



# Scholarships & Bursaries

By NLSF

## NLSF NEW AWARD GUIDELINES

### AWARD NAME:

### AWARD TYPE:

- Scholarship** - Intended for graduating students who display academic excellence
- Bursary** - Intended for students with financial need
- Award** - Intended for students who have outstanding abilities in specific career or subject areas

*A Memorial may be established for all three award types.*

### DOLLAR VALUE OF AWARD

\$500                      \$750                      \$1000                      \$1500                      \$2000                      Other

### NUMBER OF AWARDS YOU WOULD LIKE TO OFFER:

### AWARD DURATION:

- This will be a one-time award                       An annual award                       An endowment

### TIMELINE

We recommend allowing award recipients up to two years after graduation to claim their awards. There are some circumstances under which a shorter timeline is recommended (i.e., gaming funds). If after two years, the recipient has not claimed their award, the funds will be credited back to your account.

- Allow recipient two years to claim their award(s)
- Award(s) must be claimed within one year

### RECIPIENT SELECTED BY:

- Donor** - you and/or your organization will review applications and will select recipients yourself (requires additional application / letter / essay)
- Committee** - Volunteer Committee Members selected by NLSF will review application and select the recipient(s) for you
- School** - This is a school-based award and representatives within the school will review applications and select recipient(s)



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## **AFFILIATION**

Does the student require an affiliation? (i.e., a member of an organization or child/grandchild of a member)  
If so, please explain here:

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## **SPECIFIC SUBJECT**

Is this award designated for a certain subject (i.e., math, biology, etc.) \_\_\_\_\_

## **SCHOOL / DEPARTMENT**

Is this award open to all students in the Nanaimo-Ladysmith School District or would you like it be reserved for students from a certain school or program? \_\_\_\_\_

## **AWARD DESCRIPTION**

If there are any special requirements (*that were not mentioned above*) you would like included in the award criteria / description, please mention it here. (*This could be a requirement for a certain **grade point average, volunteer hours, or any characteristics, achievements, experiences, or future plans that will be considered during the selection process.***)

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## **PRIORITIES** (please select at least two)

Priority #1:

Priority #2:

Priority #3:



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## **CONTACT INFORMATION**

**Contact #1** (*First and Last Name*): \_\_\_\_\_

Mailing Address (*street / PO Box, city and postal code*): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Contact #2** (*First and Last Name*): \_\_\_\_\_

Mailing Address (*street / PO Box, city and postal code*): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **AWARD DESCRIPTION SAMPLES**

### **Scholarship**

(Name of scholarship) is awarded to a top academic graduate who will be a full-time student in a degree program at an accredited university or in a university transfer program at a community college. Proof of registration from a post-secondary institute is required before funds are released. Money must be claimed within two years of receiving the award.

### **Bursary**

(Name of bursary) in the amount of ... is awarded to a student from (name of school). This bursary is awarded to a student with demonstrated financial need as the major determining factor. Proof of registration from a post-secondary institute is required before funds are released. Money is to be claimed within two years of being awarded.

### **Award**

To be awarded to a student who is planning a career in the ... field. The student must have demonstrated community service and will be attending a post-secondary institute in a degree, diploma, or certificate program. Proof of registration from a post-secondary institute is required before funds are released. Money is to be claimed within two years of receiving the award.

### **Memorial**

(Name of award) is intended for a graduating student who has a strong interest in music and has participated in music-related activities in school and/or the community. John Smith will be remembered for .... Proof of registration at a post-secondary institute is required before funds can be released. The money must be claimed within two years of receiving the award.