**Establishment of xxx Scholarship/Prize [delete as appropriate]**

The College Academic Committee of the College of xxx has endorsed, for referral to Academic Board, a proposal to establish the xxx Prize, as follows:

**1. Name of Department/School/Campus proposing the Scholarship/Prize**

**2. Name of Scholarship/Prize**

**3. Nature and Value of Scholarship/Prize**

4. **Please provide a brief history and background to this Scholarship/Prize to illustrate why it is being established**

**5. Method of imparting the Scholarship/Prize and campus if this is relevant**

[e.g. "Presented annually at the prize-giving ceremony" or other method]

**6. Is this an externally funded Prize/Scholarship?**

Yes/No [*delete as appropriate*]

*Please note: externally funded Prizes and Scholarships must be developed in consultation with the La Trobe University Foundation and it is a requirement of Academic Board that any such proposal is signed by the Head, Services and Support, Alumni and Advancement prior to submission to Academic Board.*

**7. Name and address of Donor**

(a) Donor name (individual or organization)

(b) Contact person and their position where applicable (where donor is an organization/corporation)

(c) Contact email

(d) Contact address

(e) Contact phone number

*For externally funded Prizes/Scholarships communication should go through:*

(e) Alumni and Advancement Office (1300 LTUF 00 or email: foundation@latrobe.edu.au**)**

**8. Period for which Prize is committed**

**9. Criteria for selection**

**10. Citation for the University certificate (approx 25 words with a maximum of 40)**

**11. Special conditions, if any**

Prize/Scholarship with an external donor must be approved by the La Trobe University Foundation

[name]

Head, Services and Support, Alumni and Advancement

[date]

Academic Board is invited ***to approve*** the establishment of the xxx Scholarship/Prize.

[name]

General Manager, College

[date]