



FRAMEWORK FOR
SELECTING AND SUPPORTING
VINCYCARES
SCHOLARSHIP RECIPIENTS



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Foreword

VincyCares was founded on the principle of giving back to less fortunate children in St. Vincent and the Grenadines. Our goal is to provide an avenue whereby all children will be able to attend school on a level playing field especially when it comes to the tools that they need to be successful. The **Victoria Sutherland Scholarship** was established on our first anniversary in the name of the young lady who inspired the group. The scholarship is designed to assist needy children who exhibit potential, be it in academics, sports or the arts, but who lack sufficient financial resources to achieve as much as possible from their secondary education.

This document is designed to provide a framework for the VincyCares Scholarship program. It outlines the foundation for the governance of the program and defines the goals and objectives, criteria for selection, responsibilities of and accountabilities to the recipients.

As the program develops, this document may be revisited and redefined as is deemed fit or as dictated by circumstances, experiences or as seen fit by the Directors of VincyCares. The Directors of VincyCares retain sole rights and responsibility to modify the terms and conditions of scholarships awarded by VincyCares.

Goals and Objectives

The aim of the program is to assist children and their families by defraying some of the costs associated with secondary education in St. Vincent and the Grenadines. We commit to provide the recipients with a five year scholarship once they meet the conditions for continuation. Additionally, the program will seek to encourage and inspire young people to look beyond their current circumstances and aspire to achieve their dreams and to provide them with a vehicle for achieving those dreams. We seek to achieve this through short, medium and long term objectives as outlined below:

- i. **Short term:** To immediately award the initial scholarship to the first recipient, to establish working parameters that will govern the initial scholarship, including understanding the challenges of the recipient, developing a support network, both for the program and the recipient to ensure the success of both the recipient and the program on a whole.
- ii. **Medium Term:** To secure funding, while building a support base, to allow for multiple scholarships annually. To solicit the involvement of, and partnership



with, educators and community and business leaders to develop and mentor scholarship recipients to be well rounded and productive members of society, while achieving success in secondary school and beyond.

- iii. **Long Term:** To foster a community of Vincentians, including recipients of scholarships and their families, who understand the value and benefit of giving back to those less fortunate and are willing to invest in the youth of their community. To inspire alumni of the program to become goodwill ambassadors who will in turn encourage, inspire and impact others as they have been impacted. To create a community of recipients who, as they receive a hand up will in turn provide a hand up to someone else.

Scholarships

There will be two categories of scholarship as outlined below. Special scholarships also include scholarships donated "in memory of". There is no functional difference between the scholarship, except the donors of full scholarship has some input on selection of the recipient and are required to sign a letter of commitment for 5 years.

1. **Standard Scholarships:** This is a scholarship funded by VincyCares, through fundraising or donations.
2. **Partial Scholarships:** Individuals, groups or entities can opt to make a partial donation for a full five (5) year period towards a scholarship. Or a full scholarship donation for any multiple of years. The donor will be required to sign an agreement with VincyCares stating the amount of the contribution and specific payment transfer arrangements
3. **Special Scholarships:** This Scholarship is a full 5 year scholarship donated, by an individual, family, group or business, who will have varying levels of input in selecting the recipient. This includes but is not limited to
 - a. The school, district, or constituency
 - b. A male or female recipient
 - c. Recipient with specific ability (sport scholarship)
 - d. Recipient with a specific career aptitude (arts, science, business, vocational, etc.)



Selection Process

VincyCares aims to select students based on a number of factors. These include, but is not limited to: academic performance, aptitude in a particular discipline or vocation, financial need, community, including school involvement and a willingness to give back to others, through but not limited to, mentorship.

VincyCares will foster collaboration with the school faculty and community organizations to identify potential candidates. This will be done by constituencies, in the following ways.

1. Select a constituency starting with the schools we have already had a relationship with through the school supply drive and rotate through the constituencies year after year.
2. Engage the school principals and grade 6 teachers in that constituency at the beginning of the Grade 6 school year. Discuss with them the scholarship program and our intention to award a scholarship to a student from a school in the constituency.
3. Solicit their input in identifying three students from their school, who will vie for the scholarship, based on the criteria document that will be presented to them. The goal here is to have the grade 6 teachers and principal, use the potential of a scholarship to motivate the entire class to excel.
4. Potential recipients will be asked to complete an essay on a topic to be determined by VincyCares. This will require close coordination between educators and VincyCares.
5. Recipients would have placed in the top 200 in the common entrance results for that year.
6. Based on the names submitted and the common entrance results at the end of the school year, the executive will vote for a student randomly as follows:
 - a. Each executive member will submit a name to the scholarship committee, from the list supplied by the schools.
 - b. The student with the most votes will be selected. If there is a tie the executive body will again be asked to submit a name from those who tied, and the student with the most votes will be awarded the scholarship.



