

SARA CARREIRA SCHOLARSHIP REGULATIONS

Application, assessment, award and monitoring

Article 1

Purpose

1. These regulations define the terms under which ASC - the Sara Carreira Association ("**Association**") will grant scholarships ("Sara Carreira Scholarships") in order to support children and young people.
2. Through the award of Sara Carreira Scholarships, the Association aims to help children and young students between the ages of 12 (twelve) and 21 (twenty-one) years old who have good academic performance or special skills in a given area and are in a situation of financial need. From the arts to cooking, medicine or engineering, all areas can be accepted since the Association's focus is fully on encouraging the training of these young people.
3. The support to be granted by the Association will take the form of Sara Carreira Scholarships, with a duration of 1 (one) year or up to 1 (one) year, depending on the type of training.

Article 2

Applications

1. The award of scholarships will be preceded by applications.
2. The application must be made directly by the interested party or their legal representative.
3. Applicants:
 - a) All children and young people who are at least 12 (twelve) years of age and no older than 21 (twenty-one) years of age at the time of application are eligible; exceptionally, the Board of the Association may admit applicants who are a different age.
 - b) The application can only be considered valid for children and young people with school performance considered sufficient by the Board of the Association;
 - c) The application will only be analysed if all documents and evidence requested are submitted, with the exception of the document relating to the final evaluation of the academic year, which must be delivered as soon as requested by the Association;
 - d) Applicants may apply once a year;
 - e) Applicants must be legally resident in Portugal and attend educational establishments based in Portugal;

4. Application deadlines and form

- a) Applications must be submitted exclusively online, through the Association's website;
- b) Applications are only considered submitted after:
 - i. The application form available online on the Association's website has been completed in full; and
 - ii. All the documents requested have been sent.
- c) Applicants of legal age and legal representatives of the applicants who are minors are legally responsible for the completeness, accuracy and truthfulness of all information and documents provided;
- d) The opening and closing period for applications will be on a date to be announced by the Association's media;
- e) Applications will not be considered if they:
 - i. Do not meet the eligibility criteria set forth herein;
 - ii. Are not accompanied by all the documents stated;
 - iii. Contain false statements.

5. Required documentation: for the purposes of formalising the application under the current regulations, the applicant of legal age or the legal representative of the applicants who are minors, as applicable, must submit the following documents:

- a) Statement from the candidate's household, issued by the Tax Authority within 30 (thirty) days prior to the date of application;
- b) Certificate of residence that identifies all the elements that make up the household, issued by the Parish Council, which must clearly identify the number of people that make up the household and, if it is composed solely of the applicant (a), this must be mentioned;
- c) Proof of income of all members of the household, reported to the previous calendar year or, where applicable, reported to the frequency referred to in the subparagraphs below, namely:
 - i. Proof of the IRS settlement note, or IRS payment waiver statement issued by the Tax Authority for the last two fiscal years;

- ii. Proof of support, allowances, pensions, subsidies or others that they are beneficiaries, by means of a declaration from the Social Security Institute, I.P, when applicable;
 - iii. Proof of the last three salary receipts of all members of the household who carry out paid work;
 - iv. Proof of any income that, not having been covered by the IRS declaration for the two previous tax years, is effectively earned on the date of application.
- d) Evidence of the candidate's school evaluation, namely:
- i. Qualification certificate of the candidate;
 - ii. Document proving the academic performance of the subjects/curricular units of the academic year prior to the application, which must indicate the number of subjects/curricular units in which the candidate was enrolled, as well as their final classification.
 - iii. Document proving the academic performance of the subjects/curricular units of the current academic year. If the final classification of the subjects/curricular units of the 3rd period or second semester has not yet been issued, the candidate must present the classification obtained in the previous period or semester.
- e) In addition to the documents and information referred to above, the presentation of the following expenses related to the household will be taken into account, the proof of which must be submitted:
- i. Expenses with housing (bank document indicating the monthly amount of the housing loan or monthly lease receipt);
 - ii. Monthly receipt of the condominium payment, when applicable;
 - iii. Compulsory insurance associated with housing, when applicable;
 - iv. Monthly expense with chronic medication justified with a medical statement, when applicable;
 - v. Receipt of the monthly expense related to the frequency of social equipment/responses, of all elements of the candidate's household, namely: nanny, nursery, kindergarten, ATL, home care, day centre and nursing homes.
- f) Applicant cover letter and/or video;

- g) Letter of Recommendation from a professional who knows about their academic progress and performance, namely a teacher, social worker, psychologist, coach or other relevant professional.
- h) Declaration signed by the applicant or, if s/he is a minor, by his/her legal representative, consenting to the processing of the candidate's personal data by the Association (form available on the Association's website).

