

THE UNIVERSITY OF MELBOURNE

MACGEORGE FELLOWSHIPS

2024/2025 Guidelines

These guidelines relate to Macgeorge Fellowships awarded for the period **August 2024 to June 2025**.

Applications due date: **Monday, 4 September 2023, at 5.00 pm**.

1. MACGEORGE FELLOWSHIPS

Macgeorge Fellowships are open to artists, performers, writers or researchers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology. Macgeorge Fellows are welcomed into the University community and invited to participate in the intellectual life of the campus.

1.1 Benefits of the Fellowships

Macgeorge Fellowships provide an uninterrupted period of research, writing or artistic endeavour. Fellows will be able to focus on their discipline whilst being encouraged and supported by the University.

Fellows will be provided with short-term accommodation at historic 'Ballangeich' on the banks of the Yarra River in Ivanhoe, including full use of the house and river-front gardens. 'Ballangeich' is the former home of artists Norman and May Macgeorge.

Fellows are welcome to bring their partner but this residency does not accommodate families/children due to the nature of the house and grounds and the purpose of the residency.

If an applicant cannot be accommodated at Ballangeich, the Macgeorge Committee of Management may offer a Fellowship with alternative accommodation.

In addition to the residency, Macgeorge Fellows will be provided with a contribution to travel fares and living expenses, access to the University's resources, and opportunity to interact with University staff and students.

Macgeorge Fellows will deliver a public lecture/performance and departmental/school seminar/postgraduate workshop. They are not expected to take part in the teaching and supervision activities of the host Department/School.

2. CONDITIONS OF THE FELLOWSHIPS

Each Macgeorge Fellow will —

- (a) hold the Fellowship for 4 to 8 weeks;
- (b) hold the Fellowship concurrently with an appointment as an Academic Guest to the University of Melbourne under conditions specified separately;
- (c) use the title of 'Macgeorge Fellow' for the duration of the visiting appointment to the University only;
- (d) spend 80% of their time in residence at 'Ballangeich' during their visit to the University of Melbourne;
- (e) receive a contribution toward living expenses;

- (f) receive return economy airfares to Melbourne;
- (g) deliver a public lecture/performance and Departmental/School seminar/postgraduate workshop at the University of Melbourne during the Fellowship on topics of interest to the University community;
- (h) make the house available for any University business authorised by the Committee, eg. open days, committee meetings. Efforts will be made not to interrupt the residency;
- (i) acknowledge the Macgeorge Bequest in any publication, advertisement, public lecture, performance, seminar, or postgraduate workshop issuing from the Fellowship with the phrase: '*Supported by the Macgeorge Bequest*'.

3. RESIDENCY PERIODS AVAILABLE

Residency time blocks for August 2024 to June 2025 are as follows:

| Year | Residency time blocks |
|------|----------------------------|
| 2024 | 12 August to 16 September |
| 2024 | 23 September to 21 October |
| 2024 | 28 October to 2 December |
| 2025 | 29 January to 3 March |
| 2025 | 10 March to 7 April |
| 2025 | 14 April to 19 May |
| 2025 | 26 May to 30 June |

4. NOMINATION PROCEDURES

The Macgeorge Bequest Committee of Management reserves the right to seek nominations through advertisement or direct solicitation.

4.1 Who Can be Nominated?

Artists, performers, writers or researchers in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology. They can be citizens of any country.

4.2 How Can I Make a Nomination?

Departments/Schools of the University of Melbourne nominate individuals for the Fellowships. Nominations should be developed as a partnership between a Department/School and the individual. Applications received directly from individuals without a covering nomination by a Department/School of the University of Melbourne will not be considered.

