



LEGACY BRISBANE POLICY

CLIENT AWARDS AND SCHOLARSHIPS

Policy number: CS – G08.

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Approving authority: Service Delivery Committee

Sponsor: Community Services Manager

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Date for review: 06/07/2026

Version History

Date	Description of Change	Version
13.11.2017		1.0
11.08.2020	Changed approving authority to Service Delivery Committee, updated Jack Bean Award and AVCAT information including all web links	1.1
23.03.21	Updated wording to the Jack Beam Memorial Trust (age and activity type)	1.2
01.11.22	Updated to include Save St Martin's Bursary	1.3
28.06.23	Updated to include NAA (Capricornia Sub Section) Sailing Bursary	1.4

23.08.23	Updated to amend the dates to The Limbless Soldiers Association Bursary and The Save St Martin's Bursary	1.5
06.10.23	Updated to include Young Endeavor Youth Scheme	1.6

Purpose The purpose of this policy is to provide an overview, information and procedural instructions regarding grants, bursaries and scholarships available to Legacy children, youth and people with disabilities.

Policy Statement This policy provides information on trusts, funds and bursaries available to Legacy Brisbane children, young people and people with a disability.

Who should read this policy Board of Directors, Service Delivery Committee, Group Chairs, Legatees and staff.

Scope This policy applies to children and youth up to the age of 25 years and people with a disability under the age of 65.

Principles Legacy is committed to ensuring that eligible beneficiaries are assisted to access internal and external resources including trusts, bursaries and other funding which provide opportunities for further learning and higher education, recognise positive performance and endeavour or assist development of leadership qualities.

Legacy will ensure that all eligible dependants have the opportunity to apply for relevant awards and bursaries by advertising any known opportunities and assisting with applications if necessary.

Previously successful applicants are only to be considered by exception for a period of 3 years.

Nominations are received from Legatees or Legacy Brisbane staff.

Procedures Administration and application process

The Community Services' Manager (CSM) or nominated delegate is responsible for the administration of all aspects of Legacy Brisbane trusts and bursaries.

Details of each available award, an application form and closing dates will be distributed to all Contact Groups and eligible families two months prior to relevant closing date. Completed applications using the Bursary and Trusts Nomination Form (Appendix 1) must be received by the CSM by the nominated date. Late nominations will be received at the discretion of the CSM.

All applicants and their Legacy sponsor (if relevant) will be informed of the outcome of the application process prior to a formal award ceremony or the published outcome. This will occur shortly after the decision so that all applicants are informed in a timely manner.

Legacy Brisbane Award details

Ted Smout Youth Medal. This award is made in memory of Legatee Ted Smout (1898-2004), who served for 67 years as a member of Legacy Brisbane. The award is made to one young person each year for achieving 'against the odds' to display excellent personal, community and/or educational performance and resolution during that year. The award is an engraved bronze medal and the winner's name inscribed on an honour board in Legacy House.

Jack Bean Award. The Jack Bean Memorial Trust was established to pay the costs for two Legacy young people between the ages of 12 to 25 to attend a youth leadership and personal development event. Such event may form part of the Legacy Brisbane Youth Program or be an event operated by Outward Bound or similar organisation.

The 2nd/2nd Australian Anti-Tank Regiment Association Bursary. This bursary is awarded to one young person in full time schooling who has shown excellent qualities in, and a commitment to their education. The prize is a \$500 contribution towards their education, which may include computer equipment.

The Limbless Soldiers Association Bursary - The Limbless Soldiers Association recognised the effort and importance Legacy Brisbane places on programs for those with disability by providing a perpetual trust fund. The bursary is funded by the annual interest gained from that trust and is to provide for a person to purchase equipment or undertake a specific program. Applications can be made by Legacy clients under the age of 65 years who have a disability. Typically, a prize of \$500 is provided to purchase things such as IT equipment, special furniture or pay for a professional carer to assist a person attend an activity.

