

**Scholarships and Awards Policy and Procedures**

**Purpose**

This policy and procedure serves as a guideline for the International Association for Human Caring (IAHC) staff, board members, and members who assist in the scholarship and award process, and prospective donors who wish to fund named IAHC scholarships and/or research grants. IAHC actively solicits scholarships and grants to further its mission. The policy and procedure is intended only as a guide and allows for flexibility on a case-by-case basis. See the IAHC gift acceptance policy for additional information.

**Introduction**

The International Association for Human Caring (IAHC) holds and administers funds (the “Funds”) that provide scholarships and research grant awards to individual college and graduate school students, scholars from low resource countries and IAHC members. These scholarships and awards enable the recipients to attend the annual IAHC conference and/or conduct caring science research. Grants made from such Funds are referred to as “Scholarships” or “Research Awards”. IAHC makes grants directly to individuals.

IAHC has established the following policy and procedures pursuant to which grants will be awarded from all scholarship and research award funds, including where donor/advisors have any advisory privileges or participation in the selection of scholarship recipients.

The following policy and procedures shall be interpreted so as to ensure IAHC’s compliance with all applicable requirements of the Internal Revenue Code, including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service, and these procedures may be amended from time to time. IAHC values and encourages the interest and involvement of donors to scholarship funds. Donor involvement may include developing criteria for awards, serving on the Scholarship Committee and recommending others for places on the Scholarship Committee. It is important to remember all funds are controlled by IAHC and not individual donors/advisors.

**Duties of the Board of Directors**

The Board of Directors is responsible for approving the establishment of scholarship funds, general selection criteria used to determine award recipients, scholarship designees, and disbursement of scholarship awards. No other governing body or external committee has control over funds or the award recipient selection process.

**Definitions**

**Advisor** – A person appointed by a donor to have advisory privileges with respect to a Fund. The term also includes members of the advisor’s family and businesses controlled by the advisor and family members.

**Donor** – An individual or organization, including a corporation, partnership or trust, that makes a contribution to a scholarship grant or research award where such grants/awards are separately identified by reference to contributions of the donor and with respect to which the donor (or any person appointed or designated by such donor) has, or reasonably expects to have, advisory privileges with respect to the distribution or investment of amounts held in such grants /awards by reason of the donor/advisor’s status as a donor. The term also includes members of the donor’s family and businesses controlled by the donor and family members.

**Qualified Expenses** – Certain expenses incurred in attending the IAHC annual conference or conducting research. They are:

* Conference related expenses: registration fees, travel, and hotel room
* Research related expenses: travel to support data collection or to attend the IAHC conference to present results, data collection and analysis, equipment needed to conduct research, etc.

**Related Persons** – The term includes both a donor or advisor’s family members and businesses they control:

• Family Members – An individual’s parents, grandparents, great grandparents, spouse, siblings, children, grandchildren, great grandchildren and the spouses of all of the above.

 • Controlled Businesses – Corporations, partnerships, and trusts or estates if the donor or advisor and family members own more than 35 percent of the total combined voting power (corporations), 35 percent of the profits interest (partnerships), or 35 percent of the beneficial interest (trusts or estates).

**Scholarship and Awards Committee**

IAHC’s President, with board approval, will annually appoint all members of the Scholarship and Awards Committee. The Scholarship and Awards Committee receives, reviews, and recommends IAHC scholarship and award recipients to the board. For a complete description of the responsibilities of the Scholarship Committee, see the IAHC Bylaws.

A donor or related party may serve on the Scholarship Committee, but they may not control the Scholarship Committee. This means that no combination of donors, persons designated by donors, and persons (a term that includes partnerships, corporations and trusts as well as individuals) related to them may constitute a majority of the committee, be given a veto power, be allowed to chair the Scholarship Committee or otherwise be permitted to control the Scholarship Committee’s decisions. If a donor/advisor recommends a person for appointment to a scholarship committee based on objective criteria related to the expertise of such person, such person will not be deemed to be appointed or designated by the donor/advisor.

Donors /advisors and related persons may provide advice with respect to the selection of award recipients solely as members of a scholarship committee. This means that donors may not prescreen applications and choose those to be referred to the Committee. It also means that donors may not make a final selection from among candidates approved by the Committee.

Every member of the Scholarship Committee must adhere to the relevant organizational policies including without limitation the organizations Conflict of Interest Policy and Confidentiality Policy. Each member of the Scholarship and Awards Committee covered by this policy must disclose any personal knowledge of and relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others.

Scholarships and grants covered by this policy may not be awarded to any:

* member of the organization’s Board of Directors,
* employee of the organization,
* donor/advisor or substantial contributor to the scholarships or awards,
* Members of the Scholarship Committee or their families.

Finally, awards covered by this policy may not be made for a purpose that is not charitable.

In addition, no individual may serve on the organizations Scholarship and Awards Committee if their relative is an applicant for a scholarship or grant award. ~~To support this legal requirement, the organization utilizes a separate disqualified person disclosure form, which is attached to these procedures. Moreover, the IRS regulation on disqualified persons extends for three years after the volunteer has completed service on the Scholarship Committee.~~

Each member of the Scholarship and Awards Committee shall certify in writing that no applicant considered by the committee is related to any current or past committee members. See the Organization’s Conflict of Interest Policy for detailed definitions of relatives based on the IRS guidelines defining disqualified persons.

The Scholarship and Awards Committee established under this policy shall forward its recommendations to the board in such form and on such schedule established with the committee.

The IAHC Board shall approve each award made under this policy.