Nominations must include, in the following order:

- (a) **Memorandum/email from the Head/Director** including statements about:
 - (i) the merit of the proposed Fellow;
 - (ii) the uniqueness of the opportunity for a visit by the proposed Fellow;
 - (iii) the expected benefits to the host Department/School from the visit by the proposed Fellow, including the anticipated interaction between the nominee and University staff and students;

- (iv) how the Fellowship would facilitate the visit, and if the visit would take place without the Fellowship;
 - (v) the Department's/School's intention to appoint the nominee as an Academic Guest to the University of Melbourne and to provide the Committee with a Fellowship report at the completion of the visit;
 - (vi) the Department's/School's intention to host a public lecture/performance and departmental/school seminar/postgraduate workshop by the nominee.
- (b) **Details of the nominee** including:
- (i) current curriculum vitae;
 - (ii) website/location where recent work by the nominee can be viewed/heard (the selection of recent work should be as representative as possible).
- (c) **Proposed Fellowship program** including:
- (i) a two-page description of the proposed project with details of:
 - activities to be undertaken during the residency;
 - expected outcomes and benefits to both the nominee and Department/School. (*The Committee will look favourably upon projects that are developed as a partnership between the nominee and the Department/School*);
 - how a residency at 'Ballangeich' would assist the project.
 - (ii) **two** sets of proposed residency dates, indicating preferred dates and alternative dates. The two sets of dates **must** sit within the time blocks listed in these guidelines (see Section 3).

 Please note that August-October is the most frequently requested period, so the Committee encourages the submission of alternative dates that fall outside this period.

 Residencies will be allocated on the basis of the set time blocks and will be subject to availability. Please indicate if there is any flexibility of arrival and departure dates.
 - (iii) proposed title and brief summary of the proposed public lecture/performance and Departmental/School seminar/postgraduate workshop on topics of interest to the University community.
- (d) **Proposed budget for the Fellowship** itemising a contribution toward the following costs (see Section 6.5):
- (i) return economy class airfare for the nominee for the leg of the trip pertaining to the visit to the University of Melbourne only;
 - (ii) taxi fares/car hire fees for the nominee pertaining to the visit to the University of Melbourne only;
 - (iii) advertising, venue fees, and catering associated with the public lecture/performance and Departmental/School seminar/postgraduate workshop by the nominee;
 - (iv) living expenses of the nominee during the visit to the University; and
 - (v) any other reasonable expenses associated with the Fellowship.

PLEASE NOTE: the funding cannot be used for gifts or spouse/partner/family expenses.
- (e) **Note for artists and curators:**

For artists and curators, initial inquiries about the Macgeorge Fellowships may be directed to the Director, Ian Potter Museum of Art, University of Melbourne. However, the awarding of fellowships is not administered by the Ian Potter Museum of Art, nor do fellowships entail an exhibition at the Ian Potter Museum of Art. The Fellowship should not be understood as an artist-in-residence program. There are no studio facilities at 'Ballangeich'.

Nominations must be compiled as a single document and emailed to:

Dr Elizabeth Nelson

Committee Secretary, Macgeorge Bequest Committee of Management

Email: lnelson@unimelb.edu.au

4.3 Privacy Policy

The information you provide will be available to the Committee and administrative staff to assess the candidate for an award. The University has a comprehensive [privacy policy](#) on the responsible use, collection and security of, and access to personal information. You are entitled to access personal information held by the University under [Freedom of Information](#).

4.4 Closing Date for Applications

[Monday, 4 September 2023, at 5.00 pm.](#)

5. SELECTION PROCESS

The Macgeorge Bequest Committee of Management will undertake selection annually and determine the number of Macgeorge Fellowships to be offered each year. The Committee reserves the right not to award Fellowships in any given year if it sees fit. Departments/Schools will be advised in writing of the outcome of their nomination.

6. OBLIGATIONS OF THE HOST DEPARTMENT/SCHOOL

6.1 Hosting the Visit

The nominating Department/School **must** host the visit to the University including:

- (a) Arranging the appointment of the Fellow as an Academic Guest to the University of Melbourne. Instructions are provided [here](#).
- (b) *For Fellows coming from overseas* – as soon as possible, the School/Department will need to assist the Fellow with obtaining a visa for entry into Australia. Please follow the University's [visa application process for overseas appointees](#).
Please allow plenty of time for this process.

Further advice about appointments of Academic Guests should be obtained from the Department/School HR consultant.

- (c) Payment of contribution towards travel and living expenses.
- (d) Booking accommodation at 'Ballangeich'.
- (e) Making travel arrangements for the Fellow.
- (f) Providing access to the University's library, internet and email facilities for the period of the fellowship.

