

TORONTO MAHAVIHARA  
SCHOLARSHIP FOUNDATION  
CONSTITUTION

POST TSUNAMI EDUCATIONAL  
ASSISTANCE PROGRAMME  
SRI LANKA

**BACKGROUND:**

On Boxing Day 2004 the great Tsunami struck South East Asia killing 50,000 people, displacing more than one million and totally destroying millions of property, in Sri Lanka alone. Contributions poured into the Toronto Maha Vihara Society (TMV). Within a short period of time an amount of over 200,000CAD was received by the TMV.

Subsequently when the post Tsunami reconstruction was started a vast majority of the funds collected were allocated towards construction of houses for Tsunami affected families. Housing constructions was conducted through the Dharma Vijaya Foundation of Sri Lanka. A sum of C\$ 25,000.00 was issued to Green Twin Inc. as a loan for a Tsunami associated temporary housing scheme.

In July 2007, Green Twin Inc. settled the loan. With the receipt of this loaned amount, currently TMV Society holds nearly a C\$40,000.00 to be used towards Tsunami victims.

At the AGM of the Society held on 29<sup>th</sup> of July 2007, it was decided to establish a Scholarship Program and utilize this money to support a large and continuous batches of children with above-average performance in educational field but require financial assistance, to be successful in their studies. Such a program should have provisions to

expand with time and changing circumstances. The complete project will be funded solely by the interest accrued by investing the above capital in a Sri Lankan Bank.

Accordingly the **First Scholarship Program** commenced operation in Aug. 2009 with 25 scholars selected from Grade 8 students studying in schools located in Tsunami affected areas in six Districts namely: Trincomalee, Batticaloa, Amparai, Hambantota, Matara and Galle. This batch of scholars completed their six year scholarship period in December 2014 when they reached G.C.E (A.L). The first scholarship program thus ended at the end of 2014.

It has now become necessary to formulate a new scheme to recruit scholars for the **Second Scholarship Program**. Since the criteria of Tsunami impact is no longer valid at this time (Jan. 2015) a new system is detailed below.

## **EXECUTIVE SUMMARY**

### **1. ELIGIBILITY AND SELECTION CRITERIA FOR SELECTING BENEFICIARIES:**

- 2.1. The assessment of the eligibility of an applicant will be based on a system of a percentage score assigned as detailed below.
- 2.2. The primary criterion of eligibility is that the beneficiary should reside and attend a school in the Tsunami (year 2004) affected region in Sri Lanka (six administrative districts : Galle, Matara, Hambantota, Ampara, Batticaloa and Trincomalee).
- 2.3. The child must be in Grade 8<sup>th</sup> on the 1<sup>st</sup> of January of the initial funding year, holding a Sri Lankan Govt. 5<sup>th</sup> Standard scholarship.
- 2.4. Family Income: Since this scholarship program is primarily geared towards the children in low income families, income factor is eligible to receive up to 30% of the total Marks. Evidence for the level of income should be certified by the Assistant District Secretary of the home region.
- 2.5. Educational background: Minimum school overall performance average of 65% is required to become eligible for a grant. Maximum of 60% marks is given based on the educational performances.
- 2.6. Extracurricular activities will be given 10% marks.
- 2.7. Grants are awarded strictly based on the above four factors, namely,
  - Region of residence and schooling.
  - Being a government approved scholarship holder
  - Socio Economic condition of the child/family and
  - The educational achievement.

No other factors such as race, gender, color, religion and political background should be given any form of preference in the selection criteria.

### **3. APPLICATION PROCESS:**

Applicants should submit the completed official Scholarship application form to reach the Scholarship Selection Panel by the dates decided by the Foundation. Only applications made on the official form complete with all requested supporting information will be accepted. Incomplete applications will be rejected forthwith.

The selection will be done according to a set procedure by the members of the Toronto Mahavihara Scholarship Foundation and the results will be conveyed to the Recipients/School through the Trust/Patrons appointed by the Toronto Mahavihara Scholarship Foundation. The decision so reached is final and no appeals from rejected applicants will be entertained.

Applications forwarded through third party or forwarded outside the established process will be automatically disqualified irrespective of the child's suitability. There should NOT BE any EXCEPTION to this rule.

