

BAA SCHOLARSHIP FUND COMMITTEE

SECONDARY LEVEL REPORT

I greet you on behalf of National Exco, distinguished BAA members of all categories.

I present to you, the first phase of the work of the Scholarship Fund Committee, dealing with scholarships for indigent students at the W.M. Bristow Secondary School level, detailing the structure, cost implication, and how to raise the requisite funds.

This is by far the best practice approach to work of this nature.

However, we are not surprised, given the caliber of people on the committee – A serving Commissioner in Benue State, chairing a diverse agglomeration that includes two past Vice-Chancellors of premier Universities, Engineers, and other members.

Exco is grateful to:

1. Hon. Engr. Ukaha Victor Dzungwe - Chairman
2. Prof. Moses Msugh Kembe
3. Prof. Nancy Agbe
4. Azor Jen - Principal Bristow
5. Gwa Zachary
6. Yongo Dooior Gabriel
7. Orduen Ishu
8. Engr. Hon Abraham Terhemen

Here is the report, for your weekend delight.

1.1 Purpose

The purpose of the BAA scholarship is to provide financial support for the education of students attending W.M Bristow Secondary School Gboko from Junior Secondary School to Senior Secondary School.

Such beneficiaries must meet certain criteria as set out in appropriate sections in this report or as may be determined from time to time by a committee or body with the responsibility of managing the scholarship fund.

1.2 Establishment of the Budget/Funding Requirements

The budget for the scholarship shall be established by the body managing the scholarship on a yearly basis and approved by BAA National Exco.

Key elements to be considered in estimating the budgetary requirements will include, but not limited to:

- Award per student, number of students per year
- Administrative cost
- Advertisement and selection process cost

The award shall cover the full tuition, uniforms and books, registration of examinations, etc., as may be established by the school management for the duration or year that the scholarship may apply.

The following baseline line budget is recommended to kick start the scholarship scheme:

BAA SCHOLARSHIP BUDGET ESTIMATION							
S/No	Description	Unit	Rate	Qty	Amount/ Year (₦)	Award Years	Total Amount Per Class (₦)
1	Scholarship Awards (Tuition, Books, Uniform)						
1.1	JSS 1	Nos	186,000	10	1,860,000	6	11,160,000
1.2	JSS 2	Nos	130,000	10	1,300,000	5	6,500,000
1.3	JSS 3	Nos	130,000	10	1,300,000	4	5,200,000
1.4	SSS 1	Nos	161,000	10	1,610,000	3	4,830,000
1.5	SSS 2	Nos	130,000	10	1,300,000	2	2,600,000
1.6	SSS 3	Nos	130,000	10	1,300,000	1	1,300,000
	Subtotal			60	8,670,000		31,590,000
2	Registration of Examinations						
2.1	Junior WAEC		10,000	10	100,000	6	600,000
2.2	SSCE /NECO		43,000	20	860,000	6	5,160,000
2.4	JAMB		10,000	20	200,000	6	1,200,000
	Subtotal			50	1,160,000		6,960,000

3 Management Cost							
3.1	Administrative cost	Sum			500,000	6	3,000,000
3.2	Advertisement (Radio, social media, online etc.)	Sum			100,000	6	600,000
3.3	Internet Data Subscription/ Phone Charges	Sum			50,000	6	300,000
3.4	Bank Charges	Sum			10,000	6	60,000
3.5	Computers and Phones (hardware)	Sum			250,000	1	250,000
3.6	Office Rent	Sum			150,000	6	900,000
3.7	Furniture and Fittings	Sum			100,000	6	600,000
3.8	Utility Bills	Sum			60,000	6	360,000
3.9	Travels and Accommodations	Sum			50,000	6	300,000
	Subtotal				1,270,000		3,960,000
	Grand Total				11,100,000		42,510,000

1.3 Identification of Sources of Funding

To fund the scholarship budget as established above, and as may be established on a yearly basis by the body managing the scholarship fund, the following sources of revenue generation are suggested:

- Contributions from BAA members, Branches, Sets
- BAA Investments and Trusts
- Corporate Sponsorships
- NGOs
- Individual contributions from non-BAA members
- Crowd-Funding

An estimation of potential revenue generation from each of these sources is as follows:

