

Policy for Giving Away Bursaries

(February 9st, 2017)

1 Purpose:

The intention of this program is to provide financial assistance to people in emergency situations and/or people from traditionally marginalized communities (with a focus on queer and transgender folks), who may have no or little access to financial support.

2 Goals (of policy):

This policy intends to be a guideline for the bursary committee how to take on their role as fairly and transparently as possible. We are aware that measuring urgency and need is impossible since it is hard to compare different situations. Marginalisation is intersectional, and a ranking of oppression does not help to create sustainable change. The bursaries can only be a small help for those who need financial support.

3 Procedure:

3.1 Application Form and Publishing:

The program should be advertised and promoted through various social media, newsletter lists, allied societies, and on our website for at least 2 weeks prior to the application due date. Promotion about each bursary round should include an application due date as well as an application form (including name, contact, self-identification, context of application/urgency, amount) and a link to this policy in order to create transparency about the process.

Applications can be submitted in written form or as a video or audio recording. South House staffs are available to support individuals in completing the application form.

3.2 Committee:

The bursary committee should consist of up to 4 people from the board and/or staff, but only 3 of them need to review applications for any given round. Members of the finance committee are encouraged to be part of the bursary committee.

3.3 Guideline for Selection Process:

Committee members must meet within seven days after the applications due date. All members of the bursary committee shall disclose to each other any social connection to the candidates. Here the Conflict of Interest Policy applies, and any member(s) of the bursary committee who have/has close ties with the applicant are/is excluded from reviewing the specific application. If two members of the committee have close ties, they are both excluded. The other members of the bursary committee will review the application of that candidate instead, as long as it is always a minimum of two in the exceptional case of two cases of conflict of interest. In the event that more than two people are in a conflict of interest, the South House board will be asked to appoint additional people as needed who are not connected to the applicant(s) to review the application.

All applications have to be discussed and stay confidential. The committee keeps all information connected to the bursary process confidential. Here the confidentiality agreement applies. The bursary committee should keep records of each application process to present to the general board the total number of applicants as well as the total amount of funds distributed. Along with this information, the bursary committee should keep records by year of the names of all applicants, if

they received funding, and how much they received. This information should not be made public to the membership.

A decision should be made within four weeks of the closing date for applications. All applicants need to be informed about whether they received a bursary or not, and its amount. Together with this information, they will be informed about the context of the bursary round (amount of funding and applicants, priorities in selection process), will be encouraged to re-apply, and where to access the bursary policy. After the selection process, any digital applications should be deleted permanently from all accounts, shared drives and folders after proper record keeping processes have taken place. Physical applications should be shredded confidentially (in the DSU offices).

3.4 Selection Criteria:

The bursary committee decides in consensus.

Priority should be given to first-time-applicants, more urgent situations and to people who have applied in the past and not received funding. Applicants should be compared to previous applicant records and noted. Priority should not be given to applicants who are volunteering for South House or otherwise are present in the centre as well as those who have close relationships to the bursary committee members.

Where there are more applications than available funds, the bursary committee will consider the urgency of each application and decide whether to divide up total available funds so that each applicant receives something, which may end up being less than the requested amount, or to give a select number of people the full requested amount and give less/nothing to other applicants. Criteria of urgency depend on the individual cases and have to be defined by the bursary committee in each round. Urgent matters that may be considered by the committee could include, but are not limited to, impending eviction or homelessness, unsafe living conditions, removal from academic program due to unpaid fees, and emergency need for health care services or medication.

4 Communication of Policy:

The bursary policy shall be made available to any and all candidates and is accessible in the centre and on our website.