



**World Council
of Churches**

WCC Scholarships

An opportunity to empower churches...

Individual Study Scholarships

Application Pack

- ***Criteria and General Conditions***
- ***Application Form***
- ***Budget Form***

Applications should be mailed to:

Scholarships Office
Justice, Diakonia and Responsibility for Creation
World Council of Churches
150 Route de Ferney
P. O. Box 2100
CH - 1211 Geneva 2

Or:

scholarships@wcc-coe.org

The present document has been developed in accordance with the procedures established in the WCC Policy on Grants to External Organisations. WCC reserves the right to amend and update this and related documents without notice.

Criteria

- ❑ Applications may only be submitted by WCC member churches according to their specific people resource needs relating to diakonia and development related work.
- ❑ No applications from individuals lacking appropriate recommendation from a WCC member church will be considered. Applicants are required to provide any additional information related to their application as requested by the WCC Scholarships Office. It is the responsibility of the applicant to ensure proper channels of communications are maintained throughout the application process.
- ❑ Individuals must have completed secondary education, possess basic training for employment and preferably come with several years of work experience related to the proposed field of study.
- ❑ Applicants should also hold the necessary qualifications to undertake the proposed programme of study and be committed to participating fully in the life of the host community during the period of study.
- ❑ The applicant can only begin studies in the year following the application and confirmation of award, i.e. 2011 applicants can only begin studies in 2012.
- ❑ The applicant must agree to the Terms of Award that specify she/he must return to their her/his respective country and the Requesting Body to take up the task/role for which the study was requested upon completion of the study programme. The period of service is to be specifically agreed with the Requesting Body as part of the application process and mutually agreed prior to the award of scholarships.

General Conditions

- ❑ Applications must be submitted using the WCC Scholarship Application Form available in three languages – English, French and Spanish – on the WCC Scholarships webpage: www.oikoumene.org
- ❑ Individual studies are to be undertaken outside of the country of residence, but within the specific region, i.e. Africa, Asia, Latin America, etc. of the applicant. Studies undertaken at an institution with which the WCC has a Memorandum of Agreement will be considered separately. A list of the institutions and their area of training can be found on the WCC Scholarships webpage:
- ❑ Studies are not to exceed a maximum of two years and are limited to certificates or masters degree level programmes. Applicants who receive scholarships awards for studies that last two years must submit transcripts of their first year's study in order to be eligible for receipt of the second year's scholarship installment.
- ❑ Proposals for individual studies at doctoral degree level will not be considered.
- ❑ Proposals for individual study in Theology will not be considered unless specifically related to diakonia and/or development related work. Such courses must be taken at a recognized institution with a proven curriculum that links the two fields of study.
- ❑ Students who are already studying are not eligible for consideration of scholarships.
- ❑ Scholarships award only cover the expenses of the candidate and DO NOT include allowances for accompanying spouses or children. The WCC reserves the right to determine the final amount of the scholarship award.
- ❑ Successful applicants shall be required to sign a contractual Terms of Award with the WCC setting out the various conditions applying to the scholarship award.
- ❑ Funds shall be remitted directed to the study institution upon confirmation of the applicant's arrival at the institution of study.
- ❑ The applicant is responsible for submitting a report to the Scholarships Programme Office in the format provided by the WCC. This report is to be submitted no later than three (3) months upon completion of the study programme. The WCC may use the report for information, publicity or fundraising purposes after consultation with the applicant on privacy matters and the protection of personal information.
- ❑ Applications should reach the Scholarships Office **by 30 April** of each calendar year and will be considered on their merits in the light of available resources.

PART A – PERSONAL INFORMATION

To be completed by the applicant **electronically** or by writing in **BLOCK CAPITAL LETTERS** using either **BLACK** or **BLUE** ink.

1. Name of applicant as it appears in passport

Family Name: _____

Given Name(s): _____

2. Title (Rev., Mr., Ms, Mrs.): _____

3. Gender: () Female () Male

4. Date of Birth (DD/MM/YYYY): ____/____/____

5. Nationality: _____

6. Postal Address:

7. Telephone Numbers: (Home) _____ (Work) _____

(Mobile) _____ (Fax) _____

8. Email address(es): _____

Please ensure that the email provided is one which you check regularly.

