

Hugh Rogers Fellowship

Report guidelines

As a condition of receiving a Hugh Rogers Fellowship from the Melbourne Boston Sister Cities Association, the Hugh Rogers Fellow must provide a written report within 4 weeks of return.

Final payment of 10% of the total fellowship amount will be held until receipt of this report, satisfying the MBSCA Committee, is confirmed.

Report requirements:

The final report should be no more than 2,000 words with the sections below:

1. Executive summary (200 words)

Please note: this summary may be used for promotional and publicity purposes so should be written in plain English and contain no sensitive information.

2. Objectives & outline of the project (150 words)

Based on the original application with any approved changes

3. Outcomes of project (1000-1500 words)

- What you gained from the visit including ongoing connections
- How you will use what you have learnt back here in Melbourne and how you will disseminate that knowledge
- Table of next steps/actions

4. Promotion of relationship between Melbourne & Boston (100 words)

• Explain how you have already, or plan to, promote the relationship between Melbourne and Boston.

5. Promotion of Hugh Rogers Fellowships (50 words)

• Explain how you will act as an ambassador for the Hugh Rogers Fellowships and promote the program to future applicants.

6. Additional attachments

- At least one image with a caption representing your time in Boston
- Any communications or promotional materials from your visit including links to website articles, press clippings or posters.

Report for the Hugh Rogers Fellowships should be submitted as a PDF. The image should be provided as an individual file for use in promotions.

Your report must be submitted to <u>admin@melbourne-boston.org</u> within 4 weeks of returning to Melbourne.