Calling of applications for the scholarships may be initiated through the News Paper Advertisements (Sinhala, Tamil and English National News Paper). A sample is attached as Annex A.

### **4. NUMEBR OF GRANTS AND THE VALUE OF THE GRANT:**

Number of scholarships to be awarded is determined based on the funds available to the foundation through the Bank interest. Individual grant per recipient is limited to a maximum of SL Rs.2000 per calendar month. The scholarships will last until the scholarship holders complete Grade 13 (G.C.E A.L) subject to the condition of maintaining the expected level of educational achievements. The scholarships may be extended in terms of paragraph 7 below.

Recipients will have bank accounts opened on their names to receive the monthly grants directly deposited to their account from the Investment Bank. The Bank selected for investing the project funds will have a standing order to transfer the grants to each recipient monthly until advised otherwise.

### **5. REPORTING REQUIREMENT:**

TMV Foundation will evaluate the educational performance of the grant recipients on an annual basis. There should be a reporting mechanism in place for the school principal to provide a copy of the recipient's term report cards to the TMV Society through the Trust/Patron in Sri Lanka.

## **6. SUSPENSION AND TERMINATION:**

Decline in the academic performance below the minimum expected level (65%) in three consecutive school terms will result in suspension or termination of the grant unless otherwise a valid reason is provided.

## **7. REWARDING HIGH ACHIEVERS:**

Top 5 achievers from each batch who have been selected to enter University and pursue higher studies will continue to receive the grant amount they receive (currently 2000SLR per month) during their term in the University and up to a maximum of 4 years.

## **8. CO-ORDINATION ACTIVITIES IN SRI LANKA:**

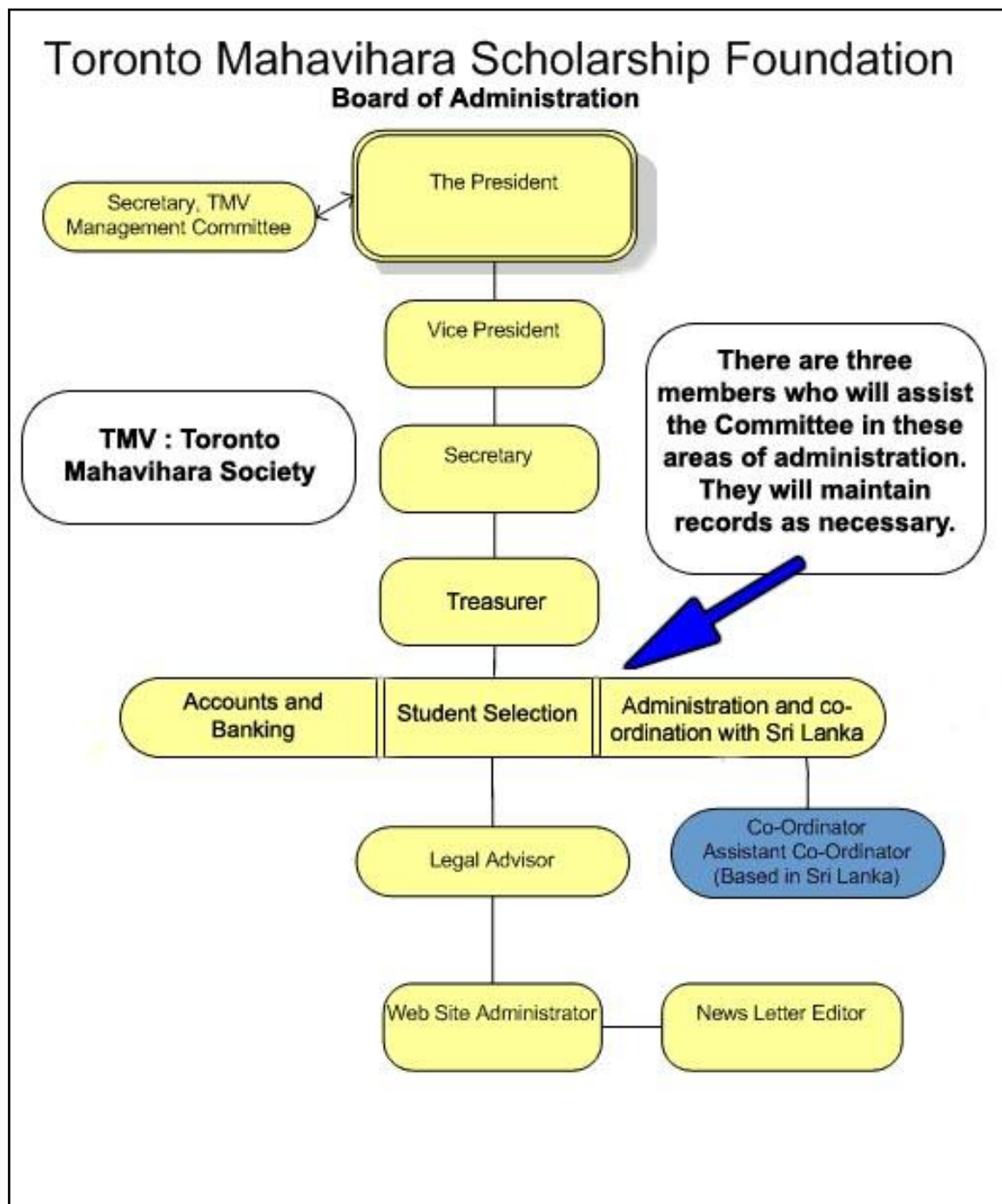
### **8.1. NATURE OF THE ORGANISATION:**

