Section 1: General Information

Organization Name:

Contact Person:

Position:

Contact Number:

Email Address:

Section 2: Flow of Creating Scholarships

1. What is the process followed by your organization for creating new scholarship programs?
2. Who initiates the creation of a new scholarship program within your organization?
3. Which department or team is responsible for reviewing and validating new scholarship programs?
4. How is the approval obtained for a new scholarship program?
5. Is there a specific workflow or approval hierarchy that needs to be followed for creating scholarships? If yes, please provide details.

Section 3: Roles and Responsibilities

1. Who is assigned as the primary person responsible for managing the scholarship program within your organization?
2. What are the key responsibilities of this person in managing the scholarship program?
3. Are there any additional roles or individuals involved in the scholarship program management? If yes, please describe their responsibilities.

Section 4: Applicant Forms

1. What is the standard form or application used by your organization for scholarship applicants? (If possible, please provide a sample or attach the form.)
2. What information is typically collected in the application form for scholarship applicants?
3. Are there any specific documents or supporting materials required to be submitted along with the application form?

Section 5: Scholarship Program Creation Form

1. Is there a specific form used by your organization for creating new scholarship programs? (If possible, please provide a sample or attach the form.)
2. What information is typically collected in the scholarship program creation form?
3. Are there any criteria or guidelines that need to be met for a new scholarship program to be approved?

Section 6: Additional Comments

1. Are there any other insights or details you would like to share regarding the flow of creating scholarships within your organization?