

## Award Proposal Form (Appendix B)

E-mail this completed form to the Associate Director, Scholarships & Bursaries for University approval and set-up in SIS.

<b>A</b>	Award Name

### Donor Information

<b>B</b> Name of Donor (if anonymous, check here <input type="checkbox"/> )	<b>C</b> Profile (if available)		
Organization			
Number and Street	City	Province	Postal Code
E-mail	Telephone Number	Fax Number	

### Donation Payment Information

<b>D</b> Donation Amount (total value)	Does this donation qualify for a government matching program?
\$ _____	
Has the total donation been received?	<input type="checkbox"/> No
<input type="checkbox"/> Yes If yes, when was the donation received (dd/mm/yy) _____	<input type="checkbox"/> Yes If yes, which one? _____
<input type="checkbox"/> No If no, outline payment schedule _____	_____
_____	_____

### Award Funding

<b>E</b>	<input type="checkbox"/> Annual	<input type="checkbox"/> One Time Only	<input type="checkbox"/> External	<input type="checkbox"/> Gift in Kind
	<input type="checkbox"/> Operating Cost Centre _____	<input type="checkbox"/> Endowment	Award Start Date (dd/mm/yy) _____	
	<input type="checkbox"/> Term	Number of Years _____	From (dd/mm/yy) _____	To (dd/mm/yy) _____

### Award Definition (select only one)

<b>F</b>	<input type="checkbox"/> Award	<input type="checkbox"/> Bursary	<input type="checkbox"/> Fellowship (Graduate Studies only)	<input type="checkbox"/> Medal	<input type="checkbox"/> Prize	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Transcript Notation
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<b>G</b>	Proposed Description (public information)

**H** Application Process (Public information. Provide details how students apply for the award. Include deadline dates, contact details, Web sites etc.)

**I** Selection and Administrative Process (Internal information. Clearly state how students will be selected for the award.)

Award		
<p><b>J</b> Timing of award (indicate when the award will be adjudicated)</p> <p> <input type="checkbox"/> Entrance                      <input type="checkbox"/> Fall                      <input type="checkbox"/> Winter  <input type="checkbox"/> Summer                      <input type="checkbox"/> Convocation </p>	<p><b>K</b> Number of awards available per year</p> <p style="text-align: center;">_____</p>	<p><b>L</b> Value of award per student</p> <p style="text-align: right;">\$ _____</p>

Special Programs*	
<p><b>M</b></p> <p><input type="checkbox"/> Special program attached</p>	<p><input type="checkbox"/> Application for a special program attached</p>

**\*Note:** To be completed if criteria for award are exclusionary. Please see New Award Guidelines to determine if a special program is necessary.

York Contact Person**		
<p><b>N</b> Last Name/Family Name</p>	<p>Given Name(s)</p>	<p>Position Title</p>
<p>Campus address</p>	<p>Telephone                      Extension</p>	<p>E-mail</p>

**\*\*Note:** Responsible for award selection process, sending posting request to SFS, recipient notification and donor notification.

**O** Date approved by Faculty Council/Dean's Office/other approving body (dd/mm/yy) \_\_\_\_\_

**Administrative Use Only**

Date Received by SFS (dd/mm/yy) \_\_\_\_\_ Date Approved by SFS (dd/mm/yy) \_\_\_\_\_

COA Information \_\_\_\_\_ Award Code \_\_\_\_\_