

**Caucus of Development NGO Networks (CODE-NGO)  
GUIDELINES FOR THE SCHOLARSHIP FUND PROGRAM**

**Section 1: Rationale**

One of the goals of CODE-NGO is to build the capability of the network members by providing relevant and strategic social development, human resource and organization development competencies and technology so that they could effectively assist their base organizations in concretizing their social development mandates and programs. This task is lodged upon the responsibility of the Commission on Institution and Capacity Building.

One of the strategies employed by CODE-NGO is to implement programs that promote the development of human resources. In particular, it recognizes the need to enhance the capability of the leaders and personnel of its network members. One of the specific ways to achieve this is to provide opportunities for the leaders and staff to meet their career development goals.

Historically, CODE-NGO has organized training programs and seminars designed for management and staff of its member networks and NGOs. A limitation of this approach however is the difficulty of the training design to fit a wide range of needs of the target participants in terms of types of modules, specific contents, time availability and other specific organizational and personal circumstances. The capability building program must be flexible enough to respond to these varying situations.

Thus, the CODE-NGO Commission on Institution and Capacity Building (CICB) suggested implementing the scholarship approach. Through a scholarship fund which CODE NGO shall establish, the member network could send their qualified leaders or personnel to advance studies or other capability building activities that would be significant to the attainment of the developmental objectives of the respective networks.

The sections below outline the parameters in the implementation of the Scholarship Program.

**Section 2: Objectives of the Fund**

The Scholarship Fund aims to:

- 2.1. Strengthen the commitment and competence, primarily of the secretariat staff of the member networks and, in case of regional networks such as MINCODE, VISNET, CBD and CORDNET, the secretariat staff of their respective sub-regional member networks; and secondarily the NGO leaders as maybe identified and endorsed by the member networks;
- 2.2. Motivate the secretariat staff and the civil society leaders, primarily to develop their potentials towards being able to contribute better to his/her organization and network, and secondarily, to perform leadership roles in the civil society community in general.
- 2.3. Provide the leaders and staff of member networks with funding support to pursue their career development needs.

**Section 3: Distinction of Scholarship Fund (SF) from the Network Strengthening Fund (NSF)**

The Network Strengthening Fund (NSF) supports the strategic institutional capacity building or organizational development needs of the network as an organization.

On the other hand, the Scholarship Fund is meant to support the personal human resource development needs of eligible individuals, as identified and endorsed by their nominating organizations or networks, through training and capability-building activities on the priority courses as defined by CODE-NGO.

Thus, the Scholarship Fund shall not be used to support activities of the following nature, which are more of a concern of NSF:

- 3.1. Conduct of group seminars and trainings, teambuilding activities, planning workshops, consultations and the like
- 3.2. Conduct of general or regional assemblies, board or staff meetings, committee meetings and other regular activities of the network
- 3.3. Support for the Network's operational and administrative expenses
- 3.4. Purchase of equipment or capital outlay.

#### **Section 4: Nature and Sources of Funds**

- 4.1. CODE-NGO allocates not less than five hundred thousand pesos (Php 500,000.00) for the Scholarship Fund every year, for the next three (3) years.
- 4.2. Each member network shall be given equal allocation of at least Php 50,000 per year, for the next 3 years, which can be drawn every year. Should there be unspent allocation per member network for the year, the unspent allocation shall be added to the fund allocation of the network for the following fiscal year.
- 4.3. All funds allocated per network member shall have been utilized at the end of the third year. By the start of the last quarter of the third year, and if there are unutilized fund allocations for the network, the secretariat shall make a general announcement regarding the unspent Fund, which shall then be opened and made available for all the members on a first come first serve basis.
- 4.4. Unused funds at the end of the third year of implementation shall be reverted back to the endowment fund.
- 4.5. The scholarship program commences on July 27, 2007 as approved by the National Board.
- 4.6. In addition to the scholarship fund mentioned above, CODE-NGO shall proactively explore other funding support for the scholarship whether in terms of grants or scholarship opportunities from donors (individual or institutional), academic institutions, business or other institutions that could support the Scholarship Fund.
- 4.7. The scholarship program shall be subject to review and assessment at the end of its third year of implementation.

### **Section 5: Eligible Beneficiaries**

The CODE-NGO scholarship fund is open to specific individual person. In order of priority, the following are eligible to avail of the scholarship fund:

- 5.1. Secretariat Staff of the Member Networks;
- 5.2. Secretariat Staff of the Members of the Regional Networks (i.e. secretariat staff of sub-regional member networks of CORDNET, CBD, MINCODE, or VISNET)
- 5.3. An NGO Leader endorsed by the Governing Board of a Member Network.

### **Section 6: Criteria for selecting the scholars**

The scholars who will be nominated by the networks must have:

- 6.1. had experience in social development work for at least three (3 years)
- 6.2. been employed with the base NGO s/he represents for at least one (1) year.

