

Sample Scholarship Award Process

As the workshop organizer(s), you will choose how you'd like people to contribute financially to a workshop (flat rate, sliding scale, donation or a combination). You will also choose whether or not to offer scholarships (inviting people to the workshop if they want to contribute less than you are asking, possibly in exchange for a donation of their time as a volunteer). These decisions can be challenging, as they involve consideration on several levels. This document provides some considerations to keep in mind as you develop a scholarship process that is mutually satisfying, and offers a sample process that you may choose to use as is, or modify to meet your specific needs.

CONSIDERATIONS WHEN DEVELOPING YOUR PROCESS

Your Relationship to Money

The comfort we experience in offering a scholarship is intricately linked to how we, as a culture, relate to money and the scarcity consciousness with which we've been indoctrinated ("there is not enough for everybody, I have to get and protect as much as I can"). For example, a choice to offer no scholarships might come from stringent concepts of fairness, and internal talk such as: "Why should they get the benefit of a workshop but pay less than everybody else?" or "You have to pay to play."

Alternately, a choice to quickly offer scholarships to anybody that asks might be motivated by a belief that they don't have "enough" money or can't "afford" the workshop; concepts which support scarcity consciousness in both the participants and yourself. NVC guides us out of the mire of scarcity consciousness by connecting with our needs and the needs of others beyond the strategies of how much they "can, should, are able to, or have to pay."

Practical Realities

Your scholarship system might be focused and limited by "practical realities," such as your ability to secure a workshop location that comfortably seats the number of participants wanting to register, and the amount of time and energy that you or another volunteer has to manage a scholarship process. While connecting with your needs around these situations is likely to spur creative ways to handle them, you may not easily see options at the time you make your decision.

Your Needs

The decision to offer scholarships is usually inspired by needs for inclusion and a desire to contribute to as many people as possible. Yet, the way that you offer scholarships might not meet other needs of yours, including:

- **CONSIDERATION of**, and contributing to needs of host organization and trainer(s) – The trainers have their own needs for support and the exchange of energy involved in providing a workshop. Similarly, if your workshop is being hosted by an organization, that organization may have needs related to your scholarship process. You might meet needs for consideration might be met by discussing your scholarship strategies with both the trainers and host organization.

- **LEARNING** – contributing to a certain quality of learning to participants that a more intimate group may facilitate mutuality – the mutual exchange of energy that might meet other needs for equity, partnership, understanding and connection
- **ACKNOWLEDGEMENT** – an awareness of the time, energy, and expenses that went into the event
- **SUPPORT** – for the costs or tasks that are related to this event, or hosting NVC workshops in general
- **CONTRIBUTING TO THE NEEDS OF PARTICIPANTS** – For example, when one person has worked hard and managed their resources (money or volunteer time) to contribute to a workshop, while another person is attending at no cost or effort can be painful for either participant, and might not meet your own needs for equity.

Needs of Scholarship Applicant

Participants will have a range of feelings and needs associated with requesting a scholarship. If you choose to offer scholarships, they will likely appreciate clarity of information and direction about the process itself.

SAMPLE SCHOLARSHIP PROCESS

If you choose to offer scholarships to the workshop, below are suggestions for a process that might meet multiple needs, including clarity, ease, and connection with the participants.

Select a Scholarship Coordinator

You or your volunteer team will choose somebody to receive and respond to scholarship requests for the workshop. We recommend that this is somebody with a basic understanding of the NVC process, so they can connect with themselves and participants when having the dialogue.

Pre-Scholarship Process

Upon request, scholarship applicants can be directed to, or sent the following documents that support the scholarship process:

- **Scholarship Statement** — A statement of your intent around scholarships, and a list of needs that you'd like the applicant to consider when requesting a scholarship. The "Sliding Scale Primer" on this toolkit is a sample of this document.
- **Scholarship Form** — A form on which people can put their contact information and use to request a scholarship. Define what types of scholarships you are willing to offer, and the process (next steps) on the form. The "Scholarship Form" on this toolkit is a sample of this document.

Preparation

As the scholarship coordinator(s), read and thoroughly understand (and seek clarity for) this document and any others related to scholarships of workshop fees. Consider how this subject applies to their life. For example, what does money mean to them? Where in their life are they living from scarcity consciousness? Where in their life are they investing resources (money or effort) that especially is, or is not, meeting their needs?

Practice having the conversation with at least two others by providing empathy to connect with the needs behind the strategy suggested by the applicant, expressing the their own needs, and making requests of the applicants.

Decide a cut-off date, after which you will not entertain any more scholarship conversations. (For example, two days before the event).

Process

The scholarship coordinator receives scholarship applications (by e-mail or mail), and calls the applicant to have the dialogue. In making requests, the scholarship coordinator can refer to suggestions on the Scholarship Form (i.e. monthly installments, volunteering, etc.). When the coordinator and applicant have come to an agreement, write that specific agreement on the front of the form, and initial it. The scholarship coordinator would then pass any relevant information regarding registration information, contribution amount, or volunteer availability to other people on the volunteer team if relevant to their roles.