

Considerations When Establishing a Scholarship or Bursary Fund

Scholarships - award based on academic achievement or other merit.

Bursaries - award based on financial need.

Prizes - award based on a specific accomplishment, such as highest standing in a course.

Number of Awards and Value of Awards

An initial award amount should be chosen, but not permanently set, so the value and number of awards can change as the fund grows.

Selection Criteria

Award recipients are chosen based on criteria determined by the donor. The priority a donor gives each criterion can affect the recipient selected. For example, an award for a student who has demonstrated leadership, with preference given to high marks, may result in a different recipient than an award with high marks as the only criterion.

Some common criteria:

- Achievement in a particular subject or field of study
- Community service
- Academic improvement
- Well-roundedness (good performance across academic subjects and extra-curriculars)
- Financial need (Note: most schools have standards in place by which they measure financial need)

Selection Process

Selection Committee - who chooses the award recipient(s)?

Most high schools and post-secondary schools have existing award Selection Committees. We recommend using existing structures where possible to ensure any student who meets the award criteria is considered. This also means students do not have to complete multiple award applications.

For new or alternate Selection Committees, how will members of the committee be chosen? Scholarship and Bursary Funds at The Winnipeg Foundation are held in perpetuity so committees should consider succession planning and how membership will be sustained.

Donors and their immediate family may participate in selecting award recipients, provided they do not constitute more than 50% of the Selection Committee. Donors should consider whether or not any family members would be eligible for the award, as participation in the selection process may render family members ineligible.

How are students selected?

1. Typically, the Selection Committee simply chooses a student(s) who best fits the criteria. In this case, students do not apply.



2. A nomination process may be used whereby students are recommended for an award by teachers, peers or even community members. Nominations are usually submitted in the form of a letter of recommendation or a nomination form. The Selection Committee reviews all nominations and chooses who best fits the criteria.
3. An application process may be used whereby students apply to the Selection Committee. Considerations include:
 - How will the award be advertised so students will apply?
 - How will candidates apply? (ie. application form, essay, reference letters, personal interview)
 - How will applications be compared and evaluated?

Other Considerations

As a donor, how involved do you want to be?

Do you want to:

- Be consulted before the final selection of the recipients?
- Be notified of the award recipient(s) each year?
- Be consulted annually on the amount and/or number of awards issued?
- Attend awards presentation/graduation?
- Personally present the award(s)?
- Receive reports? (What kind and how frequently?)

Provision for Future Changes to School and/or Field of Study

If a program evolves substantially, or a school closes or amalgamates with another, how should funds be directed?

Deferrals

Many students take off a year or more after high school graduation to work or to travel. A student may defer their award based on the donor's criteria. To defer an award, contact the Student Awards Specialist.

Part-time Status

Some students choose to take a partial course load. If a full course load is required, awards will usually be pro-rated based on the number of credit hours. (For example, a student taking 60% of a full course load will receive 60% of the award amount.) The remainder will not be carried forward. However, if a donor chooses, full-time registration can be a requirement for a student to access an award.

Payment Process Options

Option 1: The Winnipeg Foundation Pays the Post-Secondary School

This is the most common payment process. The Winnipeg Foundation informs the Selection Committee of the award amount(s). The Selection Committee chooses the recipient(s) and advises The Winnipeg Foundation.

The Selection Committee provides each recipient with an award letter. The student submits the award letter to the post-secondary institution upon registration. The letter directs the post-secondary school to bill The Winnipeg Foundation for the award amount. The Winnipeg Foundation pays the



post-secondary school, which credits the student's account.

Option 2: The Winnipeg Foundation Pays the Selection Committee

In some cases, the high school or organization may wish to present the actual award cheque(s). In this situation, The Winnipeg Foundation pays the school or organization the full amount of all award(s) and the school issues cheque(s) to the individual(s). The school or organization is responsible for providing T4A forms to students and reports to Canada Revenue Agency.

Where the Selection Committee is based at a community organization (such as an Arts Festival providing music awards), The Foundation can pay the organization if it is a registered charity.

Option 3: The Winnipeg Foundation Pays the Individual Award Recipient

The Winnipeg Foundation can pay awards directly to recipient individuals, particularly when it's impossible to pay the post-secondary school directly (for example: schools outside of Canada). The Foundation may also pay individual recipients directly where the award is issued for some thing other than post-secondary tuition, such as awards that cover the cost of music lessons. In order to pay to an individual, The Winnipeg Foundation must have the recipient's full legal name, SIN, and a permanent mailing address so a T4A tax slip can be issued.

The Role of The Winnipeg Foundation

The Foundation works with donors to establish Scholarship and Bursary Funds by connecting them with schools and educational programs, advising them of existing awards and identifying where greater funding is needed. The Foundation can help determine how students will be chosen for the award to match donors' interests with the needs of students and schools.

On an administrative level, The Foundation is responsible for:

- Advising the school or selection committee of the available award amount;
- Ensuring that students are selected according to set criteria and in an objective, non-discriminatory way; and,
- Arranging payment of awards.

To establish a Scholarship, Bursary or Prize at The Winnipeg Foundation, or for more information, please contact:

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