9. Church Affiliation and Background

Name of Church Denomination:

Name of Local Congregation/Church:

Narrative of Church Service (roles and responsibilities):

Please
attach a recent
(less than 6
months) passport
sized photograph
of yourself.

PART B – STUDY INFORMATION

10. Study History

Please provide the following information for all completed secondary, vocational, undergraduate or postgraduate qualifications. List the most recent qualification first. Copies of the academic certification for each qualification listed must be provided with the Application Form.

Name of Institution	Years Attended		Qualification / Subject
	From	To	

11. Study Proposal

1) Specific Subject of Study and Study Language

Please specify the proposed subject of study. The subject must be identifiable in the curricula data of the proposed study institution as well as aligned to the people resource needs identified by the Requesting Body (church or church related organization).

Subject / Department	Language

◆ Please attach a copy of the language qualification certificate.

2) Qualification Being Sought

- a. Postgraduate Certificate b. Postgraduate Diploma
 c. Masters Degree d. Other (Please indicate):

3) Institution of Study

- a. Name: _____
 b. Full Postal Address, including country

c. Contact Information

i. Telephone:

ii. Fax :

iii. Email :

iv. Website (if applicable):

4) Duration of Study: _____ Years _____ Months

Studies to begin _____ and expected to be completed by _____.

◆ If you have already contacted the institution and received a letter of acceptance, please enclose a copy of the Letter of Admission or any correspondence relating to your inquiry and send it with the completed Application Form .

12. Relevance of Study

◆ Please be as specific as you can in your responses to the following questions as they will be used to assess your eligibility for a WCC Scholarship. If necessary, continue on a separate sheet of paper.

1) Describe in specific detail what skills and knowledge you want to gain from your study of the specified subject.

2) Describe in specific detail how your proposed subject of study will contribute to your current or future job with the church or church related organization that is recommending you for a WCC Scholarship.

- 3) Describe who within the church and wider community will be the beneficiaries of the skills and knowledge that you gain from your studies and the work that you will be doing.

PART C – OTHER INFORMATION

13. Work History

Please provide the following information for all present and former employment. List the most recent employment first.

Name of Employer	Dates of Employment		Job Title	Major Duties
	From	To		

14. Previous Scholarship Awards

- 1) Have you received a scholarship from WCC before? Yes No
 If yes, please list the years and field of study. If your name has changed since receiving the scholarship, please write the name you were known at that time.

Years of Award	Field of Study	Name of Recipient

- 2) Are you applying to any other organization for assistance in pursuing your studies?
 Yes No
 If yes, please give details

Name of Organization	Amount Being Requested	Amount Awarded

PART D – REQUESTING BODY

To be completed by the Requesting Body (Church or Church related organization) putting forward the applicant for a WCC Scholarship either **electronically** or by writing in **BLOCK CAPITAL LETTERS** using either **BLACK** or **BLUE** ink.

1. Name of Requesting Body:

2. Confessional Tradition:

3. Title, Name and Position of Primary Contact Person

1) Title:

2) Name:

3) Position:

4. Contact Details

1) Postal Address:

2) Telephone Number(s):

3) Fax Number(s):

4) Email Address(es):

Please ensure that the email provided is one which you check regularly.

5) Website:

5. Is the Candidate currently working for the Requesting Body? Yes No

6. If the answer to question 5 above is Yes, please provide the following information.

1) Is she/he currently working as a volunteer? Yes No

2) If the Candidate is a paid worker what is her/his

a) Job Title:

b) Specific Role and Tasks:

c) Length of Service:

7. Please provide a detailed description of the diakonia/development related ministries/activities currently conducted by the Requesting Body. If necessary, continue on a separate sheet of paper.

8. Please detail the specific People Resource needs that have been identified by the Requesting Body in relation to the ministries/activities detailed above.

9. What other tools or processes for addressing the People Resource needs in relation to the diakonia/development related ministries/activities have you developed or identified other than the WCC Scholarship?

10. What is the link between the proposed field of study listed by the Candidate and the current People Resource needs of the Requesting Body?

11. How will the proposed study undertaken by the Candidate contribute to and strengthen the diakonia/development related ministries/activities of the Requesting Body?

12. How will the Requesting Body utilize the Candidate after she/he has returned upon completion of studies? What will be her/his specific job/duties.

13. What unique skills and competencies does the applicant bring to her/his studies and the future work proposed?