



POLICY SECTION: Finance

APPENDIX A

SUB-SECTION: Funds and Foundations

POLICY NAME: Awards, Funds and Scholarships

POLICY NO: F. F. 01

Date Approved:	Date of Next Review:	Dates of Amendments:
----------------	----------------------	----------------------

### Cross References

F.F. 25 Donation (*To be renumbered F.F. 2*)

### To be consolidated and rescinded as separate policies in the TCDSB register:

- A. 07 Alumni Awards
- B. 30 Award of Merit
- F. F. 02 Rt. Rev. J. H. Ingoldsby Award
- F.F. 03 Father Andrew Cuschieri Award
- F.F. 04 Sr. Mary Hamilton Award
- F.F. 05 Mary Cicogna Trust Award
- F.F. 06 Peter Pierce Memorial Trust Fund
- F.F. 07 Rose Margaret Carlino Award
- F.F. 08 Alana Lynn Celestial Memorial Trust
- F.F. 09 Elvira DeMonte Scholarship
- F.F. 10 Francesco & Lucia Colle Memorial Award
- F. F.11 Holly Spirit Memorial Award
- F.F. 12 Chris Campbell Award for Business & Computer Studies
- F.F. 13 Catherine Temple Mathematics Award
- F.F. 15 Bonnie Ho Memorial Scholarship
- F.F. 14 Joseph Martino Scholarship
- F.F. 16 Christina Walters Endowment for the Arts
- F.F. 18 Pay It Forward Award
- F.F. 19 Student Trustee Award of Excellence in Academics, Leadership and Christian Values
- F.F. 21 Susan Shields Memorial Fund (*to be eliminated; funds exhausted*)
- F.F. 22 Peter Balciunas Memorial Award
- F.F. 23 Lucy Connolly Memorial Scholarship
- F. F. 24 Fintan Kilbride memorial Scholarship
- F.F. 27 Cadie Feeley
- F.F. 28 Lily Hynes Trust Award



**POLICY SECTION: Finance**

**APPENDIX A**

**SUB-SECTION: Funds and Foundations**

**POLICY NAME: Awards, Funds and Scholarships**

**POLICY NO: F. F. 01**

F.F. 29 Dominic Melino “A Man for Others”

F.F. 30 Establishment of Trust Funds

S.M. 11 Student Achievement Award

Agnes and Thomas Archer Award

Ashif Jaffer Award for Excellence in Special Education Support

Certificate of Appreciation

Dr. Mary Anne McCarty mayor Memorial Scholarship

Raymond C. Raymond Top Graduating Student

Raymond C. Raymond Top Graduating Student in English

Raymond C. Raymond Top Graduating Student in Math

Stephen Hnatiuk Memorial Award (James Cardinal McGuigan and Jean Vanier)

Toronto Sesquicentennial Award

Wilfred and Elva Russell Award

Appendix A – 1: Awards, Funds and Scholarships to be Consolidated

### **Purpose**

This policy is intended to present 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.



**POLICY SECTION: Finance**

**APPENDIX A**

**SUB-SECTION: Funds and Foundations**

**POLICY NAME: Awards, Funds and Scholarships**

**POLICY NO: F. F. 01**

**Alignment with MYSP**

Strengthening Public Confidence

Living our Values

Stewardship of Resources

Student Achievement and Well-Being

Inspired and Motivated Employees

**Financial Impact:**

There is no significant financial impact to the TCDSB, as most of the TCDSB awards, funds and scholarships have an outside funding source. That said, good judgement, objective criteria and reliable selection mechanisms do need to be employed to ensure the best and most valid distribution of allocated funds.

**Legal Impact:**

There is no significant legal impact to the TCDSB. Once again strong, objective and clearly articulated selection processes will ensure all award recipients are well received and celebrated.

**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 and our Catholic Graduate Expectations, and will be granted to those individuals who will bring pride to Catholic education. For each award, fund, scholarship or bursary granted under the auspices of the TCDSB, 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 type of individual the distinction is intended to celebrate.
2. Prospective donors who wish to arrange for a scholarship, bursary or award to be presented to TCDSB students will be asked to provide details through an



**POLICY SECTION: Finance**

**APPENDIX A**

**SUB-SECTION: Funds and Foundations**

**POLICY NAME: Awards, Funds and Scholarships**

**POLICY NO: F. F. 01**

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 and confirming 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.
7. Each award will have clearly articulated criteria that assist in the selection process for the honoree.
8. All award information as contained in regulations 1 to 6 above, will be housed on the TCDSB website under "Awards, Scholarships and Bursaries".
9. Trust funds and policies for same 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 Policy F.F.25. (*To be renumbered F.F. 2*)
10. Trust Funds donations will be invested in accordance with the Board's Investment Policy (F.B.03). Funds will earn an average rate of interest earned by the trust fund.



**POLICY SECTION: Finance**

**APPENDIX A**

**SUB-SECTION: Funds and Foundations**

**POLICY NAME: Awards, Funds and Scholarships**

**POLICY NO: F. F. 01**

11. Donations will be received by TCDSB Accounting Department or through "Canada Helps". Separate fund accounts are set up with "Canada Helps" by the Board's Accounting Department. A link to "Canada Helps" is available on the Board's website.
12. Receipts for Income Tax purposes will be issued by the Accounting Department for donations sent to the TCDSB of \$25.00 or more or by "Canada Helps" for on-line donations.
13. Awards will be drawn from principal and interest at a fixed amount and not from interest only.
14. 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.
15. 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."
16. Every five (3) years, unless otherwise stated, the payout from the fund will be reviewed to ensure it is relevant and consistent with inflation and the original objective. Any award, fund, scholarship or bursary that is connected to a monetary award, and for which there are no more resources, shall be discontinued.



**POLICY SECTION: Finance**

**APPENDIX A**

**SUB-SECTION: Funds and Foundations**

**POLICY NAME: Awards, Funds and Scholarships**

**POLICY NO: F. F. 01**

## **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 notable) performance

**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 within the TCDSB community in any given year will be highlighted in 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).