The Save St Martin's Bursary - The Save St Martin's Bursary has been established thanks to a generous donation from the family members of the Save St Martin's Committee. St Martin's was built as a private hospital by the Anglican Church as a memorial to those who had fought in World War 1. The name St Martin's Hospital was chosen as the Armistice of World War 1 (11 November 1918) had been signed on St Martin's Day.

When the hospital closed in the early 1970s the building was saved from demolition thanks to the efforts of Save St Martin's Committee, preserving this important part of Queensland's history.

The Save St Martin's Bursary is open to Legacy widows and Legacy children who are studying or hope to study medicine, nursing, other allied health or caring pathways. Preference will be given to students undertaking tertiary medical studies and in particular, second- and third-year nursing studies, in line with the original purpose of St. Martin's hospital. Legatees are encouraged to nominate Legacy widows and children who would benefit from a Save St Martin's Bursary, for example to support a medical student attending a conference or provide funds for nursing textbooks. Grants of around \$2000 will be awarded to deserving nominees but may be higher for exceptional circumstances.

Naval Association Australia (NAA) (Capricornia Sub Section) Sailing Bursary –

This bursary gives one young person between the age of 14 and 18 an opportunity to voyage on the South Passage tall ship from Gladstone to Manly (Brisbane) the week after the sailing of the Brisbane to Gladstone Regatta. The young person must reside within the geographic area covered by the NAA Capricornia Sub Section. From a Legacy perspective this means the Rockhampton and Central Queensland (RCQ) and Fraser Burnett Contact Groups.

The potential candidate must submit an Expression of Interest in the form of a short essay outlining their desire to participate and their suitability for the Bursary. If successful, the young person must also provide a written report on the experience.

The following selection criteria will be used:

- Attitude to Legacy
- Attitude and respect of their parent's service to the country
- Participation in Legacy and community activities
- Resilience
- School Behaviour
- Respect for society and their elders
- Aspect of Benefit for the individual
- Parental consent to participation
- Recommendation by Legacy as appropriate

The selection of the successful candidate each year will be at the sole discretion of the NAA-C. Nonetheless, it is appropriate that Legacy forms a selection panel to inform the NAA-C, the committee will comprise of a Rockhampton Legatee, a Fraser Burnett Legatee, a Legacy Bundaberg Legatee, and a CSO from either RCQ or Fraser Burnett. The Chair of the selection panel will be nominated on a rotating basis between the relevant Legacy Clubs or as agreed based on volunteer availability. Ongoing selection panel representation is to be confirmed by the relevant Legacy Club President at the commencement of each year.

National Awards

Australian War Memorial Legacy Youth ANZAC visit

This is an annual visit to the Australian War Memorial (AWM) funded by Legacy Australia and subsidised by the AWM and Legacy Canberra. Visits coincide with ANZAC Day and nominations are usually requested in December of the previous year.

Legacy Clubs are invited to nominate one or two children or young people per club and should be (where possible) aged 14 to 18 years. Awardees are obliged to prepare a report on their visit, and may also research the military service of a relation while at the war memorial.

For further information, contact the program Coordinator at Canberra Legacy.
<http://www.legacy.com.au/canberra/OurServices>
Australian War Memorial <http://www.awm.gov.au/visit/>.

The Young Endeavour Youth Scheme: is a profound representation of the enduring bond between Australia and the United Kingdom. As a bicentennial gift from the UK, this scheme features the Sail Training Ship (STS) Young Endeavour – an impressive two-masted, square-rigged brigantine. Purposefully designed to advance youth development at sea, the ship bestows upon young Australians a rare opportunity to not only master the art of sailing but also to thrive in an environment that promotes leadership, teamwork, and self-improvement. Assisting them is a devoted crew of Royal Australian Navy officers and sailors, expertly trained to run this exceptional vessel and mentor the youth. No previous sailing experience is needed to embark on this adventure.

Funding & Sponsorship:

The scheme's continuation and success are attributable to magnanimous sponsorships. A significant contributor, Thomas Global Systems, has generously funded multiple berths for various voyages and has committed to covering domestic travel expenses for participants. Furthermore, during the Torch Relay visit to Buckingham Palace, the Prince of Wales's Charitable Fund, under the benevolent guidance of His Majesty King Charles III, has granted substantial funds. These funds not only secure additional berths but also defray domestic travel costs.

