

**SI/E SCHOLARSHIP FUND
 I
 NFORMATION SHEET**

Deadlines – Actors – Responsibilities

INTRODUCTION

In 1968 SI/E established a Scholarship Fund. Subject to the Scholarship Fund Statutes (amended at the Governors' Meeting 2009 in Amsterdam / to be downloaded at the SI/E website) the scholarships/grants shall be awarded to women in profession or business who want to undertake further training or a pending career change. Women who have started a professional and/or vocational training may be awarded as well when they are living in a developing country with an existing SI/E Club. The candidates may be Soroptimists or non-Soroptimists. Preference will be given to professions and vocations in non-traditional fields for women and to candidates attending the last year of their studies or training courses.

Each year the total amount available for scholarships/grants is about 70'000 Euros and the maximum for each scholarship/grant is 10'000 Euros.

A Union may nominate two candidates and a Single Club one candidate. Unions can only promote candidates recommended by their Clubs. The Soroptimist Club who promoted the candidate is responsible for the application as well as the follow-up of the grantee's progress during the scholarship period and the grantee's final report back to SI/E. For monitoring the impact of the scholarships/grants on the professional/vocational advancement of the awarded women it is also necessary to follow-up the grantees for some years after finishing their studies/trainings.

For the purpose of proposing suitable candidates, each Union or Single Club may set up a Scholarship Committee or Officer that will be responsible for selecting the candidates after a thorough examination of their qualifications. It is important to create awareness of the possibilities the SI/E scholarship/grant gives and, last but not least, to promote it. The SI/E Scholarship Fund is a tool to increase the number of potential members and to advocate all our goals.

DEADLINES

Beginning of October:	Distribution of APPLICATION FORMS to Unions and Single Clubs.
During October:	APPLICATION FORMS reach Clubs in a Union.
December 15th:	APPLICATIONS reach SI/E Scholarship Chairperson.
28-29 May:	Decision of the Council of Governors.
During July:	Granted Unions/Single Clubs receive for payments instruction the SCHOLARSHIP GRANT FORM as well as the FINAL REPORT FORM. Unions inform their Clubs.
October 1st to September 30th:	Utilisation of the scholarships/grants.
February 15th:	FINAL REPORTS reach SI/E Scholarship Chairperson.

ACTORS – RESPONSIBILITIES

ACTORS	RESPONSIBILITIES
<p>SI/E Scholarship Committee: Chairperson and two members</p>	<ul style="list-style-type: none"> • informs the Unions and Single Clubs through SI/E Headquarters at the beginning of each Soroptimist year about the possibility of applying for SI/E scholarships with a announcement letter including relevant information of the procedure and the APPLICATION FORM with the Appendix (INSTRUCTIONS AND CONDITIONS for Applicants); • receives the applications from the Unions and Single Clubs; • prepares the summaries of applications for the Governors; • evaluates the applications and selects the candidates to be granted for the SI/E Board; • after approval by the SI/E Board the Chairperson presents the proposed candidates to the Governors at the Council of Governors for their decision; • informs the Unions and Single Clubs about the accepted applications by sending the SCHOLARSHIP GRANT FORM for the payment contract and the FINAL REPORT FORM; • receives the FINAL REPORTS from the Unions/Single Clubs; • reports on the Web / in the Link about the grantees and their final reports; • cares about the follow-up of grantees after finishing their studies/trainings for monitoring the impact of the scholarships/grants; • Chairperson submits an annual report to the Council of Governors.
<p>Unions: President and Union Scholarship Committee Single Clubs: President and member responsible for scholarships</p>	<ul style="list-style-type: none"> • receive the SI/E Scholarship announcement letter and APPLICATION FORM through SI/E Headquarters; • Unions inform their Clubs about the possibility of applying for SI/E Scholarships by transmitting the relevant information of the procedure and the APPLICATION FORM with the Appendix INSTRUCTIONS AND CONDITIONS for Applicants; • Unions receive the application(s) from the Clubs check that the application is in triplicate and complete, including signatures, the budget, the link between the budget and the study plan, recommendations, the letter of acceptance by the educational institution, the candidate’s letter of presentation and other relevant documents; • forward the application(s) in triplicate, duly signed, to the chairperson of the SI/E Scholarship Committee (a Union may present two applications, Single Clubs only one); • Unions inform the Clubs about the outcome of the decision of the Governors; • receive the grantee’s payment contract form (SCHOLARSHIP GRANT FORM) • together with the contact information of the SI/E Treasurer and the FINAL REPORT FORM; • Unions forward to the granted Clubs the SCHOLARSHIP GRANT FORM for the payment contract and the FINAL REPORT FORM; • Single Clubs are obliged to follow-up the grantee’s progress during the scholarship period; • Single Clubs will be informed by the grantee, if she is unable to utilise the scholarship according to plan. They inform the chairperson of SI/E Scholarship Committee and return the unutilised funds to the SI/E Treasurer; • Unions receive the grantee’s final report(s) from the sponsoring Club(s) forward the grantee’s final report(s) to the chairperson of SI/E Scholarship Committee; • Single Clubs care about the follow-up of grantees after finishing their studies/trainings for monitoring the impact of the scholarships/grants.

<p>Clubs in a Union</p>	<ul style="list-style-type: none"> • receive the APPLICATION FORM with the Appendix INSTRUCTIONS AND CONDITIONS for Applicants from the Unions; • find a candidate to be awarded for a scholarship/grant; • carefully check the application for completeness; • forward the duly signed application in triplicate to the Unions; • monitor the procedure, if the applicant becomes a grantee; • are obliged to follow-up the grantee's progress during the scholarship period; • will be informed by the grantee if she is unable to utilise the scholarship according to plan. They inform the chairperson of SI/E Scholarship Committee, and return the unutilised funds to the SI/E Treasurer; • receive the final report of the grantee (if not received ask for it) and forwards it to the Unions; • care about the follow-up of grantees after finishing their studies/trainings for monitoring the impact of the scholarships/grants.
<p>Applicants / candidates: women in profession or vocation - Soroptimists or non-Soroptimists</p>	<ul style="list-style-type: none"> • carefully fill out the APPLICATION FORM (printed/typed clearly); • send the application with all required documents in triplicate to the sponsoring Club; • be aware of all conditions related to a scholarship/ grant; • when granted: receive payment instructions and the FINAL REPORT FORM from the sponsoring Club • submit final report to the sponsoring Club after completion of study programme/training not later than at the end of the year.
<p>SI/E Board</p>	<ul style="list-style-type: none"> • receives the proposals for scholarships/grants; • discusses the proposals with the Scholarship Chairperson at the Board Meeting prior to the Governors' Meeting; • makes a final decision on proposals to be recommended to the Governors.
<p>Governors</p>	<ul style="list-style-type: none"> • receive the complete list of applications in their documentation for the Governors' Meeting; • receive the proposals to vote on by the Council of Governors; • make the final decision on the scholarships/grants to be awarded.
<p>SI/E Headquarters</p>	<ul style="list-style-type: none"> • distributes to Unions and Single Clubs the SI/E Scholarship announcement letter and APPLICATION FORM with the Appendix INSTRUCTIONS AND CONDITIONS for Applicants; • distributes the summaries of applications to the participants of the Governors' Meeting; • distributes the proposals of the Scholarship Committee to the SI/E Board Members; • distributes the proposal of the SI/E Board at the Governors' Meeting.