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| <b>Policy</b>         | EFND-02                                              |
| <b>Effective Date</b> | April 1, 2024                                        |
| <b>Review Cycle</b>   | Annually                                             |
| <b>Last Review</b>    | September 30, 2026                                   |
| <b>Supersedes</b>     | Funding Request Policy and Procedure (April 1, 2024) |
| <b>Approved By</b>    | Executive Director                                   |

## **Bursary and Educational Funding Policy**

### **1. Purpose**

This policy establishes the eligibility, application, assessment, and disbursement framework for the Durham Children's Aid Foundation Bursary Program. The policy ensures fair, transparent, and responsible stewardship of donor funds, in alignment with CRA charitable guidelines and the Foundation's commitment to equity, access, and long-term educational success for youth formerly in care.

### **2. Principles of Funding Allocation**

The Foundation's bursary program is intended to provide supplemental financial support that complements primary sources of post-secondary funding, including but not limited to OSAP, institutional bursaries, scholarships, and national programs for youth formerly in care.

The Foundation does not act as a primary funder of tuition or education costs. Funding decisions are guided by the principles of equity, sustainability, and fairness across applicants, recognizing that available resources are limited and demand exceeds available funding. As a result, the Foundation may approve partial funding where full tuition coverage is not feasible.

### **3. Eligibility Criteria**

To be eligible for consideration, applicants must meet all of the following criteria:

- Have been in the temporary or permanent care of Durham Children's Aid Society.
- Have not exceeded the Foundation's annual funding limit within the applicable 12-month period.
- Be generally under 29 years of age at the time of application. Exceptions may be considered where education or training has been delayed due to circumstances connected to time in care, caregiving responsibilities, disability, or other significant barriers to educational access.
- Demonstrate financial need.
- Be in good academic standing or demonstrate satisfactory progress in their current program.
- Demonstrate that they have explored available funding options, including OSAP, institutional bursaries, scholarships, and other relevant external awards for youth formerly in care.



- Applicants may be asked to confirm which funding sources have been applied for or received as part of the assessment process.

#### **4. Application Process**

Applications may be submitted throughout the year and will be reviewed on a regular basis, subject to available funding. The Foundation may establish priority review periods or application deadlines from time to time based on program demand, available resources, or academic timelines.

Urgent educational funding requests may be considered on an expedited basis where circumstances have a direct and material impact on a student's ability to begin or continue their education.

#### **5. Emergency Funding Requests**

Emergency educational funding requests may be assessed on a case-by-case basis where a financial barrier may materially affect a student's ability to begin, continue, or complete their education or training.

Documentation requirements may be adapted where necessary, provided the Foundation is satisfied that eligibility and the intended use of funds can be reasonably verified.

#### **6. Required Documentation**

No bursary funds will be released until all required documentation has been received and verified. Required documentation includes:

- Confirmation of current or former involvement with Durham Children's Aid Society, which may include a Care Letter, written confirmation from DCAS, or other verification acceptable to the Foundation (required only for the first submission).
- Official proof of enrollment issued by the educational institution (e.g., enrollment verification letter, tuition statement, or official registration document). Class timetables or screenshots may be accepted.

#### **7. Maximum Allocation Amounts**

Bursary funding will normally be provided up to the maximum amount established annually by the Foundation.

Unless otherwise approved by the Executive Director, funding will not exceed \$500 per academic term or \$1,000 within a 12-month period.

Final bursary amounts are determined based on:



- eligible education or training costs;
- other funding available to the applicant;
- demonstrated financial need;
- available Foundation resources; and
- any donor restrictions applicable to the funds.

## **8. Allocation Limits**

Applicants may receive bursary funding in multiple years, subject to continued eligibility, demonstrated need, satisfactory educational progress, and available Foundation funding.

Previous receipt of Foundation funding does not guarantee future funding.

The Foundation may limit or decline funding where an applicant has repeatedly withdrawn from or not completed funded programs without reasonable circumstances.

Funding for graduate or advanced professional studies may be considered based on demonstrated need, available resources, and the Foundation's funding priorities.

## **9. Payment and Disbursement**

Payments may be made to the applicant.

Returning applicants must submit a new application and updated information sufficient to confirm continued eligibility.

## **10. Selection Process**

Applications are evaluated by the Foundation team. Decisions are based on eligibility, financial need, program relevance, academic progress, and available funds, in accordance with internal financial authorization policies.

## **12. Funding and Budget**

The annual bursary budget is established each March based on funds available and approved priorities, ensuring sustainability and responsible fiscal management.

## **13. Communication and Outreach**

Information regarding the bursary program is shared through the Foundation's website, internal communications, and direct outreach to Durham Children's Aid Society staff.

## **14. Reporting and Impact**

Program impact is assessed through metrics including number of recipients, program completion, and educational outcomes. Aggregate reporting is shared annually with donors and the Foundation Board of Trustees.



## **15. Privacy and Confidentiality**

All personal and financial information collected through the bursary process is handled in accordance with applicable privacy legislation and Foundation policies. Information is shared only with authorized personnel for reporting purposes.