- (g) Preparing 'Ballangeich' with provisions and setting up any special equipment for the Fellow's arrival.
- (h) Greeting the Fellow upon arrival and facilitating his/her entry to 'Ballangeich' and interaction with the University community. This should include an introduction to the Chair of the Bequest Committee of Management. The host Department/School should make an appointment on campus for the Chair to greet the Fellow briefly on behalf of the Committee.
- (i) Organising and promoting a public lecture/performance and departmental/school seminar/postgraduate workshop by the Macgeorge Fellow.

The host Department/School should book venues through the University's [Venue Management Office](#). Charges may be made for cleaning and onsite support.

The host Department/School should promote the public lecture/performance and seminar/postgraduate workshop through [University of Melbourne Events](#).

All promotions must acknowledge the Macgeorge Bequest with the phrase: *Supported by the Macgeorge Bequest*.

6.2 Booking the Accommodation

The letter of award to the host Department/School will stipulate the residency dates offered. The host Department/School must then book the Fellow's accommodation at 'Ballangeich' by contacting the Macgeorge Caretaker and providing specific arrival and departure dates. The Caretaker manages the accommodation arrangements and her contact details will be provided in the letter of award.

Any subsequent requests to change the residency dates must be discussed with the Macgeorge Caretaker to avoid overlap with other residents and activities at the house.

6.3 Preparing the Accommodation

Prior to the arrival of the Fellow, the host Department/School should liaise with the Macgeorge Caretaker to facilitate the Fellow's entry to 'Ballangeich' by picking up the house keys and providing directions/escort to the house. This should be done at least 2-3 days in advance of collecting the keys.

The keys will be made available for approved Fellowships for the agreed period of residency only. At the conclusion of the residency, residents must return the keys to the Caretaker or lock the keys inside the house upon departure. The keys are the property of the University, so must not be replicated or retained by residents at the end of the residency.

Host Departments/Schools should visit the house to prepare it for the Fellow's arrival. The kitchen and laundry cupboards will contain some basic items. Host Departments/Schools should supplement these with additional provisions to assist the Fellow in his/her first days of residence. These purchases should be charged against the Departmental/School Themis group code for the Fellowship.

Thereafter, residents are expected to provide their own grocery and personal items for the duration of their residency. Domestic linen such as bed sheets and towels are provided at the house. A cleaner hired by the University, will clean and tidy the house once during the week preceding the Fellow's arrival.

The Caretaker lives in the flat beneath the main residence of the house and will be happy to assist with general house matters.

6.4 Equipment

The house is equipped with a desktop computer, printer, wireless connection and telephone. Any queries about equipment at the house should be addressed to the Macgeorge Caretaker.

6.5 Funding Arrangements

The Macgeorge Bequest will contribute **up to \$14,000** towards the cost of a Macgeorge Fellowship. The specific amount awarded for each Fellowship will be stated in the letter of award. This amount will contribute towards the expenditure items listed in the budget and any other reasonable expenses associated with the Fellowship. ***Please note: funding cannot be used for gifts or spouse/partner/family expenses.***

The Fellow will not receive the full funding amount personally because this funding contributes toward several costs including those accrued by the host School/Department.

Funding from the Macgeorge Bequest must be accurately recorded and appropriately spent for auditing and accountability. Therefore, the host School/Department must establish a separate Themis group code for the Fellowship against which expenditure can be made. The Macgeorge Bequest Committee of Management will authorise reimbursement to the School/Department up to the amount awarded after it receives the Fellowship report (see Section 6.6 below).

Any queries about accounting arrangements should be directed to the University's finance trusts team at finance-trusts@unimelb.edu.au

6.5.1 Travel costs

The funding allocation includes the cost of an economy class return airfare for the Fellow. This will be for the leg of the trip pertaining to the Fellowship only. For local trips in Melbourne, the host Department/School may choose to issue cab charge vouchers or hire a car for the Fellow to drive.

