



## **APPLICATION PROCEDURES**

- The closing date for applications is March 31<sup>st</sup>, 2020.
- All applications should be signed and dated.
- All applications should be typed or neatly handwritten on the Application Form. This is a PDF file.
- Applications must be collated in the order 1 to 6 shown below.
- All enquiries through the website and all application documentation must be in English.

### **DUPLICATES [2 COPIES] ARE REQUIRED OF EACH OF THE FOLLOWING:**

#### **1 .GWQ Gold Coast – FFI Award Application Form**

The application must be on the downloaded form below and must be written in English.

#### **2. Academic Records**

Certified copies of transcripts of your academic records [Originals are not required as they cannot be returned]

#### **3 .Curriculum Vitae**

A brief CV. This may include comments on your achievements, interests and aspirations considered relevant to your application.

#### **4. Justification for funding request**

A clear outline of the study program/course for which support is required. This needs to include a statement of:

- the objectives of the study
- a brief outline of the project if appropriate
- the relevance of the study program/course to your career development
- how the funding will be used.

#### **5. Written Confirmation**

A copy of written confirmation from the University or Institution which shows provisional or final acceptance of your study program if you are undertaking research.

#### **6. Referees' Reports**

Reports from two [2] nominated referees are also required. Applicants must contact their referees and request them to send 2 copies of their report on the Referee Report Form directly to the address supplied on the form to arrive no later than July 1<sup>st</sup>, 2018.

It is suggested that you send the form to your referees. Applications are not considered to be complete until the Referee Reports are received.

### **Please note the following:**

- Send all material loose leaf in a single plastic sheet protector – please do not staple papers or include folders;
- Faxed Applications will not be accepted;
- Under no circumstances will forms be faxed to applicants or enquirers;
- All applications will be acknowledged in writing;
- Results will be advised to all applicants;

- GWQ Gold Coast reserves the right not to award Awards in any one year. Such decisions are final and no correspondence will be entered into.

**\*Application Form.**

**\*Referee Report**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS : March 31<sup>st</sup>, 2020**

**Contact details:**

POSTAL

The Awards Officer

GWQ Gold Coast Branch

P.O. Box 146

Chevron Island

QLD 4217

EMAIL [Enquiries regarding Awards] – Carole Crowther  
[fellowshipsgc@graduatewomensgoldcoast.org.au](mailto:fellowshipsgc@graduatewomensgoldcoast.org.au)