

REGULATION OF THE SCHOLARSHIPS OF ASSOCIAÇÃO SARA CARREIRA

Application, evaluation, granting and follow-up

Article 1

Object

- 1.1. This regulation defines the terms under which the ASC – Associação Sara Carreira (“**Association**”) will grant support to children and young people.
- 1.2. The Association aims to help underprivileged children and young students between 12 and 21 years, who show a good academic record or a special aptitude for a given area. From art to culinary, medicine or engineering, all areas can be accepted because the Association focuses only on promoting the education of these young people.
- 1.3. The support granted by the Association will be in the form of a scholarship that will last 1 (one) year or up to 1 (one) year, depending on the type of education.

Article 2

Applications

- 2.1. Scholarships will be granted after the application stage.
- 2.2. The application must be submitted by the interested party or their legal representative.
- 2.3. Applicants
 - a) Children and young people between 12 (twelve) and 21 (twenty-one). Exceptionally, the Management might take applicants outside such age range.
 - b) The application is only deemed eligible when the children or young people have an academic record that is considered sufficient by the Management;
 - c) The application will only be reviewed when accompanied by the respective declaration of annual income of the household;
 - d) Applicants can submit applications once a year;
 - e) The applicants must reside in Portugal and attend educational institutions based in Portugal.
- 2.4. Deadlines and application type
 - a) Applications are only submitted online on the Association’s website;
 - b) Applications are only deemed submitted after:

- i. They are fully completed, and;
 - ii. All documents required have been sent.
- c) Adult applicants and legal representatives of minor applicants are legally responsible for the completeness, correctness, accuracy and wholeness of the information given and documents submitted;
- d) In 2021, applications must be submitted between May 2nd and June 30th and in the following years between April 1st and June 30th;
- e) Applications will be refused if:
- i. They do not meet the eligibility criteria described herein;
 - ii. They are not accompanied by the required documents;
 - iii. They contain false statements.

2.5. Required documents: For purposes of application formalisation under this regulation, the applicant must submit the following documents:

- a) Photocopy of the applicant's identification document or photocopy of the representative's identification document, if the applicant is a minor;
- b) Where the applicant is a minor, a photocopy of the identification documents of the applicant must also be submitted;
- c) Cover letter and/or video;
- d) Certificate of qualifications;
- e) Declaration of the applicant's household issued by the Tax Authorities within 30 (thirty) days before the date of the application;
- f) Proof of income of all members of the household for the previous calendar year, namely:
 - i. Proof of income tax return or exemption of income tax issued by the Tax Authorities for the last two tax years;
 - ii. Proof of benefits, pensions or allowances of which they are beneficiaries via a declaration issued by the Social Security, when applicable;
 - iii. Certificate of resident that identifies all members of the household issued by the Parish Council, which must clearly state the number of persons in the household or whether the household is formed by the applicant only;
- g) Proof of any income that were not included in the tax return of the two previous tax years and that are being earned at the date of the application;

- h) Certificate of qualifications with the subjects/curricular units of the year before the application, where there should be the number of subjects/curricular units in which the applicant was enrolled and which ones they have passed; where the grades for the 3rd term are not out yet, the applicant can submit the grades of the 2nd term.
- i) Applicants can send other additional information they deem relevant for consideration, namely, a Recommendation Letter, if applicable, written by anyone who identifies/refers to the situation: a teacher, social worker, among others;
- j) Declaration signed by the applicant or their legal representative, in case they are minors, giving consent for the processing of the applicant's personal data by the Association (form available on the Association's website).

Article 3

Selection Criteria

3.1. Evaluation of applications:

- a) Applications will be evaluated by a jury that is formed by three appointed members of the Management;
- b) Applications for scholarships will be evaluated considering the specific aptitudes of candidates and proven economic difficulties;
- c) Applicants whose applications were selected will be interviewed by members of Associação Sara Carreira, in person and/or by video call.

3.2. Granting criteria: The jury will decide freely who are the 21 young people they wish to support in each school year, based on the following guiding criteria:

- a) Average income, with the household's average income being the amount that results from dividing the household's annual net income by the number of household members;
- b) School performance;
- c) Propensity for or training in creative and/or artistic areas;

3.3. In case of draw, the final decision is made by the President of the Jury.

3.4. Disclosure of results: After the applications are reviewed, a list of approved candidates will be posted on the Association's website by the end of August.

Article 4

Support

- 4.1. The support granted to the young person is directly borne by the Association which undertakes to pay education expenses for the corresponding period (usually one school year but can be adjusted to the corresponding education type) pursuant to the terms and limits decided by the Management.
- 4.2. There will be 21 scholarships to be granted.
- 4.3. In case the contributions made to the Association by benefactors or people who are supportive of the cause allow to grant more scholarships, the number of scholarships to be granted annually may be higher than 21.
- 4.4. The amount granted to each student will be defined by the Management, according to the educational needs of such student.
- 4.5. These scholarships can be accumulated with other scholarships or merit awards granted by other institutions, provided that these are reported to the Association when the students are receiving the benefits, under the penalty of cancellation of the scholarship granted by Associação Sara Carneira with possible retroactive effects, where the Association may require the scholarship holder to refund the amounts granted under the scholarship.
- 4.6. In addition to the cases above, Associação Sara Carneira may grant other supports that aim to help the academic and/or personal growth of the scholarship holder and their social integration.
- 4.7. Scholarships will be granted in a phased manner. Criteria for making the amounts available will vary, depending on the specificities and needs of the applicant.
- 4.8. The amounts will be given directly to the educational institutions or other entities to be defined by the Management, considering educational specificities and needs.

Article 5

Cancellation

- 5.1. The Management may justifiably cancel the granting of the scholarship (or even the scholarship itself) in the following cases:
 - a) The scholarship holder quits their training;
 - b) Fraud;
 - c) In case of illness, the situation will be evaluated, and the decisions will be made in order to preserve the applicant's wellness, without prejudice to the purpose for which the scholarship was given;
- 5.2 In case of cancellation by fraud or by any other reason, the amount can be used to support other candidates.

Article 6

Follow-up Process

- a. The scholarship holder will be supported by a “sponsor” and a multidisciplinary team throughout the education period.
- b. The scholarship holder or their legal representatives must make sure that such follow-up is possible.
- c. Scholarship holders who have received a scholarship from the Association must send a report with their grades/evaluation at the end of each term. This periodicity can be adjusted to the scholarship holder’s type of education.
- d. Sponsors
 - i. Their goal is to support the scholarship holder when they have any problem and see whether the education they are receiving matches their profile;
 - ii. They must prepare a report describing the evolution of their sponsee, according to criteria to be defined.
- e. Ambassadors
 - i. Ambassadors can be public figures and/or figures associated with Sara’s career. They will give their support for the dissemination of initiatives, talents, fund raising and events.

Article 7

Entry into force

This regulation becomes effective on 2 May 2021 with its publication on the institutional website of Associação Sara Carreira.

Article 8

Data Protection

The Association is aware of the importance of the protection of personal data of the applicants and scholarship holders and complies with legislation in force, namely, the General Data Protection Regulation.