

# Scholarship Project

## Establish

Organisation decides to establish a Scholarship project

*Define the nature of the scholarship (i.e how much, duration, how many candidates) and seek approval from the governing body (i.e. church council, college council, relevant department heads)*

## Apply & submit

Organisation completes online project application form ([www.qlg.org.au](http://www.qlg.org.au)) & form is submitted to QLG Board of Directors

## Review

QLG Board of Directors reviews application

*Scholarship meets all legal requirements (including advertising scope)*

**Project Approved**

**Not Approved**

### Advertise project & collect donations

Organisation advertises scholarship (Facebook, newspapers, bulletins, newsletters) to region of 200,000 and collects donations

QLG Board refers back to organisation with any queries or concerns, then organisation resubmits application online

### Interview & select candidates

Shortlist applicants, interview shortlisted and select preferred candidate/s

### Deposit funds

Project funds deposited into QLG account. Tax deductible receipts will be provided to donors by QLG.

## Recommend candidate/s

Organisation submits letter to QLG Board of Directors outlining recommended candidates for scholarship and reasons for selection (template on QLG website)

## Funds distributed by QLG

QLG considers recommendation and, if approved, disperses scholarship funds to organisation for distribution to candidates

