



Caymanians First Charitable Foundation

Skills for Success Scholarship Program Procedures Manual

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1. PURPOSE OF PROCEDURES

These procedures set out the operational steps for managing the Foundation's Scholarship Program in a fair, transparent, and accountable manner, in alignment with the Foundation's mission to support Caymanians through education and skills development.

2. ROLES AND RESPONSIBILITIES

A. Supervisor

- Provides overall oversight of the program
- Approves final scholarship awards
- Ensures alignment with Foundation's mission and governance standards

B. Scholarship Committee

- Reviews and scores applications
- Makes recommendations for award decisions
- Declares and manages any conflict of interest

C. Board of Directors

- Approve scholarship budget
- Approve number of scholarships per year
- Approve types of technical and vocational courses

3. SCHOLARSHIP PLANNING

Each year, the Foundation shall determine:

- The number of scholarships to be awarded
- Priority study areas
- Budget limits

Application timelines shall be approved and published.

4. APPLICATION PROCESS

Applications shall be accepted electronically through the Foundation's website.



4.1 All applications must include:

- Proof of being Caymanian
- Letter of acceptance from accredited institution approved by Foundation
- Transcripts
- Financial need documentation
- Personal statement
- Two references

Applications received after the closing date shall not be considered unless exceptional circumstances apply.

5. APPLICATION ADMINISTRATION

1. The Foundation shall publish annual scholarship application timelines, including opening and closing dates, through its official communication channels.
2. Application forms will be made available electronically through Foundation website.
3. Guidance notes outlining eligibility criteria and required supporting documentation shall be issued with each application.
4. The Supervisor shall be responsible for managing the scholarship application process.
5. Incomplete applications should be flagged and the applicant notified where appropriate.

6. SUBMISSION AND RECEIPT OF APPLICATIONS

1. All applications must be submitted by the published deadline through foundation website.
2. Late or incomplete applications shall not be considered unless exceptional circumstances are approved by the Supervisor.
3. Each application shall be assigned a unique reference number and recorded in the Foundation's secure database.

7. DOCUMENT VERIFICATION

1. The Foundation shall verify proof of being Caymanian, institutional acceptance letters, academic transcripts, and financial information.
2. Where required, the Foundation may contact institutions or referees to confirm the authenticity of documents submitted.



8. ASSESSMENT AND SCORING

1. Applications shall be assessed using a standardized scoring framework approved by the Supervisor.
2. Each eligible application shall be independently reviewed by at least two members of the Scholarship Committee.
3. Committee members must declare any actual or perceived conflicts of interest and recuse themselves where appropriate.

9. SELECTION COMMITTEE

1. The Scholarship Committee shall convene formally to consider and rank eligible applications.
2. The Committee shall maintain written records of deliberations and decisions. Eg. minutes
3. Recommendations shall be submitted to the Supervisor for final approval.

10. APPROVAL AND NOTIFICATION

1. Successful applicants shall receive formal written notification of award.
2. Unsuccessful applicants shall also be notified in writing.
3. Individual scholarship files shall be created and maintained for each successful recipient.

11. DISBURSEMENT OF FUNDS

1. Scholarship funds shall be disbursed in accordance with an approved payment schedule.
2. Payments may be made directly to educational institutions or, where approved, to the scholarship recipient.
3. Prior to each disbursement, proof of enrolment and relevant invoices must be submitted and verified.

12. MONITORING AND COMPLIANCE

1. Scholarship recipients shall be required to submit academic progress reports at the end of each academic term to the Supervisor.
2. The Foundation shall track academic performance and attendance in collaboration with the relevant institution.
3. Recipients may be required to participate in Foundation-supported activities or mentoring programs.



13. RENEWALS

1. Scholarships shall be awarded for a defined academic period and may be renewed subject to satisfactory academic performance and compliance with all program requirements.
2. Renewal applications must be submitted in accordance with published timelines.

14. SUSPENSION AND TERMINATION

1. The Foundation may suspend or terminate a scholarship where a recipient fails to meet academic or conduct requirements.
2. Written notice shall be provided to the recipient outlining the reasons for suspension or termination.
3. Update applicant file accordingly.

15. CONFIDENTIALITY AND DATA PROTECTION

1. All applicant and recipient information shall be treated as confidential.
2. Records shall be stored securely and accessed only by authorized personnel.
3. The Foundation shall comply with applicable Cayman Islands data protection requirements.

16. REPORTING AND ACCOUNTABILITY

1. Regular internal reports shall be provided to the Board on application numbers, approvals, and fund utilization.
2. The Scholarship Program shall be subject to internal audits as required.

17. WHEN TO ESCALATE

Escalate immediately to the Supervisor if:

1. Fraud is suspected
2. There is a conflict-of-interest issue
3. Serious complaints are received
4. Legal concerns arise

18. REVIEW OF PROCEDURES

These procedures shall be reviewed every two (2) years or as required by the Supervisor and approved by the Board.