The host School/Department should use its corporate card to pay for airfares and car hire, and charge this against the Departmental/School Themis group code for the Fellowship. Taxis should be paid with Departmental/School cab charge vouchers. Alternatively, the School/Department can later obtain from the Fellow the itemised, original tax receipts showing the Fellow's payment of the car hire fees, taxi and airfares, and reimburse the Fellow directly. Receipts should clearly itemise the fare, tax and its status as 'paid'. These travel costs should be charged against the School/Departmental Themis group code for the Fellowship.

PLEASE NOTE: funding cannot be used for spouse/partner/family expenses.

6.5.2 Advertising, Venue, and Catering Fees

The funding allocation includes a contribution toward advertising, venue, and catering fees associated with the public lecture/performance and School/Departmental seminar/postgraduate workshop by the Fellow.

6.5.3 Visitor Travel Allowance

Macgeorge Fellows may be paid an upfront Visitor Travel Allowance as part of the Fellowship funding to cover meals and incidental costs. Please see the University's [Visitor Travel Allowance webpage](#) and use the **F45 Visitor Travel**

Allowance Calculator to organise the allowance. The calculator determines the maximum amount payable to a visitor.

If the host School/Department prefers to reimburse the Fellow for meals and incidental costs, please budget for this by referring to the [ATO's determination on reasonable amounts for meal and incidentals](#).

6.6 Providing a Fellowship Report

The host Department/School must provide the Committee with a report on the outcome of the Fellowship including details of the —

- (a) project undertaken by the Fellow during the Fellowship;
- (b) public lecture/performance and Departmental/School seminar/postgraduate workshop delivered by the Fellow;
- (c) Fellow's interaction with staff and students;
- (d) Fellow's residency at 'Ballangeich';
- (e) Departmental/School expenditure for the Fellowship. Please ask the host Department/School Finance Officer to provide a covering statement of the total amount for which the Department/School is seeking reimbursement with a breakdown of the expenditure items. Attach as documentation a printout from Themis that itemises the expenses and shows the Departmental/School Themis group code for the Fellowship. Reimbursement will be made after the Committee has received the report and approved the items of expenditure.

The Fellowship report must be submitted to the Committee Secretary within **two** months of the conclusion of the Fellowship.

7. THE MACGEORGE BEQUEST

7.1 Norman and May Macgeorge

Norman Macgeorge, artist and patron of the arts, lived at Fairy Hills, Ivanhoe, with his wife May from 1911 until his death in 1952. May was a fellow artist and grand-daughter of overlander pastoralist and ships Captain John Hepburn (which he pronounced "Hebburn") 1800-1860 who built Smeaton House in central Victoria, a Colonial Regency Style Georgian building dated 1849-50, and now registered by the National Trust of Australia.¹ Further information about Norman and May Macgeorge is provided by the [Ian Potter Museum of Art](#).

On the death of May Macgeorge in 1970, the joint intention cherished by the Macgeorges and expressed in their wills came into effect. This was to leave to the University of Melbourne their house and land, furniture, paintings, books and all effects, together with some capital.

The bequest was to enable the fulfilment of their wish to promote the arts at the University of Melbourne, especially postgraduate study of the arts, and to ensure their house, which had for many years been a centre for encouragement of the arts, continue to be such. The Macgeorge Fellowships are funded by the Macgeorge Bequest.

7.2 'Ballangeich', the Macgeorge House

¹ Marginson, Ray D, 'Welcome to the Macgeorge House', pamphlet, Parkville, The University of Melbourne, 12 April 1984.

7.2.1 Architecture and Furnishing

In 1910, about one month after becoming engaged to May, Norman Macgeorge purchased a sub-division of the Fairy Hills estate in Melbourne. The land measured 0.762 hectares and was located at the junction of the Yarra River and the Darebin Creek.

He engaged the architect Harold Desbrowe-Annear to design a house on the large lot and called it 'Ballangeich' after his boyhood home in Adelaide. Desbrowe-Annear was an exponent of the Arts and Crafts movement. The interior of the Macgeorge house features rich timber panels and floorboards. The living room and main bedroom are brightened by light through extensive windows looking over the landscaped garden and river. Timber doors, built-in furniture and cupboards, bracketed plate rails and timber mantle pieces over the fireplaces were some of the Arts and Crafts features installed by Desbrowe-Annear. The Macgeorges further furnished the house in the Arts and Crafts style, most notably the huge iron hood for the fireplace in the living room made by Norman Macgeorge and the custom-built furniture of their own design.