For the purpose of executing this project, a Non-Profit entity named “**Toronto Mahavihara Scholarship Foundation**” has been registered in Sri Lanka as a Non-Governmental Organization, bearing the Registration No: FL-128504 dated 13<sup>th</sup> of May 2008. A copy of the Registration document is appended. Annex B.

The President of the Toronto Mahavihara Society automatically will become the President of the Toronto Mahavihara Scholarship Foundation. The committee administering the TMV Scholarship Programme is the sole authority in the financial and decision making authority of the Scholarship programme.

However, for the logistics and administrative purposes volunteers outside the TMV membership, residing in Sri Lanka will be eligible to be in the organizational structure of the “Toronto Mahavihara Scholarship Foundation”. These persons are expected to render assistance whenever there is direct personal assistance is required on grounds to help execute the scholarship programme.

Below is the outline of the structure of the “Toronto Mahavihara Scholarship Foundation”



### **8.1 (a) Functions of the Board of Administration:**

The Committee will meet a minimum of 3 times a year.

The President will communicate with the Secretary of the Toronto Mahavihara Society from time to time, for the purpose of maintaining proper linkage between the General Membership and the Foundation Board.

The Vice President will assist the President and will preside the meeting if and when necessary.

The Secretary is responsible for the proper maintenance of the under-mentioned Foundation Records. He or she will submit a complete report on the progress of the Foundation at the Annual General Meeting of the Toronto Mahavihara Society.

Foundation Records:

- Board Meeting Report Book
- Details of the members, staff, officers and servants including their letters of appointments
- Files containing the relevant Sri Lankan Govt. Acts and Regulations.

The Treasurer is responsible for the proper maintenance of the under-mentioned records of the Foundation Funds and for the submission of a Progress Report and an audited Accounts Report to The Ministry of Social Services & Social Welfare, 5<sup>th</sup> Floor, "Sethsiripaya", Battaramulla, Sri Lanka, at the end of each year. Following documents should be maintained:

- Cashbook with Bank Accounts
- Petty Cashbook
- Main Ledger
- Main Journal
- Debtors and Creditors Ledger
- Register for issue of Receipts
- Assets Register

The three committee members will co-ordinate the administrative activities in the following areas and submit reports at the committee meeting;

1. Accounts and Banking
2. Students Selection
3. Administration and Co-ordination with Sri Lanka

A public website containing most of the details of the Foundation's activities is maintained. Website is managed by one of the appointed committee members.

In addition to the website content, a newsletter is circulated at regular intervals. Responsibility of producing the newsletter is handled by the foundation committee.

### **Sri Lanka Operation:**

Two Officials;

- Co-Coordinator
- Assistant Co-coordinator

### **8.2. TMV SOCIETY VS “TORONTO MAHAVIHARA SCHOLARSHIP FOUNDATION”**

The committee appointed to carry out the scholarship program during the Annual General Meeting (TMV Society) on 29<sup>th</sup> July 2007 has been fully authorized to carry out the functions of the Scholarship program independently. The authority has been duly confirmed during the TMV Committee meeting held on 11<sup>th</sup> November, 2007. All decisions taken by the committee on the matters pertaining to the administering the scholarships are final.