**Scholarship and Award Selection Criteria**

The criteria to be used in selecting scholarship or award recipients must be based on criteria that are appropriate to accomplishing the underlying purpose of the scholarship or award as described in agreements creating such scholarships and awards.

Criteria for scholarship grants may include, but are not limited to, the following:

* Individuals committed to advance caring science
* Member of the International Association for Human Caring
* An active student, teacher, researcher, clinician or consultant who supports human caring

**Named Awards:**

* The board and Scholarship and Awards Committee with donors to establish Funds that fulfill the donor’s charitable goals and feature clear selection criteria.

**Unnamed Awards:**

* The board and Scholarship and Awards Committee work to establish Funds that fulfill the organization’s charitable goals and feature clear selection criteria.

Preference may be given to applicants from low resource countries or a commitment to a specified theory or practice setting so long as such preference does not violate public policy.

Scholarships awards must be used for qualified IAHC annual conference expenses (see definition). Research grant awards must be used for qualified research expenses. The organization pays awards directly to the recipient.

The organization reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Scholarship and research awards and the administration of such grants. Any substantial or material changes will be made only with approval of the organization’s Board of Directors.

**Application Process**

The applicant will submit an Application Packet with the following contents:

* + A one page paper or abstract describing the applicants scholarship focused on caring as outlined in the individual scholarship or award
	+ A separate cover page with
		1. Applicant's name
		2. Contact information (address, phone number, and email)
	+ If the applicant is a student: College / university where student is enrolled & a reference letter from a faculty member who knows his/her work.

The Association Manager and designated members of the scholarship and awards committee shall contact IAHC members to advertise the availability of the Organization’s Scholarship and Research Awards, the application process and maintain current website information.

**Recovery of Unused or Misused Scholarship Funds**

The organization is not required to investigate the use of scholarship and research grants paid to individuals unless the award is used to pay for something that is not a qualified expense. For example:

• Scholarship recipients that do not attend the annual IAHC conference as required are obligated to return the assets to the organization.

• Research award recipients are obligated to notify the organization if they are unable to complete their research and return any unused assets to the organization.

**Recordkeeping Requirements** IAHC will maintain records with respect to all scholarship and research awards. Such records will be maintained with the organization based on the current Document Retention Policy. Scholarship and award records will include:

• All information the organization secures to evaluate the qualification of potential scholarship and award recipients.

• Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants.

• Identification of the applicants, including any disqualified relationship with a Foundation staff member or trustee, donor or donors or any member of the Scholarship Committee;

• Specification of the amount and purpose of each scholarship based on separate award guidelines; and

• Any post award information the organization obtains or requires in the short- or long-term administration of awards. This may include the attendance at future conferences, presenting or publishing research studies.

**Association Manager (AM) Duties** The AM is responsible for helping Scholarship and Award Committee members understand the organization’s scholarship and grant awards policies and IRS guidelines. In collaboration with the Scholarship and Awards Committee, the AM is responsible in for:

• Setting the processing due dates relative to the scholarship program

• Ensuring scholarship opportunities are publicized in widely available venues

• Generating forms and documents related to the administration of scholarships.

• Receiving on-line scholarship applications.

• Preparing award certificates

 • Publicizing, where appropriate, the outcome of the selection process.

• Documenting the recipient’s registration at the annual conference

 • Issuing payments

• Maintaining all scholarship correspondence and documentation as submitted by the Scholarship and Awards Committee

• Reviewing and updating scholarship and grant best practices and legal requirements.

• Annually updating scholarship and research grant information, guidelines and reviewer information

**Scholarship Program Schedule**

January

• 2nd Announcement about scholarships and awards are issued to IAHC Members via e-mail and social media.

February

• Application due date for all awards (February 15th).

• Scholarship applications must be submitted on-line.

 March

• Scholarship recommendations are presented to the Board of Directors

• Scholarship award letters are emailed to recipients.

• Unsuccessful candidates are notified of award status.

• Certificates for award presentations are prepared.

 May

• Donors or Directors present scholarships at award ceremonies during annual conference

• Photos are taken for use in announcements and publications.

August

• Board reviews any transitions on the Scholarship Committee.

• New Scholarship Committee members and/or chairs/co-chairs are appointed.

October

* Scholarship and award donor agreements are reviewed and updated as required

•Newly established scholarship and award programs are verified.

* Scholarship application materials are reviewed and updated.

• IAHC’s website is updated with current scholarship information and application materials.

November

• Announcements about scholarships and awards are issued to IAHC Members via e-mail and social media.

­­­­­­­­­­­­­­­­­­­­­­­­ **Scholarship and Awards Committee Schedule**

January

• 2nd Announcement about scholarships and awards is issued to IAHC Members via e-mail and social media.

February

• Online application due date for all awards (February 15th).

March

• Scholarship recommendations are presented to the Board of Directors

• Scholarship award letters are emailed to recipients.

• Unsuccessful candidates are notified of award status.

• Certificates for award presentations are prepared.

•Applications are sent to the association manager for archiving.

 May

• Donors or Directors present scholarships at award ceremonies during annual conference

• Photos are taken for use in announcements and publications.

August

• Board reviews any transitions on the Scholarship Committee.

• New Scholarship Committee members and/or chairs/co-chairs are appointed.

October

* Scholarship and award donor agreements are reviewed and updated as required

•Newly established scholarship and award programs are verified.

* Scholarship application materials are reviewed and updated.

• IAHC’s website is updated with current scholarship information and application materials.

November

• Announcements about scholarships and awards are issued to IAHC Members via e-mail and social media.