BAA SCHOLARSHIP FUNDING SOURCES

S/No	Sources of Funding	Unit Amount (₦)	Qty	Amount/Year (₦)	Total Amount in 6 Years (₦)
1	Levy /Contribution from BAA Branches				
1.1	Abuja	1,000,000	1	1,000,000	6,000,000
1.2	Lagos	1,000,000	1	1,000,000	6,000,000
1.3	Diaspora	1,000,000	1	1,000,000	6,000,000
1.4	Gboko	250,000	1	250,000	1,500,000
1.5	Makurdi	250,000	1	250,000	1,500,000
1.6	Port Harcourt	250,000	1	250,000	1,500,000
1.7	Other Branches	50,000	5	250,000	1,500,000
	Subtotal			4,000,000	24,000,000
2	Individual Contribution from BAA Members				
2.1	Category 1	50,000	50	2,500,000	15,000,000
2.2	Category 2	20,000	100	2,000,000	12,000,000
2.3	Category 3	10,000	100	1,000,000	6,000,000
2.4	Category 4	5,000	100	500,000	3,000,000
2.5	Category 5	1,000	200	200,000	1,200,000
2.6	National Exco Members	100,000	1	100,000	600,000
2.7	Classes /Sets 1960-1999	100,000	40	4,000,000	24,000,000
2.8	Classes /Sets 2000-2010	50,000	11	550,000	3,300,000
2.9	Classes /Sets 2016-Latest	25,000	5	125,000	750,000
	Subtotal			10,975,000	65,850,000
3	Other Sources				
3.1	NGOs and Foundations	Sum		500,000	3,000,000

3.2	Cloud Funding	Sum		5,000,000	30,000,000
3.3	BAA Investments	Sum		500,000	3,000,000
3.4	Philanthropists	Sum		500,000	3,000,000
	Subtotal			6,500,000	39,000,000
	Grand Total			21,475,000	128,850,000

1.4 Management of the Scholarship Fund and Processes

A BAA Scholarship Committee/Board should be set up to manage the scholarship fund and processes.

The Committee should be supervised by the Board of Trustees and the National Exco.

The Secretariat of the Scholarship Committee should be domiciled at W.M Bristow Secondary School and manned by administrative staff who will be paid from the fund.

1.5 Determination of the beneficiaries and selection criteria

The BAA Scholarship Committee will determine the criteria for the selection of beneficiaries, the number of awardees per year, as well as, the scholarship amount per awardee subject to availability of funds and approval by National Exco/BOT.

As a guide, the following criteria should be considered or modified by the Scholarship Committee for selection of beneficiaries:

- Students with financial needs
- Students with distinctive performance (academics, creativity, sports, leadership, etc.)
- Students with disabilities or special needs

1.6 Terms and Conditions

The detailed terms and conditions of the scholarship will be developed by the BAA Scholarship Committee subject to ratification by the National Exco. For a start, the following basic terms of award should be applied:

- **Maximum Tenor:** 6 Years
- **Qualifying Classes:** JSS 1 to SSS 3
- **Qualifying Bench Mark:** Students with distinctive academic performance with average of 75% and above who have financial needs
- **Limitation:** Only students admitted and attending classes at W.M Bristow Secondary School Gboko are qualified for the scholarship award.

1.7 Application process and deadlines

The BAA Scholarship Board will set the timelines for the application, screening, award and disbursement of the scholarship.

Applications should be online for ease of access by applicants, tracking and cost-effective administration.

The scholarship portal will be hosted on the BAA website and accessible free of charge to applicants.

1.8 Promotion and Advertisement

The scholarship scheme will be advertised on both traditional and digital media using such avenues as BAA Website, social media, W.M Bristow bill boards, churches, radio, TV, newspapers, traditional institutions and community networks.

1.9 Selection of Winners

The BAA Scholarship Board will select the winners based on the preset selection /assessment criteria, timelines/deadlines. The winners will be notified by electronic and/or traditional means such as email, instant messaging, publication on BAA Website, W.M Bristow school bill boards, newspapers, radio, and hard copy letters.

1.10 Award and Disbursement

The winners/beneficiaries of the scholarships will be notified by letter of award which will be communicated to them by email, post office mail, courier or any other means that will be cost effective and safe.

The award letters will specify the amount, duration and purpose of the award.

Disbursement will be directly to the beneficiary institution-school or examination body as the case may be.

1.11 Monitoring

The BAA Scholarship Board will develop detailed manual which content will provide as a minimum:

- Mechanism to monitor compliance and evaluation of effectiveness of the scholarship fund.
- Feedback and improvement processes
- Audits and controls procedures /processes
- Risks management framework

1.12 Sustainability

In order to ensure sustainability of the BAA Scholarship scheme, an investment trust should be set up into which the funds of the scholarship will be invested.

The trust funds will be managed by professional funds managers, as well as, a BAA Investment Committee that will oversee profit yielding investments of BAA.

The BAA Scholarship Management Board will also align with local and international educational foundations, NGOs, scholarship agencies, etc. in order to draw funding from such bodies into the BAA Scholarship fund.

For Exco

Manz Denga

A handwritten signature in brown ink on a yellow background, appearing to read 'Manz Denga'.

(BAA Chief Servant)