The committee administering the scholarship program will automatically become the sole decision making body for the “Toronto Mahavihara Scholarship Foundation” established in Sri Lanka.

For the accountability and transparency purposes, the Treasurer will file reports, twice a year to the TMV Management Committee on the financial and project status.

Legal Advisor of the Toronto Mahavihara Society will be the official Legal Advisor to the Toronto Mahavihara Scholarship Foundation as well.

### **8.3. ADMINISTRATIVE COST OF THE TORONTO MAHAVIHARA SCHOLARSHIP FOUNDATION**

The scholarship foundation is totally run by volunteers selected from the TMV Society general membership. Also the co-coordinators selected to assist in Sri Lanka are expected to be volunteers rendering their services without expecting any financial benefits in return.

The total administrative cost is expected to be less than 2% of the initial investment or under 800CAN\$ per annum.

### **8.4. SELECTION OF OFFICE BEARERS AND TERM OF OFFICE:**

General Membership of the TMV Society during the annual general meeting of the Society is responsible for the election of members for the Scholarship Foundation Committee. Elected members will in turn be assigned the official positions of the “Toronto Mahavihara Scholarship Foundation “during the 1<sup>st</sup> committee meeting.

Term of the office is expected to be 1 year as the office bearers are selected annually during the AGM of the TMV Society. However, a longer term may be considered to coincide with the term of the grant (excluding the extension of grants to high achievers).

### **8.5. WEB AS THE PRIMARY SOURCE OF INFORMATION**

Details of the complete project and its ongoing activities are disseminated through the foundation's web site (<http://www.torontomahavihara.com/scholarship/index.htm>) ensuring a higher level of accountability and transparency. Ownership of the website URL/registration is vested with the foundation.

Also other technological possibilities such as web conferencing to make donors and recipients to interact over the internet may be considered in the future. This will allow donors to directly interact with the recipients of their generous donations, over the internet. Donors will be able to know firsthand what impact the generosity of their contribution has brought upon on the people of difficult socio-economic background.

### **DETAILED IMPLEMENTATION:**

#### **9. PROJECT FUNDING:**

Main source of funding is the interest earned by investing accumulated capital funds in a Sri Lankan bank as a Fixed Term Deposit. Secondary sources are fund raising activities and the donor contributions. ~~Donor contributions commitment is in APPENDIX B.~~

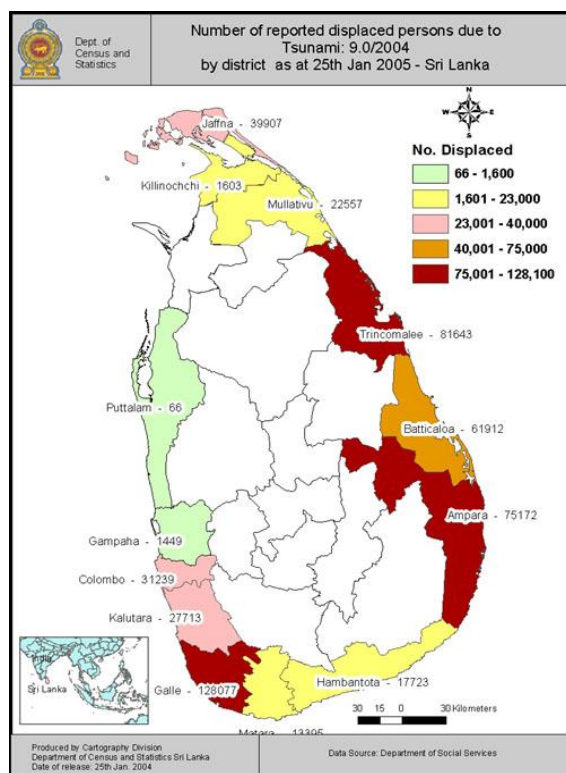
### **10. ELIGIBILITY AND SELECTION CRITERIA**

