).

Title	First name	Surname	Postal Address	Suburb	State	Postcode	Phone No.	Donation \$ Amount



## General Guidelines for applicants



Forestry  
Scholarship  
Fund



### Applications

Applications for Undergraduate Scholarships will be accepted between 01 January - 01 March of that year.

Applications for National Forestry Masters Program (NFMP) Scholarships must be submitted to their course coordinator by no later than 1<sup>st</sup> December of the year prior to commencement of study. Your institution is responsible for forwarding your application to the Forestry Scholarship Fund.

Applications for all scholarships must be made using the 'Application for scholarship' form.

### Eligibility for scholarships will be based on the following criteria:

- Enrolment and acceptance into 1<sup>st</sup> year undergraduate full-time study at an institution/course recognised by the Forestry Scholarship Fund or;
- Transfer from other degree into 2<sup>nd</sup> or 3<sup>rd</sup> year forestry undergraduate full-time study at an institution/course recognised by the Forestry Scholarship Fund or;
- Enrolment and acceptance into National Forestry Masters Program (NFMP) by no later than 1<sup>st</sup> December of the year prior to commencement of study.

Note that the eligibility criteria of scholarships offered may vary from that offered in previous years. Applicants should check the 'Application for scholarship' form or contact the administrators of the fund for confirmation of offers ([ifa@forestry.org.au](mailto:ifa@forestry.org.au)). Not all applications will be successful.

### Value of scholarships

- A one-off undergraduate scholarship to the value of \$5000 may be offered.
- A one-off National Forestry Masters Program (NFMP) scholarship to the value of \$2000 may be offered.

Note that the value of scholarships offered may vary from that of previous years. Applicants should check the 'Application for scholarship' form or contact the administrators of the fund for confirmation of offers ([ifa@forestry.org.au](mailto:ifa@forestry.org.au)).

### Notification and disbursement of scholarship funds

Undergraduate scholarship applications will be notified in writing of the outcome by March of the year study commences. NFMP scholarship applications will be notified in writing of the outcome by December of the year prior to the study commencing.

Disbursement of scholarship funds to successful applicants will be subject to both parties signing a Scholarship Agreement.

In the case of an undergraduate scholarship being offered - the payment will be split into the following two instalments:

#### 1<sup>st</sup> instalment \$2500

Paid 1<sup>st</sup> Semester/Session post census date

#### 2<sup>nd</sup> instalment \$2500

Paid 2<sup>nd</sup> Semester/Session post census date and on presentation of proof of successful completion of Semester 1 units/subjects.

In the case of a NFMP scholarship being offered - the payment will consist of one instalment of \$2000 being paid January/February of the year study commences.

**If you have any queries regarding the application process, please contact the administrators of the fund by phone: (02) 6281 3992 or email [ifa@forestry.org.au](mailto:ifa@forestry.org.au).**