**Selection Process and Applicant Advice**

This annual scholarship seeks to honour Hazel King’s legacy and support you to follow in Hazel’s footsteps. The experience gained from the scholarship will open opportunities within community connections, sustainable practices projects and/or the ongoing enrichment of gardening culture in Australia. You will gain access to a broad representation of the industry, people, and community which will support you to continue to bloom as the next generation of horticulturists.

For any questions, clarification or support please contact the AIH Secretary on [secretary@aih.org.au](mailto:secretary@aih.org.au) or the Chair of Fellows [chairfellows@aih.org.au](mailto:chairfellows@aih.org.au)

**Application Timeline 2025**

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| --- | --- |
| **May 1st 2025** | Applications open |
| **October 15th 2025** | Applications close |
| **October 15th – 31st 2025** | Selection panel review applications and shortlist |
| **November 15th 2025** | Applicants advised short-listed |
| **November 15th - 28th 2025** | Shortlisted applicants are interviewed via Zoom |
| **November 28th 2025** | Notice of completion of qualification |
| **December 2025** | Panel approves 2025 Scholarship recipient |
| **December 2025** | Public Announcement in **HortInsights** Summer Ed |
| **January 1st 2026 – June 30th 2027** | Period for Scholarship travel |
| **12 weeks upon return** | Scholarship report due |

**Completing your Application**

**Step 1: Planning and writing your application**

Start by thinking carefully about the topic/event you wish to explore, why travel is essential, and the potential benefits your scholarship could bring to yourself, the community, fellow peers and the horticultural industry in Australia.

Early in the planning process, consider who you will ask to be your referees. You will need one from your head teacher and one personal or professional referee, both willing to complete the reference form.

Plan your presentation thoughtfully, keeping your writing succinct — the online application form has word limits for each answer (between 250 and 500 words per question).

**Applications and Referee reports will only be accepted via our online form which you download and complete.** Please provide your referees with the report form to complete. Please send the application form and referee reports to the following email address: [secretary@aih.org.au](mailto:secretary@aih.org.au).

If you need adjustments made for accessibility reasons, please contact us.

Once you submit your completed application and forwarded to AIH, you will receive an official acknowledgment email. Check your spam or junk email folder in case you miss this email.

**Important:**

We STRONGLY suggest that you use a personal email account that you access regularly, noting that emails from our application system can be blocked by firewalls due to security settings determined by email service providers used by large companies and/or government organisations.

**Step 2 Application Assessment**

Your application will be assessed by our selection panel. If your scholarship application is unsuccessful, we encourage you to review the following advice.

Assessors will consider two key aspects of your application:

**2.1 You as a Candidate:**

* Your ability to maximise the benefits of the scholarship opportunity.
* Your commitment to making a lasting impact on completing the scholarship.
* Your plans to apply the knowledge and expertise gained through your scholarship.
* Your ability to widely share and disseminate your findings.

**2.2 Your Activity/Event/Project:**

* The benefits your eligible activity could bring to the horticulture and conservation industries in Australia.
* The relevance and suitability of your proposed itinerary and selected locations in relation to the values noted in the criteria.
* The necessity for travel to achieve your goals.
* The overall feasibility and achievability of your eligible activity.

**Step 3: Interview Process**

If you are shortlisted for an interview, the AIH Secretary will contact you to arrange a time. Interviews will be held in November, during business hours.

Interviews will be conducted via Zoom. If attending during business hours is an issue, please contact the Secretary AIH to discuss your situation, as support or reasonable adjustments may be arranged.

Please note: if you miss a scheduled interview, your application cannot be considered for the current scholarship.

**Step 4: Final Selection**

Final selection will be made by the AIH National Council in early December.

The applicant will be notified of the outcome. The successful applicants will be publicly announced and should be prepared for potential media coverage. You may be asked to participate in interviews to help promote the announcement of your scholarship. Further information and support for media liaison will be provided to the successful applicant.

**Unsuccessful Applicants**

Selection for the scholarship is highly competitive. We strongly encourage unsuccessful applicants to review the provided advice, refine their projects, and reapply in the following year. Applicants must hold student nearing completion of studies or graduate membership of AIH.

**Detailed Terms and Conditions of the Scholarship**

The following information provides guidelines for applicants of the Hazel King Memorial Scholarship.

