

	Quesnel Community Foundation	Approved	April 20, 2020
	Scholarship & Bursary Policy and Procedure	Revised	

Agreements will be drawn up between the Foundation and the Donor to establish all Awards. As well, scholarship/bursary agreements may be amended during the lifetime of the donor. (Refer to the QCF Fund Policy for further details). Distributions from the funds are calculated annually based on each individual Fund balance. This provides a way to distribute bursaries and scholarships conservatively and in perpetuity. The donor empowers the Foundation’s Scholarship/Bursary Committee to select independent recipients based on fair and legitimate eligibility criteria suggested by the donor. Scholarship funds award high academic performance while bursary funds concentrate on both financial need and satisfactory academic progress. QCF Awards are for residents and former residents of Quesnel and area, or the children of residents of Quesnel and area. Applications are made directly to the QCF online or through the School District Scholarship and Bursary process.

The scholarship and bursary awards are made at ‘arm’s length’; the recipient cannot be related to the donor, and the selection of the successful recipient is made in a fair and transparent process. Directors of the QCF receive the applications and make recommendations to the board for ratification.

Quesnel Community Foundation Scholarship/Bursary Procedures

1. The amount of each Award will be determined each January by the Board.
2. Each year, the committee will confirm the awards and the amount of each award with the School District. The committee will ensure the Awards are made known to CNC and UNBC students.
3. The Quesnel Community Foundation will create a committee of Quesnel Community Foundation board members comprised of a minimum of two board members to review scholarship and bursary applications.
4. The committee will use the data and information supplied by the school district to make decisions.
5. The committee will use the application information from the Quesnel Community Foundation’s on-line application form to make decisions regarding students who are not high school students.

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6. A donor may request the option of making the scholarship/bursary selection. In this case the committee will provide the donor with all the data and information supplied by the school district or the applicants.
7. The Scholarship Committee recommendations must be approved by the Quesnel Community Foundation board.
8. All information will be kept confidential until the awards are made.
9. Photos of the recipients will be included in the Foundation's yearly report to the community (as space allows).
10. Recipients will have 12 months (calculated from the September following the presentation of the award) to claim the award.
11. Scholarship/bursary award funds will be paid directly to the registrar of the enrolling institute. The treasurer will confirm with the enrolling institution, to determine if the T4A is the responsibility of the Quesnel Community Foundation or the institution.
12. The Quesnel Community Foundation scholarship/bursary committee will ensure that information regarding the Foundation's awards are published in the school district's scholarship information book and listed in the Quesnel Community Foundation web site.