

# Indigenous STEM Awards

## Writing a good award application / nomination

### The Application Form

- Find out the application closing date for the awards you are interested in before you begin your application process.
- Make sure you are applying for the correct category.
- Complete your application in full, making sure EVERY criteria is addressed.
- If you are unsure about how to apply or what to include with your application, contact the Awards office by telephone or email.
- Find out what is the main purpose of the Awards being offered. How does your application line up with this purpose?
- Have the correct contact details. Ensure that you will be easy to contact and that the addresses and phone numbers provided in your application are current. If you do not have a private email address, consider creating one and check your email regularly as you may receive important information or requests for additional information. If you are in Year 12, you may not be able to access your school or college email after your final exams.

#### Always remember:

**Give yourself plenty of time to write the application.**

**Review it more than once.**

**Plan for success – you may have extra commitments if you're successful.**

**Don't forget you're awesome! Don't leave out the good bits.**

**Make copies of everything and back up those copies.**

### Things to include:

- Examples of why STEM is important to you.
- Extra-curricular activities & community involvement.
- Links to your blogs, you-tube channels or other online evidence of your involvement in STEM.
- Long term goals; any interest you might have in pursuing a career in your area of study.

### Things to avoid:

- Statements that are handwritten. Type it if possible.
- Writing less than the space provided.
- Saying things that are untrue.

## Writing - it's all in the detail

Your application will contain criteria that are actually asking multiple questions. For example we have found at least 3 questions in the following criteria:

Demonstrate how you show passion, engagement and improvement in science, technology, engineering or mathematics

1. *What is your passion? Where did it come from? Where is it taking you?*
2. *How have you engaged in STEM activities?*
3. *What evidence have you got that demonstrates your improvement in STEM studies?*

It's important that you understand what each question is really asking you. Breaking down the question into its smaller parts and identifying keywords can help you to provide an answer full of information which the judges are interested in. The aim is to answer every part of the question in the most succinct way possible.

**Editing Tips: Re-read your application and make sure you have answered the questions properly. Ask someone from school, a friend or family member to read over your application with a fresh pair of eyes. Try reading it backwards to catch any typos.**

### Who completes the 'referee' form?

A referee is someone who gives evidence of your good character, past achievements or experience. This evidence is commonly known as a reference or a letter of recommendation. Your referee could be someone from school, work, volunteer organisation, community group, professional body or an approved higher education provider (Uni, TAFE etc).

**Handy Hint: Give your referee as much time as possible as they are likely to be busy and will appreciate warning!**

## AWARDS Application Checklist

- Check the Award application dates. How long do you have?
- Check the selection criteria. Who is this category targeted at? Do you fit in that group?
- What extra activities could you do in the next few weeks to provide more examples for your application?
- Check the fine print. Are there any particular expectations of the Award recipient?
- Check how to apply. (You have to apply by email)
- Check what documents you will need?
- Prepare your application. Remember to read each criteria carefully and look for multiple questions in each.
- Proofread your application. Check for spelling mistakes, incomplete questions and have a parent, guardian or teacher look over it with you.
- Print or make copies of your application form and documents in case anything gets lost along the way.
- Check your contact details.
- Make sure you check your email/mail regularly for any updates.
- If you are not sure of the answers to any of these questions, just ask!