**MGA NEW AWARD/SCHOLARSHIP PROPOSAL (OR REVISION)**

**TEMPLATE**

**1. BACKGROUND**

*(A brief cover letter should be attached to all new award/scholarship proposals (or revisions).*

*It should provide background for the new award, endorsers, and information useful to the MGA*

*ARC in reviewing the proposal. If a revision, include previous endorsers)*

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**2. DESCRIPTION**

*(Award title, sponsor, award frequency. Title should reflect award’s purpose)*

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**3. ADMINISTRATION**

*(Who will be responsible for administering award, if third party is involved, reference*

*agreement if applicable)*

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**4. ELIGIBILITY**

*(Specify the parameters/criteria required by the applicant, e.g., member grade, level of accomplishment, etc.)*

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**5. PRIZE ITEMS**

*(Specify if cash, certificate, plaque, featured publication, etc.; prize should be appropriate for*

*the purpose of the award; if multiple awards, provide manner of prize sharing)*

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**6. FUNDS**

*(Provide source of award funds, continuity of funding, who will manage funds)*

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**7. NOMINEE SOLICITATION**

*(Specify the nomination method to be used for soliciting applicants/nominees, e.g., nomination*

*portal)*

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**8. AWARD SELECTION COMMITTEE**

*(Identify the committee’s membership, term of service, responsibilities, evaluation process, if*

*other bodies are involved)*

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**9. SELECTION PROCESS**

*(Specify the process to select applicants/nominees such as scoring, voting and factors considered*

*for the selection)*

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**10. SCHEDULE**

*(Enter the timeline from submission of applications to the selection and notification to award*

*recipients)*

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**11. PRESENTATION**

*(Specify preferred method of presenting award by recipient, including location and schedule)*

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**12. PUBLICITY**

*(Publicize as appropriate for the award)*

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**For ARC Review Committee Only**

**ACTION BY MGA AWARDS AND RECOGNITION COMMITTEE (\*)**

1. **Proposal (or revision) returned to submitter with recommended modification**

 **for resubmission \_\_\_\_\_\_\_**

1. **Proposal (or revision) endorsed as presented; return to submitter for final**

 **approval\_\_\_\_\_\_**

**3) Proposal (or revision) rejected; returned to submitter for**

 **reevaluation/submission\_\_\_\_\_\_**

**Reason(s) for Rejection:**

Does not meet award specifications criteria\_\_\_\_\_

Incomplete proposal \_\_\_\_­\_

Award already exists \_\_\_\_\_

Similarity to existing Award ­­­\_\_\_\_\_

***(\*) For proposals (or revisions) submitted by MGA Committees, ARC will submit proposal to MELCC for endorsement and to MGA Board for approval.***