



Scholarship Grant Guidelines

September 2017

CHARGE

To support the ministry and mission statement of B+E+S+T, to encourage participation at B+E+S+T Conferences despite economic circumstance, and to be transparent stewards of the scholarship funds entrusted to the Executive Board of B+E+S+T

GUIDELINES

It is the intention and commitment of the Executive Board of B+E+S+T to encourage and support attendance at the Annual B+E+S+T Conference.

Before submitting a scholarship application to B+E+S+T, the applicant is required to have explored primary funding sources. Primary funding sources include, but are not limited to: home diocese, bishop diocesan, personal funds, and/or any companion dioceses. Failure to seek, or to report funding, from a primary source will result in the application being denied, or request for return of funds to B+E+S+T. The scholarship committee reserves the right to inquire about primary funding sources.

Total scholarship monies and scholarship percentages will be determined by the Board at their annual autumn meeting, and are based on the amount of funds available and/or anticipated. All awards are non-transferrable either between B+E+S+T members, or between categories of scholarship (travel and registration/hotel).

Applications are available on the B+E+S+T website or by contacting the Treasurer. All policies and protocols will be observed. Incomplete applications will not be accepted. Late applications, or requests to submit a late application, will not be entertained with one exception: if the EA is a recent hire and would not have known about either the conference or the scholarship process.

Applications are received by the Treasurer; dates stamped, and are considered confidential. Applications are reviewed impartially and simultaneously by the Scholarship Committee three days after the application deadline. In the event funds are limited, preference will be given to those EAs who have never attended a B+E+S+T

conference. Scholarships will be awarded until the annual budgeted amount has been exhausted.

All scholarship funds will be remitted directly to the EA's Diocese and/or paid directly to the hotel prior to the Conference (preferred and when possible). Funds will not be paid directly to any individual. Whenever possible and practical, reimbursement checks will be distributed at the Conference.

A short narrative report of the scholarship recipients' experience at the Conference completes the scholarship application process. Failure of a scholarship recipient to submit a report in a timely fashion will mark the application incomplete and subsequent applications will not be considered.

The 2018 Scholarship Deadlines are as follows:

Scholarship Application Deadline: 1 February 2018

Scholarship Notification Deadline: 15 February 2018

The (current) scholarship allocations are:

Conference Fee: 100%

Travel Costs: 90%, but not to exceed \$750

Hotel Costs: 90%, but not to exceed \$750

The total annual grant per application will not exceed \$1500

Conference Refunds:

Refunds will be gladly offered for members who find they cannot attend based on the following guidelines, adjusted for the requirements of each individual Conference:

46 days notice, or more, 100%

31-45 days, 75%

15-30 days, 50%

14 days or less, 0%

Requests for refunds must be made in writing the Conference Chair. The Scholarship Committee and the Conference Chair, as the budget allows, may waive the refund schedule for any individual registration fee in an instance of pastoral concern or hardship. Non-refundable deposits or fares do not qualify for scholarship refunds (ex: air travel).