Given their extensive social circle and contacts in the Melbourne art world, the house became a cultural centre visited by many notables of the era.²

Since bequeathed to the University of Melbourne in 1970, the Macgeorge house has been subject to a continuing maintenance program in keeping with the original design and underwent major capital restoration works during 2012. Today it is a classified historic building of three bedrooms and a number of additional rooms. There are no dedicated studio facilities.

7.2.2 Garden

It had been thought for many years the formal garden layout was originally designed by Blamire Young. It has since been uncovered the garden was originally designed by Harold Desbrowe-Annear along with the house.

When Norman and May Macgeorge lived at 'Ballangeich', the front garden had a traditional layout with a circular driveway defined by beds of perennials, two circular oak lawns, small flower beds of annuals near the front door and, to the east side, a rose garden and orchard.

It was the rear garden leading down to the river that broke with tradition. When the Macgeorges purchased the land, it had been almost completely cleared of native vegetation, except for the river red gums near the creek.

They subsequently introduced sugar gums and other native plants to develop one of the early bush gardens of Melbourne in their increasing appreciation of flora and wildlife of the area.³

In 1994, the University of Melbourne undertook an extensive program of re-vegetation of the gardens aimed to beautify the property, create habitat and food sources for native wildlife, preserve rare, old and significant plant species, reintroduce other indigenous plant species, remove weeds that were competing with native plants for resources, and combat erosion near the river bank. In keeping with the theme of the domestic bush garden, the focus was on native vegetation.

² Edquist, Harriet, 'An Up-to-Date Artist's Home', *Norman Macgeorge: Man of Art*, Parkville, Ian Potter Museum of Art, the University of Melbourne, 1991, pp.24-34.

³ Edquist, pp 34-37.

Native plants that naturally occurred within the Ivanhoe Yarra Valley area were grown from seed collected locally and planted in the thousands on the Macgeorge estate: wattles, native grasses, lilies, native daisies and pea-flowering shrubs to complement the original River Red Gums, Tree Violets, Wallaby Grass and Blackwoods.⁴

7.2.3 Bird Life

A survey of bird species observed at the Macgeorge House was undertaken in 1995-6 by Dr Colin Barraclough, then Lecturer in Chemistry at the University of Melbourne and President of the Bird Observer's Club of Australia. Dr Barraclough visited the site for one hour every eight weeks to record species seen during the visit.

He recorded varied and vibrant bird life on the property and along the river.⁵ The 2005 Macgeorge Fellow, Professor Julian Henderson identified a total of 45 species in and around the property.⁶

7.2.4 Open House Days

At the discretion of the Committee, 'Ballangeich' may be opened to the public. These Open Days will be advertised and notices will be sent to University staff and other interested groups.

7.3 Management of the Bequest

The University entrusted the administration of the Macgeorge Bequest to a Committee of Management under [University Trust Record \(UTR 7.98\)](#), with responsibility to maintain the house and grounds and to provide for its use in accordance with the intentions of Norman and May Macgeorge. This Committee is made up of senior academics, curators, administrators and financial advisors.

8. FURTHER INFORMATION

Please address queries and submit nominations and Fellowship reports to:

Dr Elizabeth Nelson
Committee Secretary, Macgeorge Bequest Committee of Management
lnelson@unimelb.edu.au

7 June 2023

⁴ De Preu, Fiona, 'Macgeorge House: Landcare Environment Action Program', report to the Macgeorge Bequest Committee of Management, Parkville, the University of Melbourne, 26 June 1995.

⁵ De Preu, Fiona, 'Macgeorge House: Grounds Report 1995', report to the Macgeorge Bequest Committee of Management, Parkville, the University of Melbourne, 26 June 1995.

⁶ Sear, Frank, report to the Macgeorge Bequest Committee of Management on the Macgeorge Fellowship held by Julian Henderson, Parkville, the University of Melbourne, 9 January 2007.