



POLICY SECTION: Finance
SUB-SECTION: Funds and Foundations
POLICY NAME: Awards, Funds and Scholarships
POLICY NO: F. F. 01

Date Approved: April 23 rd , 2015	Date of Next Review: 2024	Dates of Amendments: September 22, 2019
Cross References H.M 24 Catholic Equity and Inclusive Education Policy F.F. 02 Donation		
Appendix A – 1: Awards, Funds and Scholarships to be Consolidated		

Purpose

This policy presents an over-arching framework and guiding principles for the granting of all those awards, funds, scholarships and bursaries distributed on annual or semi-regular basis within the community of the Toronto Catholic District School Board. Such awards are granted to honour those individuals who have distinguished themselves by meeting certain articulated criteria, and in so doing bring recognition and pride to Catholic education.

Scope and Responsibility

This policy extends to all stakeholders of the Toronto Catholic District School Board who might be considered for any one of the Board’s many Awards. The Director of Education is responsible for this policy.

Alignment with MYSP

- Strengthening Public Confidence
- Living Our Catholic Values
- Providing Stewardship of Resources
- Student Achievement and Well-Being
- Inspiring and Motivating Employees



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Policy

All awards, funds, scholarships and bursaries (hereafter known as “award”) granted by the Toronto Catholic District School Board will be in harmony with our Gospel Values, the principles of fairness, equity and inclusion and our Catholic Graduate Expectations. Awards, funds, scholarships, bursaries will be granted to those individuals who will bring pride to Catholic education. Awards, funds, scholarships or bursaries will be granted under the auspices of the TCDSB, and there will be a clearly articulated purpose, accompanied by transparent selection criteria.

Regulations

1. Each award granted within the Toronto Catholic District School Board community will have a clearly articulated goal and purpose explaining the attributes of the person the distinction intends to celebrate. Award information shall be in an accessible format, such as large print or digital copies, if requested.
2. Prospective donors who wish to arrange for an award to be presented to TCDSB students will be asked to provide details through an application process administered by the Communications Department. The TCDSB Communications Department is responsible for preparing a report on behalf of the Director of Education regarding the establishment of a trust fund award.
3. Each award will indicate the form the distinction will take, be it a plaque, monetary award or public celebration.
4. Each award shall indicate the frequency with which the honour will be bestowed and the timing of the presentation of the award.
5. Each award will indicate who will be involved in the selection of the recipient.
6. Each award will indicate who is eligible as a candidate for the award and those who are excluded from consideration. Further, the award will indicate if there is a limit to the number of recipients at any given time.



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7. Each award will have clearly articulated criteria that assist in the selection process of the honoree.
8. All award information as described in regulations 1 to 7 above, will be located on the TCDSB website under “Awards, Scholarships and Bursaries”.
9. Trust funds and policies will be established for donations of \$2,000 or more. Donations of \$1,999 or less are to be directed to local schools. All donations will comply with TCDSB Donation and Sponsorship Policy F.F.02.
10. Trust Funds donations will be invested in accordance with the Board’s Investment Policy (F.B.03). Trust Funds will be allocated an average rate of interest earned by the trust fund.
11. Awards will be drawn from principal and interest at a fixed amount and not from interest only.
12. Plaques, certificates, statues, etc. will be arranged for by the Communications Department, in consultation with the donor. Payment for same will be drawn from the trust fund or through alternate arrangements organized by the donor.
13. Each policy for each trust fund award shall include a provision stating that it is “incumbent upon the donor to maintain current contact information with the Toronto Catholic District School Board. In the event that the TCDSB loses contact with a donor, decisions regarding the administration of the award and the fund will be made by the Director of Education and Chief Financial Officer, in consultation with the Communications and Finance Department.”
14. Every five (5) years, unless otherwise stated, the payout from the fund will be reviewed to ensure it is relevant and sustainable with inflation and the original objective of the fund. Any award, fund, scholarship or bursary that is



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connected to a monetary award, and for which there is little or no funds remaining, shall be discontinued.

Definitions

Award: A prize or other mark of recognition given in honour of an achievement

Bursary: A monetary award provided to students based on financial need and/or academic or other criteria

Fund: A sum of money saved or made available for a particular purpose, such as study

Scholarship: A grant or payment made to support a student's education, awarded on the basis of academic or other achievement

Metrics

1. All individuals who have been granted an award in any given year will be highlighted at the annual TCDSB Awards night and/or on either the TCDSB webpage or the local school webpage, dependent upon the nature of the award, (i.e., Board or broader level recognition versus a school based recognition).