

**AGMARDT**

FUTURE SHAPERS

EXECUTIVE MANAGEMENT  
SCHOLARSHIP  
GUIDELINES

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## OBJECTIVE

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.

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 New Zealand agribusiness.

The 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 New Zealand agribusiness.

## AVAILABILITY

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

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.

## PRINCIPLES

### ELIGIBILITY

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

- Be a New Zealand citizen and have a valid New Zealand passport.
- 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;
- Have the desire to lift their management and leadership potential and skill level;
- Have the desire to maintain a career in the New Zealand agribusiness sector;
- Be able to 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;
- Acknowledge AGMARDT as a sponsor and be available for media promotion and AGMARDT branded events should attendance be requested; and

### OTHER CONSIDERATIONS

Preference will be given but not limited to applicants who:

- 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.

## APPLICATION 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 applicant must submit all required supporting documentation 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.

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.

## REPORTING

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.

### 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 application portal (<http://applications.agmardt.org.nz/>).

### FINAL REPORT

At the completion of the course of study a Final Report is required.

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

**Please note:** 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:

- Scholarship name and grant number
- 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 learnings;
- Provide Trustees with an insight into what the future may hold following the completion of this programme;

## PAYMENTS

The Applicant 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 individuals:

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

Each claim for payment must include:

- An IRD approved tax invoice.
- AGMARDT [Claim Certificate](#) ([Resources tab](#) on the online portal (<http://applications.agmardt.org.nz/>)) to be signed by the Project Manager and Financial Officer to confirm the expenditure is in accordance with the approved budget.
- A progress or final report (see section on [Reporting](#) above for more details)

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

## PROGRESS PAYMENTS

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

## 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.

## TERMS AND CONDITIONS

### DISSEMINATION/COMMERCIAL SENSITIVITY

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

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT may publish a summary of the aims of the project, and or the final report. Should the project be identified as 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.

### 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.
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## CONFIDENTIALITY

Advisors' and referees' comments are confidential to AGMARDT.

## 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.

## LATE APPLICATIONS

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

## DECLINED APPLICATIONS

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