

GRADUATE WOMEN VICTORIA

Serving and empowering women through education and advocacy



Grant and Application Workshop 2018

Hawthorn Library

Saturday March 17th, 2018

Please note that many of these points are applicable for any scholarship/grant application. Where specified, they relate to Graduate Women Victoria (GWV).

Eligibility for GWV Scholarships

- GWV scholarship applications don't require GWV membership
- Students can reapply for same or different scholarship next year
- Possibility of additional smaller special awards as well as listed scholarships – can't directly apply for these.

Download and read guidelines (often)

- **Meet word /page limits** – be kind to assessors (be careful with use of diagrams if allowed – ensure text remains easy to read)
- **Use suggested headings** – make every word count
- Make your own headings if not provided – easier to organize ideas
- Make sure you tell the assessor all the important information in minimum space – use language that tells them all they need to know about you

Meeting assessment criteria

- Identify key words in the description of the grant/award
- Use personal style (unlike journal article)
- Emphasise the relevance
- Use criteria to help you structure your application
- Don't be too modest or too boastful – **be positive**, enthusiastic
- CV should be tailored for the specific application – it is obvious if it is not!

Give yourself plenty of time

- **Start your application online as early as possible**
- You can logout and login again as often as you like
- Put it aside as long as possible
- Changes required will be more obvious, revision will be so much better with a fresh look
- Revise, revise, revise to make the best application possible

Content

- Personal details are relatively standard information
- Include stage of degree, future plans

- **Find a place for information that doesn't seem to fit**, don't leave it out if you think it supports your case
- Don't overinflate your achievements but make sure you highlight your relevant strengths
- Describing self – difficult to praise self, need strong confident language, true but not boastful – use a critical friend to advise
- Don't use “but” “however” or other negative language
- Explain reasons why academic success may not be continuous; all relevant factors should be included but level of detail should vary depending on their relative impact
- **Emphasise how difficulties have been overcome** – “despite, I have still”

Project description

- GWV - less emphasis on the project or course for these applications relative to other types of grants
- Innovation – new approach, new target – contribution to knowledge
- Significance – why is it important?
- Relevance – why now?
- Answer specific questions
- Could include defence of underfunded discipline, stress positives
- If your project has a team, describe how the team have complementary skills to achieve goals
- If you are completing a coursework masters etc, your story will relate to your motivations and career aspirations rather than the specifics of a project

Budget (not required for GWV)

- Give enough detail so that assessor can see value for money
- Explain how you could do part of the project, or use this funding to apply for/complete a larger project, if funding is not enough
- Do not apply for exactly the same project from multiple funding bodies
- What will be the impact if you get funded? Reduce own ongoing costs for childcare, transport to uni, other resources for project
- Travel budgets – get advice from home university/host university re safety and local costs
- Get advice on costing, check that the sums add up!

Critical friend

- **Important through career to facilitate better applications**
- Provide honest critique of quality, clarity and logical flow – have you presented a well-supported case vs woolly ideas? Is there a strong narrative?
- Provide advice on balance – adding positive adjectives, confirming right amount of detail
- Definitely get advice on grammar if English is second language
- Probably better not to use your supervisor as your only critical friend, particularly if they are your referee
- Get someone with general background to read for cross discipline understanding – avoid jargon
- You don't need to take on board all their comments – take ownership of your application, preserve your “voice”

GWV Referees

- Two referees required, at least one familiar with your academic record
- If you are returning to study you may use professional/employer referee
- Indigenous applicants are asked to provide a reference from someone in the Aboriginal and Torres Strait Islander Community. The Aboriginal Liaison Office at your university can assist.
- Provide rationale for why you are using them
- For GWV applications, it's up to you to decide how much detail you want to provide them about your personal circumstances.
- GWV Referees are asked how long and in what capacity they know you
- **Give your referees as much notice as possible, definitely talk to them (preferably in person)** to convey your passion, emphasise your strengths, explain your difficulties
- Make sure they are going to be positive!
- Provide them with a copy of the application form, and a part or completed application if possible
- Tell them what you need them to say – help them to write the reference (e.g. would it help if I provided you with a draft/outline/dot points?)
- **Ensure that they can meet the deadline (2 weeks after closing date for GWV applications - 14 April)**

GWV Academic transcripts/proof of current enrolment

- Make sure your email address is correct – email yourself to check
- Use your student email in all GWV correspondence
- Need to obtain an original academic transcript (usually need to pay for this) and record of results in your current course (if applicable)
- Copy of student card or an invoice is not sufficient
- Proof varies between institutions – contact student admin for advice

GWV Proof of disadvantage

- Need documented evidence where possible – but GWV does not want to cause you additional stress if this is difficult or upsetting
- Could be medical certificate or other
- Bank statements, Centrelink documents etc – keep name, block out personal account numbers etc
- Refer to FAQs for examples – 6 pages maximum combined docs

GWV Assessors/Privacy

- Website is secure
- Assessors receive complete application, all content remains confidential
- All documents are deleted after review, only demographic data collected from each year

GWV Presentation Day – June 2 2018

- Chance to meet other recipients, develop social and professional networks
- Acceptance speech – your choice whether to say anything about disadvantage. Audience will know that you have overcome difficulties to win your scholarship.

Good luck!

**Dr Jane Bourke
GWV Scholarships Committee
2018**