

VBNK Scholarship Funds Guidelines

Introduction

VBNK is a training institute that conducts training courses in management and organisation development for Cambodian managers of NGOs. Our target groups are:

1. Cambodian NGOs (CNGOs): managers of mature CNGOs with some history of implementing programmes;
2. International NGOs (INGOs): Cambodian managers within INGOs;
3. Women managers in both CNGOs and INGOs.

The purpose of these scholarship funds is to enable more Cambodian managers of NGOs to access VBANK training. In particular, the aim is to enable CNGOs who have a proven track record, but as yet no funds for staff training, to send their managers to attend training in management and organisational development.

Eligibility

In order to be eligible for assistance under the scholarship funds, applicants and their organisations must:

1. Meet the criteria for the VBANK course they wish to attend (as detailed on each course outline).
2. Meet the following additional criteria (as detailed on the scholarship fund application form – see attached):
 - the applicant must currently be involved in supervising staff or in leading a team or in managing finance, or
 - the applicant must be in the process of being prepared for a future management role.
 - the applicant must explain how attending the course will help them to be more effective in their job.
3. Provide the name, address and telephone contact of a referee. VBANK will contact this referee to confirm key information in the application.
4. Show that there is a genuine financial need (eg. no core funding, no funds yet for staff development)

In particular, applications are encouraged from:

1. Women CNGO managers. At least 70% of scholarships will be awarded to women.
2. Participants enrolling in financial management courses.
3. Participants working in the area of disabilities.

The following people/organisations are not eligible to receive assistance from the funds:

1. CNGOs that have alternative sources for staff development funds (eg from partner INGOs or donors).
2. Newly established CNGOs with no experience of or achievements in implementing projects/programmes.
3. INGO staff.

Other conditions/ restrictions

1. An individual manager can receive a maximum of **one scholarship** in one year.
2. One CNGO can receive a maximum of **three scholarships** in one year.
3. A CNGO can receive a maximum of **two** scholarships per course.
4. Only **four** participants per course can be funded from the scholarship funds.
5. All applications for scholarships for a particular course must be submitted at least **three weeks before the course start date**. This is to allow enough time for applications to be considered by the screening committee.

Revised February, 2010



**VBNK SCHOLARSHIP FUND
APPLICATION FORM**

First complete an application for the specific VBANK course you are interested in. If you meet the course criteria, and think you may be eligible for assistance under the scholarship fund, please complete the following form as well as the course application form.

| |
|---|
| NAME: |
| COURSE APPLIED FOR: |
| NAME AND ADDRESS OF ORGANISATION: |
| JOB TITLE: |
| NAME AND TITLE OF SUPERVISOR: |
| What are the goals of your organisation/project? Note: When answering this question, refer to the goals and achievements of either your organisation, or your project, which ever is more appropriate. |
| How will this course help you become more effective in your job? |

What are the most important achievements of your organisation/project to date?

Note: When answering this question, refer to the goals and achievements of **either** your organisation, **or** your project, which ever is more appropriate.

Of all your work achievements, which are you most proud of?

FUNDING:

1. Does your organisation have donor funding for projects?Yes/No

Name of donor(s)

Comment

2. Does your organisation have core funding?Yes/No

Name of donor(s)

Comment

3. Does your organisation have funding for staff development?Yes/No

Comment



| |
|---|
| <p>Do you work in partnership with any INGOs or NGO support agencies working in Cambodia?Yes/No</p> <p>Which organisation(s)?</p> <p>What type of support do you receive from these organisation(s)?</p> |
| <p>Why do you need assistance from the scholarship fund in order to attend this course at this time?</p> |
| <p>What is your organisation doing to secure funds for future staff development needs?</p> |
| <p>ANYTHING ELSE? Please add any other information which you think is relevant to this application.</p> |



विद्यापीठानिमित्तकसंशोधन केंद्र
An Institute to Serve Facilitations of Development



Statement

1. I have read the NGO code of ethics carefully. I undertake to follow this code of ethics and promote it among other NGOs in Cambodia.
2. My organisation will make a financial contribution of \$..... towards the course fee (minimum contribution is \$25.00 for a one or two week course, \$50 for a three-weeks course and \$100 for a six-week programme.)

SIGNED (Applicant): _____

POSITION: _____

DATE: _____

DIRECTOR'S SIGNATURE:

Note: If the applicant is not the Director of the CNGO, the Director should co-sign this application.

Referees

Give the names and contact details of two people who will give you and your organisation a reference – they should not be friends or relatives but people who know your work:

| | |
|---------------|---------------|
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Phone: | Phone: |
| e mail: | e mail: |

Return this completed application form to the VBANK Course Registration, together with the following, at least 3 weeks before the course start:

- a completed course application form for the specific course you are applying for;
- a copy of your job description, if available.



វិទ្យាស្ថានបណ្តុះបណ្តាលសម្រាប់កម្រិតបរិច្ចាគ
An Institute to Serve Facilitations of Development

- a copy of your organisation chart, if available.