

**GWV workshops 2019**  
**University College/Camberwell Library**  
**Saturday February 23<sup>rd</sup> / March 2<sup>nd</sup>**

Please note that many of these points are applicable for any scholarship/grant application  
Where specified, they relate to GWV

Finding funding –

- **Don't waste time and effort on applications where your needs/eligibility don't match the funding body goals**
- **Your "perfect" match with the scheme is clearer to the reviewer if you reiterate the language on their website or guidelines in your application**

Some additional sources (besides GWV) – search terms are important to identify the most relevant

- Philanthropy Aust
- Good Universities Guide
- University websites
- Supervisor
- Friends

GWV Eligibility (see website for details)

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

Download and read guidelines (often), highlight potential pitfalls

- **Meet word /page limits** – be kind to assessors in terms of font size, ensure you have some white space - it's OK if you are concise and have words to spare
- Be careful with use of diagrams if allowed – not too small, 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

Criteria for assessing

- Identify key words from the description of the grant/award
- Use personal style, especially for GWV (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

- **Prepare a draft as early as possible**
- Put it aside as long as possible before revision
- Changes required will be more obvious, look for and remove negativity, revision will be so much better with a fresh look
- Revise, revise, revise to make the best application possible

General content, including personal statement for GWV

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

- **Find a place for info that doesn't seem to fit but supports your case** (e.g. use an additional comments space if provided or link the additional text into a section where you have space)
- 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
- Avoid “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 (not for GWV)

- GWV - less emphasis on the project or course for these applications relative to other types of grants
- If you are completing a coursework masters etc, your story may relate to your career aspirations rather than the specifics of a project
- **Start with impact - your grant needs to be memorable, and convey your passion, urgency**
- **Provide a brief summary at the start that the reviewer can refer back to**
- Innovation – new approach, new target – contribution to knowledge
- Significance – why is it important?
- Relevance – why now?
- How does your project add to existing knowledge
- Answer specific questions, make your application bulletproof
- Could include defence of underfunded discipline, stress positives
- If your project has a team, describe how the team have complementary skills to achieve goals

#### Budget

- Not directly relevant for GWV, but your statement could explain how the award could reduce your part-time workload or ongoing costs for childcare, help with transport to uni, other resources for project
- Justify your budget - give enough detail so that assessor can see detail (quotes if appropriate) and value for money
- Ask for enough money to do everything you want – get advice on costing, check that the sums add up!
- 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?
- Travel budgets – get advice from home university/host university re safety and local costs, don't ask for too much (5-star) or too little (unsafe, far from site)

#### Critical friend – preferably more than one (for all applications!)

- **Important through career to facilitate better applications**
- Probably better not to use your supervisor as your only critical friend, particularly if they are your referee
- 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 and positivity – suggesting where to remove negative/add positive adjectives, confirming right amount of detail
- Definitely get advice on grammar if English is second language
- Get someone with specific background to ensure technical aspects are correct
- Also 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 references required, ideally they can comment on different aspects (e.g academic and personal resilience)
- Academic reference is better (supervisor is best – but if you are not comfortable with them, you might want to justify your choice of referee in your application)
- Make yourself known to a potentially sympathetic/available staff member if doing coursework only
- Returning to study may require professional/employer reference
- Provide rationale for why you are using them – for GWV applications, its up to you to decide how much detail you want to provide them about your personal circumstances but it is helpful for the GWV assessors to know this
- **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 the guidelines and 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) – send reminder!**

#### GWV Academic transcripts/proof of current enrolment

- Latest available transcript required
- Proof of enrolment varies between institutions – contact student admin for advice if unsure

#### 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 GWV website FAQs for examples

#### 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 15 2019, Burnley Campus, University of Melbourne

- chance to meet other recipients, develop social and professional networks
- acceptance - can say all or nothing about disadvantage as audience will know that this has already been considered

#### Any questions re GWV?

- jane.bourke@monash.edu
- Please use your student email in all GWV correspondence

**Good luck!**

**Dr Jane Bourke, GWV Scholarships Committee, 2019**