



Awards, Scholarships & Bursaries Outline and Agreement

Thank you for considering an award or scholarship or bursary for students at Thames Valley District School Board (TVDSB). This guide will walk you through the decisions required to set up your award and outline options for tailoring criteria and processes to your specific wishes as a donor.

To best support our students, the following guidelines have also been implemented:

- A suggested minimum of \$500 for an award and \$1000 for scholarships or bursaries
- Awards, scholarships and bursaries must not include gender-specific criteria ([Accommodation Policy](#))
- All funds must be received to Thames Valley Education Foundation by March 31 of each year.

1. **Award/Scholarship/Bursary name** - choose a name for your award. You may choose to use a name (to honour a loved one or colleague) or a name based on the award criteria (Fine Arts Award, for example).

2. **Specific to** - decide who will be eligible to apply for this award. Many donors choose to provide awards to specific schools or counties.

- School: _____
- County: _____
- All Thames Valley

3. **Amount of award** - decide how many students will receive the award, and how much will be distributed to each student. Specific payment details are outlined below.

of Students per year: _____

\$ Amount per student: \$ _____

How long will the award continue? Specific # of years: _____ OR ongoing: _____

4. Payment intentions:

- Invested funds with Thames Valley Education Foundation Amount: \$ _____
- Annual Payment made before March 31 of each year Amount: \$ _____
- Lump sum for _____ years (Ex. 3, 5, or 10 years) Amount: \$ _____

5. **History** - please provide a brief description of the award background. (May include honoree details, family history or award conception.)
6. **Criteria** - decide on the award criteria for applicants.
Some examples include:
1. *Academic achievement*
 2. *Post-secondary destination (ex. college for music, or university for physics)*
 3. *Attitude*
 4. *Community involvement*
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7. **Selections process** - in most cases, donors choose to use the selections committees organized and managed by Thames Valley District School Board (TVEF). Other considerations may be discussed on a case-by-case basis.
- Selection Committee
 - Other _____
8. **Procedure for applying** - TVEF has created a standard application form for TVDSB awards and scholarships.
9. **Deadline** - each school will create their own deadline for award applications, and we encourage all award donors to follow this timeline.
10. **Special requests** - Some donors choose to present the award at commencement each year or attend the ceremony. Please choose one of the following:
- Donor attendance not required.
 - Donor attendance required.



11. Donor Acknowledgements

a. Both the Donor and the Foundation affirm that the Gift does not and shall not, in any way, compromise the Foundation's mission and vision statements, constrain academic freedom, contravene any policy of the Foundation and/or TVDSB or reflect negatively on the Foundation and/or TVDSB's public image. If, in the sole opinion of the Foundation and/or TVDSB, any of the above has occurred the Foundation reserves the right to make changes to the award including, altering the name, criteria and/or selection process of the award.

b. The Foundation is committed to ensuring that this Gift is used for its intended purpose. If, in the sole opinion of the Foundation, it becomes impossible, inadvisable or impracticable for all or part of this Gift to be usefully or practically applied to the purposes described within the agreement, or if the purpose cannot be achieved because of a future change in law, change in TVEF practices, policies or academic priorities, or other unforeseeable circumstances, the Gift may be used for any related purpose which in the reasonable opinion of the Foundation (in consultation with the Donor where possible) will most nearly accomplish the Donor's wishes or is consistent with the spirit and intent of the Donor's gift, including amendments to the mechanism or method used to attain the original or amended purpose of the Gift.

12. SIGNATURES

Donor Name (sign above): _____	Date _____	
Address: _____		
City: _____	Prov: _____	PC: _____
Phone: _____	Email: _____	

Brittany Webb, Executive Director _____ Date _____
Thames Valley Education Foundation

Please submit completed form by email to tveinfo@tvdsb.ca. A member of TVEF will connect with you within 2-3 weeks from your submission