7. Recipients will be selected within two weeks of the Common entrance results being published. Recipient and school will be notified funds disbursed by July. Official presentations may be done after the school year has started.
8. In an effort to ensure equal distribution of scholarships between male and female recipients, we will announce and communicate to the schools at the beginning of the school year, the numbers of scholarships available for male and female students for the upcoming year. For example, if in the previous year we awarded 2 scholarships to female students and 1 to a male student, the next year we would award 2 to males and 1 to female students

Responsibilities of the Recipient

Parent(s)/guardian(s) of each recipient will be required to sign an agreement with VincyCares that outlines responsibilities and expectations that govern the scholarship. The agreement will include the conditions under which the scholarship could be revoked or forfeited. The recipient will also be given a copy of the Memorandum of Understanding that governs the scholarship.

The recipient's responsibilities include, maintaining academic standards, willingness to give back and to assist others, continual communication with a mentor, who will update VincyCares directors about the progress, concerns and challenges as need be. Acceptable behavioral standards and accountability must also be maintained.

We may require the recipient to submit a written composition outlining what the scholarship means to them, how it will help to fulfill their goals, what we can expect from them and how they will give back to their school and community.

Responsibilities of VincyCares

As a body we are committed to not just provide scholarships but also to provide a support structure geared towards ensuring success of all recipients. A mentorship program will be established to help and support the recipients.

VincyCares will work with Principals, teachers and VincyCares members in St. Vincent and the Grenadines to ensure that each recipient is assigned a mentor that transcends academic life but encompasses all aspects of personal development.



VincyCares will work with community and business leaders to afford the recipients the opportunity to volunteer in the community or in businesses to gain first hand exposure to various career opportunities.

VincyCares will provide career counseling and guidance as needed for the recipient that may assist them in making wide academic and life choices.

VincyCares will provide avenues/opportunities for the recipients to connect with the VincyCares membership at large in the event that someone wants to “sponsor” them as host-parents.

VincyCares will seek out and provide the recipients with information that can lead to scholarship opportunities at educational institutions regionally or abroad.

VincyCares may provide added incentives for recipients who perform exceptionally well

Donations to Scholarship Fund

Donations to the **Victoria Sutherland Scholarship** fund will be received from a variety of sources including, but not limited to VincyCares, individuals, corporations, businesses, organizations or from any sources as governed by the Bylaws of VincyCares.

Donations can be made in a number of ways including the following:

- i. **Partial scholarship:** This can be made at any time and in any amount and specifically earmarked for the scholarship fund.
- ii. **Full Scholarships:** Individuals, groups or entities can opt to make a donation specifically for a full five (5) year scholarship. The donor will be required to sign an agreement with VincyCares stating the amount of the contribution and commitment to continue the donations for the full 5 years.

Scholarship Name

Anyone, including corporations, individuals, groups or entities, wanting to make donations towards the scholarship fund in memory of another individual will be allowed to do so with the understanding that the donations will be made to **VincyCares Scholarship Fund** in memory of “*name*”. All scholarships would be governed and disbursed by VincyCares and awarded as the **Victoria Sutherland Scholarship**. Considerations will be made to designating the scholarship as **Victoria Sutherland**



Scholarship in memory of “name” if the donor signs an agreement for a full 5 year scholarship.

Disbursements

We endeavor to make this process as easy as possible for both the administrators of the scholarship funds, donors and the scholarship recipients. It is imperative however to ensure that we are responsible guardians of the funds entrusted to us, that we put in place safeguards to ensure proper management of the program and ensure it the program’s success. Scholarships, especially in the case of special scholarships, will be awarded in the school year following receipt of funds. *(Example, a donor gives a full scholarship and pays the full \$500.00 by September 2011, that scholarship will be awarded for school year 2012 and funds disbursed by July when the awardee is chosen.)* This is to ensure the following:

1. That we have a buffer to allow for unforeseen circumstances and that the funds are available and in the account in St. Vincent and the Grenadines by the time the common entrance results are made public or the new school year begins.
2. In the event that the donor is no longer able to commit to the funds as pledged or due to unforeseen circumstances unable to provide funds for that year, it will not impact the recipient, and give us a window to;
 - a. Find alternate source of funds to maintain the scholarship.
 - b. Work with the donor to give the funds later or in smaller amounts to minimize impact on donor and recipient.
 - c. Ultimately safeguard VincyCares reputation against not meeting commitments to the donors.
3. Funds will be disbursed annually by July preceding the school year, since the majority of the expenses are at the beginning of the school year.
4. VincyCares SVG and the Scholarship Committee will have autonomy in managing the disbursement, relationship with the recipient, parent/guardian, mentors and school with input from and reports to the Board of Directors.



Duration

Scholarships will be for a 5 year period. In the event that the recipient repeats a year then a decision would be made, in discussions with the principal, recipient and parent/Guardian to

- a. Suspend the scholarship for that year or
- b. Continue the scholarship annually until the 5 years has expired with the realization that scholarship funds will cease after 5 disbursements.

Mentorship

The mentorship program will of necessity evolve with the program. In the interim we will make every effort to pattern the program over the one that is currently being developed at GHS. This will be easy of the recipient is admitted to GHS,

With regards to other schools VincyCares will work with school principals and community leaders, to implement the same mentorship program or adapt the program to the specific school and community.

The mentorship program will be managed and governed by the VincyCares leaders in SVG, with support from the directors of VincyCares.

Disclaimer: This document was created as a guidance document and can be amended as we address issues that were not foreseen during the initial preparation. The basic concept of the scholarship program will remain the same.