



**Uwezo Wetu Foundation**  
**Fund raising and Bursary Policy**  
**June 2021.**

## 1. INTRODUCTION

Uwezo Wetu Foundation is a nonprofit organization whose overriding objective is transforming the lives of needy Youth for a better future through training, formation, internship and placement. Uwezo Wetu Foundation core mandate is to come up with modalities to raise funds from individual donors, Organizations (local and international) and from all people of good will. Uwezo Wetu Foundation works closely with Uwezo College in order to achieve its mandate.

The admission criteria for Uwezo College is inclusive, ensuring everyone is given an opportunity to access training and as a result, we admit students from all social backgrounds e.g. from the marginalized, the poor, physically challenged and also able students of all gender and religious inclinations. We have noted over time that once admitted, some students find it a challenge to pay their tuition and often times they take breaks during their training to go and work in order to raise their fees. Some end up dropping out because they cannot afford and therefore end up not achieving their dreams. It is heart breaking to note that such students come from areas where they needed to uplift their socio – economic status as well as that of communities upon completion of training but end up not doing so due to lack of school fees.

Uwezo Wetu Foundation vision is to ensure that such needy Youth complete their training through bursaries awarded from funds received from well-wishers. We mark our milestones in terms of every single livelihood transformed. We are aware the problem is too big but we have chosen to do what we can with what we have. We invite others to join us!

Uwezo Wetu Foundation in collaboration with Uwezo College have broader objective of ensuring they play their role in realization of Sustainable Development Goals (SDGs), Vision 2030, TVET Goals and the Government on the “Big Four” agenda.

To this end Uwezo Wetu Foundation has a responsibility of ensuring”

- i. Accountability and transparency in dealing with Funds raised.
- ii. Ensuring qualifying beneficiaries receive relevant, and job specific skills training that guarantee employment or self-employment opportunity.
- iii. Prudent resource utilization and good governance.
- iv. Ongoing fund raising activities through individuals, organization and international donors.

## 2. TARGET PROJECTS FOR FUNDING

Uwezo Wetu Foundation in collaboration with Uwezo College have identified six projects in which to focus on for immediate impact in the short term and medium term.

1. Needy students Tuition fees and external Exams fees sponsorship
2. Short courses for House Managers (Domestic House-helps)
3. Short courses for Care givers ( for assistance to elderly and sick invalids)

4. Short courses in Building Construction, plumbing, welding and electrical wiring (Target boy child)
5. Short courses in solar installation and maintenance
6. Culture promotion income generation for Youth

The first project that covers needy students that require boost in their school fees or examinations fees will be funded as follows:

- a) Through individual donations by well-wishers of any amount through mpesa or direct to bank. The donors may be identified or anonymous but the funds will not be allocated to any one specific student. The donations may be once off or through monthly direct debit/standing order.
- b) Sponsorship by a donor of one or more students from beginning to end of course for full costs or tuition fees only. The sponsor will receive regular update on the student account and performance periodically.

The evaluation of such needy students will be done by the Uwezo College select committee and recommendations forwarded to Uwezo Wetu Foundation for final review and award to qualifying students depending on funds availability.

The other Projects from item 2 to 6 above are funded as follows;

- a) Individual Sponsor undertakes to fund fully a specific student for a specific 3 months job specific skills training course. The sponsorship can also include upkeep where required.
- b) Organization sponsoring a group of students to acquire the specific skill, internship and placement. The funding for this is done through project proposals to various donor agencies to be done by the Uwezo Wetu Foundation board of management. Once the funds are secured they are used solely to fund the specific group of students identified and qualifying for the award of the bursary

### **3.0 PROCESS OF IDENTIFYING THE NEEDY STUDENTS**

There are two levels of identifying, evaluating and approving bursaries or scholarships depending on availability of funds.

#### **a. College level by College Bursary committee**

This committee is comprised of:-

- i Principal – Chairperson
- ii Finance Officer
- iii Two HoDs appointed by the Principal
- iv Dean of Students.

Responsibilities of College Bursary Committee;

- i To advertise internally the available bursaries within one month of the receipt of funds as identified project 1 above (general sponsorship)

- ii Receive applications within 2 weeks from the date of advertisement.
- iii Analyze the applications using the set criteria to determine the level of need within one week after the close of application window.

The evaluation procedure is as follows;

- One must be a student at Uwezo College
- Duly completed form must be submitted and any accompanying support documents
- Review of the forms to determine the status of the completion
- Analysis and weighting of the application forms
- Recommendation report on possible beneficiaries to Uwezo Wetu Foundation Board of Management.

Other functions of the College bursary committee include safe keeping of relevant records of bursary such as;

- a. Bursary applications
- b. Beneficiaries records
- c. Progress report of the beneficiaries
- d. Accounts preparation

#### **b. Uwezo Wetu Foundation - Board of Management.**

The Board Comprises of the Chairman and 4 other members. Quorum to conduct business is Chairman and any two members

The Board after receipt of report from the Uwezo College Committee shall review the report, reconfirm that the report is accurate, Confirm the available funds, and disburse funds to the qualifying students.

The Board's role in addition will include:

- Ensuring All non-designated funds received as Bursary to needy students will only be used for that purpose.
- Ensuring specific project funds are applied for that purpose to qualifying students without undue delay
- Safe guarding high level of integrity, transparency and accountability for funds received.

#### **4.0 REFUND**

Any excess funds at the completion of a course will not be refunded to the student or the Donor. The funds will be transferred and applied to sponsor a needy student through the general fund.

## **5. MONITORING AND EVALUATION**

The processes and procedures set out here will be reviewed periodically to ensure they remain relevant and are appropriate for achieving the mandate of the Foundation. The Uwezo Wetu Foundation Board of management shall conduct monitoring and evaluation of the effectiveness of the various projects and activities from time to time.