#### **10.1. MANDATORY REQUIREMENTS FOR GRANTING AND CONTINUAM OF BENEFITS:**

- To be eligible to apply for the scholarship:
  1. The student must reside and, is schooling in one of the six administrative districts (Galle, Matara, Hambantota, Ampara, Batticaloa and Trincomalee).
  2. Should already be a Sri Lankan Government 5<sup>th</sup> Grade scholarship holder.
  3. The student must be in Grade 8<sup>th</sup> on the 1<sup>st</sup> January of the initial funding year.
- Level of educational performance at Grade 7 is used as the main factor in selecting the recipients. Scoring formula is in Chart 10.4 below.
- Level of family income excluding the benefits received from the government granted scholarships is considered as a factor at the initial selection. Scoring formula is in Chart 10.2 below.
- Participation in extracurricular activities is also considered at selection. Scoring formula is in Chart 10.5 below.



- To continue receiving benefits/grants :  
Scholarship benefits continue until the recipient graduates from Grade 13 and therefore to continue receiving benefits, the recipient should maintain the educational performance scores (overall annual average) at or above 65%. Decline in the academic performance below the minimum expected level (65%) in three consecutive school terms will result in suspension or termination of the grants unless otherwise a valid reason is provided.



## 10.2. CRITERIA FOR ALLOCATING POINTS BASED ON FAMILY INCOME IN RELATION TO POVERTY LINE (PL):

DESCRIPTION	STATUS	NUMBER OF POINTS
Income per family member	Below half of the published district poverty line	30
Income per family member	Between 50% -100% of the published district poverty	15
Income per family member	Above the published district poverty line ...	0

**10.4. CRITERIA FOR ALLOCATING POINTS FOR EDUCATIONAL PERFORMANCES (MAX: 60 POINTS):**

$$\text{Score} = 1.5 \times (\% \text{ annual score} - 60)$$

Note: Before the above formula is applied, the National scholarship score is converted to a percentage score

**10.5. CRITERIA FOR ALLOCATING POINTS FOR EXTRACURRICULAR ACTIVITIES (MAX: 10 POINTS):**

DESCRIPTION	NUMBER OF POINTS
Represent the School in National Level	10
Represent the School in Regional Level	8
Office bearer of School Activity	3
Volunteer Community Work	2

**ANNEX A**

## Sample News Paper Advertisement:

"Toronto Mahavihara Scholarship Foundation" affiliated to the Toronto Mahavihara Society, Canada is currently accepting applications for the Grade 8 scholarships in Sri Lanka.

A limited number of scholarships are available to students entering Grade 8 in January

..... To be eligible for the grants, applicants must be residing and schooling in one of

the following six districts

in Sri Lanka.

**Galle, Matara, Hambnhottha, Ampara, Baticoloa and Trincomale**

Scholarship recipients will receive a monthly grants until end of the secondary school education, subjected to the guidelines established by the Foundation. Scholarships are awarded solely on the educational achievements and socio-economic backgrounds.

Prospective applicants can request for an application brochure (available English, Sinhala and Tamil languages) from the following address.

Duly completed application forms and supporting documents should reach this Sri Lankan office by .....

Address:

Toronto Mahavihara Scholarship Foundation  
Jayasumanaramaya  
Goviapana (Galle)

## ANNEX B : Registration Certificate as an NGO.



**Certificate of Registration of Voluntary Social Services/  
Non Governmental Organization under Voluntary Social  
Services Organizations (Registration & Supervision)  
Act, No. 31 of 1980 as amended by Act, No. 8 of 1998**

*By virtue of the powers vested in me under section 5 read with section 2 of the above Act.*

I, **Douglas Nanayakkara** ..... the Registrar

of Non Governmental Organizations do hereby certify that .....

**Toronto Mahavihara Scholarship Foundation.**

(Name of the Organization)

of **Jayasumanaramaya, Goviyapana, Ahangama.** ..... has been

(Address of the Organization)

registered as a Voluntary Social Services / Non Governmental Organization, at the  
Division for Non Governmental Organizations in the Ministry of Social Welfare, in  
Sri Lanka.

Registration No. : ..... **EL. 128504** .....

Date : ..... **13.05.2008** .....

*Douglas Nanayakkara*  
**Douglas Nanayakkara (SLAS)**  
Registrar of Non Governmental  
Organizations.

Ministry of Social Welfare,  
"Sethsiripaya",  
Battaramulla,  
Sri Lanka.