### **Section 7: Type of Courses/Training Supported**

The Scholarship Fund is open to support formal and informal courses. Formal courses are graduate, post graduate, or certificate courses in formal educational or training institutions; while informal courses are non-diploma, short term (1-day to 1-month) courses with specific course themes. The scholarship support is open to both local and international training/courses.

Identifying the number of scholars and the maximum amount of scholarship support per scholar shall be decided by the nominating member network.

The scholars shall pursue the following priority programs or courses that have direct relevance to the work of CODE-NGO:

- 7.1. Public policy and programs administration and advocacy
- 7.2. Financial management
- 7.3. Voluntary services management
- 7.4. Human resource management
- 7.5. Organizational development
- 7.6. Social Entrepreneurship
- 7.7. Community Development / Community Organizing
- 7.8. Other courses that are directly relevant to the work of the NGO or the Network represented by the scholar.

### **Section 8: Responsibilities of the Scholar**

- 8.1 The scholar shall commit to serve in an NGO, PO or cooperative within the CODE-NGO network, for such a period as commensurate to the length of time and cost of scholarship grant. This service commitment period shall be agreed by and between the scholar, the NGO represented by the scholar and the nominating Network and shall be stipulated in the service contract between these concerned parties.

- 8.2 Upon completion of the scholarship, the scholar shall fulfill his/her commitment stipulated in his/her contract with the Network.
- 8.3 Upon completion of the scholarship, the scholar shall furnish the nominating NGO and the Network of proof of completion of the scholarship program, such as certificate of completion, diploma and/or transcript of records.
- 8.4 The scholar is expected to complete his/her program within the regular period as prescribed by the training or education institution. All expenses beyond the regular period shall be borne by the scholar.
- 8.5 In case that the scholar was not able to fulfill his/her commitment of service as prescribed in 8.1, the scholar will refund to the Network all expenses incurred for his/her scholarship.

### **Section 9. Responsibilities of the Network**

- 9.1 The Network shall orient/brief the identified scholar(s) of his/her responsibilities as stipulated in the contract.
- 9.2 At the end of every fiscal year, the Network shall report to CODE-NGO on how their Scholarship Fund allocation was utilized. The report shall indicate the names of its scholar(s) for the year, the course(s) taken and how the scholar(s) have fulfilled their commitment of service and their contract with the nominating NGO/Network. Quarterly updates shall be provided by the Network during the CICB and CODE-NGO Board meetings.
- 9.3 In case that the scholar was not able to fulfill his/her commitment of service after the completion of the scholarship program, and fails to refund all the expenses incurred for his/her scholarship within three (3) months after the completion of the program, the nominating Network shall refund all the expenses to CODE-NGO.
- 9.4 In case that the scholar was not able to fulfill his/her commitment of service and the Network fails to refund the expenses, the cost of scholarship shall be charged against the Network's NSF for the succeeding fiscal year.

### **Section 10: Application Procedures for Member Networks**

- 10.1 The Network member shall submit to CODE-NGO a Scholarship Proposal describing its scholarship program for the year, which shall contain the following information:
- Situational analysis / need for the scholarship
  - Relevance of the training to the career objectives of the trainee and his/her future goals
  - Implications of the training on the work outputs of the staff concerned
  - Relevance of the training to the organizational goals
  - Profile of the scholarship recipient(s): Personal Information, educational background, work experience, and length of service in the organization.

- Financial requirement of the training showing the total cost of training, the scholar's counterpart, the Network's counterpart and the fund being requested from CODE-NGO.

10.3 The following attachments should accompany the Scholarship Proposal to be submitted by the Networks:

10.3.1. Contract between the Nominating Organization, the Network and the Scholar which should contain stipulations related to the following:

- Whether the scholar shall receive salaries, staff benefit or allowances during the training;
- Obligations of the staff/scholar after training (e.g. commitment to stay with the organization for a required period, to echo session/courses, practical application of the training to the organization, etc.)
- Commitment from the staff to complete the training/courses; and conditions if the staff/scholar is not able to complete the training,
- Agreement regarding the counterpart contribution of the staff/scholars, which should be at least 5% of the total cost of the scholarship grant from CODE-NGO.
- Plan for re-entry of the scholar into the organization/network upon completion of the scholarship program.

10.3.2. Resolution of the Governing Board or Executive Committee of the Network approving the Scholarship Proposal and the names of scholarship grant recipients.

10.4 The CODE-NGO Secretariat shall process and evaluate the scholarship proposal. Upon approval of the scholarship application, a Memorandum of Agreement shall be signed between the nominating Network and CODE-NGO stipulating the roles and obligations of the concerned parties.

10.5 Final approval of the application shall be made by the CODE-NGO Executive Director. The CODE-NGO Executive Director shall promulgate the necessary rules and other guidelines in the implementation of the scholarship program.

10.6 The CICB shall have oversight function over the program and shall develop a mechanism to monitor its implementation and evaluate its impact.