**1. General Information**

**Citizenship**:  
Scholarships are offered to Australian citizens and permanent residents of Australia only.

**Age:**  
Awards are granted to applicants aged over 18 years and under 40 years **as of December 31st 2025.** Generally, awards are made to individuals whose major contributions to their field are yet to come.

**AIH Membership:**

* You must be an AIH Student Member at time of application OR a current AIH Graduate member.
* Be completing studies between July 2024 and November 28th 2025
* Studies must be AQF Certificate III OR higher qualification within the Training Package for Amenity Horticulture, Landscaping, or Conservation & Land Management — OR an industry-recognised equivalent.

**Short listed Interviews:**  
All interviews are designed to be attended either in person or via zoom; however, where extenuating circumstances exist, a phone interview may be permitted.

**Joint and Multiple Applications:**  
Scholarships are awarded to individual applicants and for individual projects only. Each applicant may submit one application per year whilst the applicants remain eligible.

**Amount of Award:**

The value of the scholarship is AUD $3,000. Unused funds remain the property of AIH.

**Duration of Scholarship:**  
The scholarship duration is determined by the project’s aim and the time needed to achieve it. All activities must be completed by June 30th 2027. Any additional time outside of the approved scholarship itinerary will be at your own expense.

**Mentor:**

A mentor will be assigned to support you throughout the scholarship.

**AIH Representation:**

An AIH shirt must be worn at all approved events.

**2. Contract:**  
The award is subject to you agreeing to the terms and conditions outlined in a contract signed between you and the AIH National Council. The scholarship cannot commence until the Council receives your signed contract.

**2.1 Scholar’s Obligations**

The Contract will include but not be limited to the following clauses.

* Join AIH as a Graduate Member by December 31st, 2025
* Approve the use of your story and images for AIH promotional purposes
* Provide your final qualification transcript by December 31st, 2025
* Sign the AIH Code of Ethics and media release forms
* Submit a 400-word (minimum) article and photos detailing the funded activity

**3. Online Application Form**

* You must submit applications and your referee reports using the official online application form. The purpose of the form is to assess your application and proposed activity or project to determine shortlists for interviews.
* The AIH Scholarship Panel’s decisions are final.
  + 1. **Referee Reports**

Applicants are required to provide two references:

* One from their Education Provider Head Teacher
* One personal/industry reference

**Important:**  
Applicants should arrange referees early to ensure timely submission. It is preferable to select Australian citizens as referees.  
Family members should not provide references unless there is a compelling reason. If a family member is proposed as a referee, applicants must contact the Council for approval.

* + 1. **Application Archive**

All documentation related to a scholarship application becomes the property of the Council and will be electronically archived.

* + 1. **Travel and Basic Expenses**

Travel and basic allowances are granted as follows:

**6.1 Travel:**  
The Council will pay for all approved travel prior to departure.

* Major Travel: All major air travel must be in economy class. Travel will commence and conclude at the major airport nearest to the scholar’s home address. Routes and/or sequences may be varied to reduce costs.
* Supplementary Travel: Surface travel may be authorised to supplement air travel.
* Other Travel Allowances: Where it is not possible to pre-purchase all internal travel tickets, scholars will need to purchase these at their own expense and as necessary.
* Scholar must cover their own travel insurance and provide a copy of their travel insurance policy before commencing the scholarship.

**6.2 Basic Expenses:**  
The Council Trust will pay basic expenses in advance.

**7. Calculation and Payment of Expenses**

Allowances are calculated and paid on the following basis:

* Only pre-approved travel and accommodation costs directly related to the scholarship will be reimbursed
* Allowances will be paid after approval of the final program or 2–4 weeks before the scholar’s departure date, whichever is later.
* Payments up to the total awarded amount will be made upon presentation of appropriate receipts, or invoices may be paid directly by the Council.

**8. Tax Implications**

**8.1 Income Tax:**  
The liability for Income Tax is determined by the Commissioner of Taxation. The Council has no responsibility for this liability. The ATO may treat allowances as assessable income. Scholars are advised to retain all receipts and seek independent tax advice.

**8.2 GST Liability:**  
There may be GST implications for scholars who are self-employed or hold an ABN. Any GST liability will be borne by the Council and will not affect the total scholarship funds allocated.