Eligibility:

- Junior Legatees aged between 16 and 23 on the voyage's departure day.
- Hold Australian citizenship or permanent residency.
- Possess the ability to swim at least 50 meters unaided.
- Maintain good health, evidenced by a health questionnaire filled out prior to final voyage placement.

Application & Closing Date:

Prospective participants should express their interest by completing the provided nomination form. All entries must be submitted no later than COB 20 October through Legacy Australia.

Duration & Details:

Each voyage spans approximately 10 days. While the journey is rewarding, potential participants should be prepared for the associated challenges, which include tasks at significant heights, intense sea voyages, and ongoing crew duties.

Australian Veterans' Children Assistance Trust (AVCAT)

AVCAT is a national independent charity that administers a number of bursaries and scholarships designed to help the children, grandchildren (including step, adopted, fostered children or wards) of veterans to a better future through tertiary education. Applicants must be under 25 years of age.

Operational service for AVCAT purposes includes eligible war service, war-like service and peace-keeping/peace-making service.

AVCAT defines who is eligible and applications for all tertiary bursaries and scholarships open on 18 August each year, the day commemorated as Long Tan Day and close on 31 August. The AVCAT application form is a multi-use form and applicants will be assessed for every scholarship for which they are eligible. Details of relevant Trusts and Bursaries are available at <http://www.avcat.org.au/scholarships>

Roles and responsibilities

Contact Group/Legatees

- Identify suitable applicants and undertake applications.
- Where necessary, assist with attendance at award ceremony or in planning of interstate visits or where appropriate plan and host award ceremony at local level.
- Acknowledge successful applications through formal correspondence from the Group Chair.

Community Services Manager (CSM)

- Responsible for oversight of the nomination and award process.
- Nominate CS team member to coordinate individual nominations and selection processes (advertising, selection, feedback, correspondence, publication).
- Ensure all applications are considered and applicants (and their nominees) informed of the outcome.
- Make recommendations and coordinate dispersal of applications for consideration and final decision making by Board of Directors President and Vice President.
- Manage disputes or complexities.

Community Service Officer (CSO) or Administration Officer (AO)

- Coordination of individual awards, bursaries or visits on request from CSM.
- Identify suitable candidates either individually or in collaboration with Legatees.
- Assist with applications or event planning and/or attendance as required.

Evaluation and review

The Service Delivery Committee will conduct a review of this policy every three years.

References and linkages

Relevant websites are covered in the above text of this policy.

Appendix

1. Bursary and Trusts Nomination Form
2. Legacy Brisbane and Other Trusts and Bursaries Quick Reference Guide.

APPENDIX 1 – BURSARY AND TRUSTS NOMINATION FORM



BURSARY AND TRUSTS NOMINATION FORM

LEGACY BRISBANE
COMMUNITY SERVICES

LODGEMENT DATE:

Nominee details			
Nominee Name			
Date of Birth		Age	
Address:			
Phone Number/s			
Email			
Next of Kin details			
Full Name			
Home phone		Mobile:	
Email			
Nominating Legacy Group:		Nominating Legatee/CSO:	
Email		Phone:	
Tick Bursary or Trust Applicable:			
☐	Ted Smout Youth Medal - achieved against the odds to display excellent performance and resolution during the year		
☐	Jack Bean Trust Memorial Trust - to undertake a leadership or personal development activity.		
☐	2/2nd Australian Anti-Tank Regiment Association Bursary - young person in full time schooling who has shown excellent qualities in, and a commitment to their education.		
☐	The Limbless Soldiers Association Bursary - for those under 65 with disability, to purchase necessary equipment or undertake a specific program.		
☐	The Save St Martin's Bursary - open to Legacy widows and children who are studying or hope to study medicine, nursing, other allied health or caring pathways. Preference will be given to students undertaking tertiary medical studies and in particular, second- and third-year nursing studies		

☐

NAA (Capricornia Sub Section) Sailing Bursary – for those aged between 14 and 18, living in the Rockhampton and Central Queensland or Fraser Burnett Contact Groups, to voyage on the South Passage tall ship from Gladstone to Manly (Brisbane). Please include letter from the young person in the application to meet the specific criteria.

Is the nominee a previous recipient of Legacy Brisbane Trust or Bursary?

☐

Yes

☐

No

Background information on nominee: (include any relevant family background, current living arrangements, or issues impacting on individual currently)

Rationale for nomination: (include examples of achievements, excellence, resolution, leadership, personal development, challenges, goals, unique needs, how will bursary benefit individual)

Privacy: Information gathered on this form will only be used by Legacy Brisbane to provide advice, assistance and regular communication. Legacy Brisbane will not disclose your personal details to a third party without your consent, unless authorised by law.

APPENDIX 2 – LEGACY BRISBANE AND OTHER TRUSTS AND BURSARIES

QUICK REFERENCE GUIDE

LEGACY BRISBANE		
AWARD	PURPOSE	BENEFIT
2/2 nd Australian Anti-Tank Regiment Association Bursary Closing date: 28 Feb	Awarded to a young person in full-time schooling who has shown excellent qualities in and commitment to their education.	The prize is a contribution of \$500 towards their education expenses.
Ted Smout Youth Medal Closing date: 31 May	A young person who achieved against the odds to display excellent performance and resolution throughout the year	A bronze medal engraved and the winners name engraved on the honour board in Legacy House.
Jack Bean Memorial Trust Closing date: 30 June	A memorial trust originally intended to support personal or leadership development in Legacy youth. Awarded to two young people, aged between 12 and 25 to participate in a youth leadership and personal development event. Such events may form part of the Legacy Brisbane Youth Program or be an event operated by Outward Bound or similar organisation.	The full cost of the activity is provided.
NAA (Capricornia Sub Section) Sailing Bursary Closing date: 31 st July	Awarded to a young person aged between 14 and 18, living in the Rockhampton and Central Queensland or Fraser Burnett Contact Groups who meets the following selection criteria: • Attitude to Legacy • Attitude and respect of their parent's service to the country • Participation in Legacy and community activities • Resilience • School Behaviour • Respect for society and their elders • Aspect of Benefit for the individual • Parental consent to participation	Voyage on the South Passage tall ship from Gladstone to Manly (Brisbane). Travel paid to return home.

	Recommendation by Legacy as appropriate	
The Limbless Soldiers Association Bursary Closing date: 30 November	Awarded to a person under the age of 65 with a disability.	Typically, the prize is a \$500 contribution towards either IT equipment, special furniture or to pay for a professional carer to assist a person to attend a weekend away.
Save St Martin's Bursary Closing date: 30 th September	Awarded to a Legacy widow or child who is studying or hopes to study medicine, nursing, other allied health or caring profession. Preference will be given to students undertaking tertiary medical studies and in particular, second- and third-year nursing studies	Typically, the prize is a \$2000 contribution towards study (e.g. for text books). Multiple bursaries can be awarded in one year.
LEGACY (NATIONALLY AVAILABLE)		
Australian War Memorial (AWM) Legacy Youth ANZAC visit Closing date: Varies December-January	Awarded to children 14 to 18 years from interstate to visit the Australian war Memorial.	All travel and accommodation costs provided.
The Young Endeavour Youth Scheme Closing date 20 th October	Awarded to children 16-23 years old	Sail on the Young Endeavour ship (10 day voyage). No sailing experience is necessary. All expenses paid through Legacy Australia Education Grant.
AVCAT NATIONAL SCHOLARSHIPS		
AVCAT administered scholarships are funded by donations from Australian Government Department of Veterans' Affairs, ex-service organisations, corporate sponsors and private individuals. Open Date: 18 th August Close Date: 31 st August	Awarded to a child or grandchild of an ex-veteran to undertake full-time face to face or online tertiary studies of at least 12 months' duration with an Australian Educational Institution in Australia and is receiving or eligible to receive Centrelink payments.	Scholarships are worth from \$3,000 to \$5,000 per year for up to 4 years.