Article 3

Selection criteria

1. The evaluation of applications for the Sara Carreira Scholarship:
 - a. Will be carried out by a panel appointed by the Association's Board of Directors;
 - b. Will take into account the specific aptitudes of the applicants, their academic performance and evaluations, as well as the socio-economic situation of the household.
2. Applicants whose applications are selected may be subject to:
 - a. Interview by members of the Sara Carreira Association, in person and/or via video call.
 - b. Home visit, on a date to be agreed with the applicant, to become better acquainted with the applicant and his/her household's daily circumstances and routines.
3. Award criteria: the Board of Sara Carreira Association will freely decide the number of children and young people to support in each school year, based on the following guiding criteria:
 - a. The socioeconomic assessment of the household based on the income and expenses submitted;
 - b. School performance;
 - c. Aptitude or training in school and/or the arts;
 - d. Attitude and motivation demonstrated throughout the application process.
4. In the event of a tie, the final decision rests with the Chair of the Association's Board.
5. The announcement of the results will be made by e-mail to each candidates, until September 30th.

Article 4

Type of Support

1. Support for the young scholarship holder is covered directly by the Association, which shall, under the terms, conditions and limits to be decided by the Association's Board, bear the training costs during the period in question (typically one school year, but this can be adjusted to the type of the training in question).
2. The value assigned to each young scholarship holder will be defined by the Association's Board of Directors, depending on their needs.
3. Sara Carreira's Scholarships are incompatible with other scholarships and, if the candidate obtains another scholarship in addition to this, he/she must, within 15 (fifteen) days calendar period, starting from the moment the second scholarship was obtained, proceed with the cancellation of one of the scholarships.
4. If, at the end of the period referred to in the previous number, the candidate does not cancel one of the scholarships, Associação Sara Carreira may cancel the Sara Carreira Scholarship unilaterally and with immediate effect.
5. The incompatibility of grants referred to in number 3 of this clause, does not apply in:
 - (i) The case of merit scholarships awarded by third parties, through recognition of the candidate as a student of excellence.
 - (ii) The case of applications for the Erasmus scholarship, the same must be communicated to the ASC.
6. In addition to the cases mentioned in the previous points, the Sara Carreira Association may grant other support aimed at the academic and/or personal growth of the young scholarship holder and social integration of the same.
7. The Sara Carreira Scholarships will be awarded in stages, and the criteria and delivery of values vary according to the specificities and needs of each candidate.
8. The values attributed, namely in terms of the value of college fees, will be delivered directly to educational institutions or other entities to be defined by the Board, taking into account the specificity of training and needs. In the case of displaced students, who benefit from accommodation, the lease amount will be paid directly to the respective landlord/owner. Sara Carreira Association may, on a case-by-case basis, grant other support to scholarship holders, namely for: food support, school supplies, transport or others that the Board deems so.

Article 5

Cancellation of Support

1. Notwithstanding other situations provided for in these regulations, the Association's Board may justifiably cancel the award of the Sara Carreira Scholarship (even during its term), in the following situations:
 - a. The young scholarship holder withdraws from the training;
 - b. Fraud/making false statements;
 - c. In the event of illness which prevents continued school attendance, the situation will be evaluated and decisions will be made in order to safeguard the well-being of the young scholarship holder;
 - d. Non-compliance with the scholarship holder's protocol and code of conduct;
 - e. Non-compliance with the provisions of Article 4(5) of this regulation.
2. If Sara Carreira's Scholarship is cancelled, due to fraud or for any other reason, the amount awarded may revert to other support within the scope of the Sara Carreira Association's activity.

Article 6

Monitoring Process

1. The young scholarship holder may be monitored by a "godfather" and/or by a multidisciplinary team during the period in which the Sara Carreira Scholarship is in force.
2. The young scholarship holder or his/her legal representatives must ensure that such monitoring is possible.
3. Young scholarship holders who receive support from the Association are obliged to send a report at the end of each academic term, with proof of the grades/evaluation corresponding to the respective academic term. The frequency of such reports may have to be adjusted to the type of training the young scholarship holder is undertaking.
4. The Godfather:
 - a) His objective is to support and guide the young scholarship holder in his/her academic and personal career path;
 - b) He must prepare a report on the progress of his "protégé" according to criteria to be defined.

5. Ambassadors:

Ambassadors can be public figures and/or figures associated with Sara's journey, who will give their support to publicize actions, talents, fundraising and events.

Article 7

Data Protection

The Association recognizes the importance of protecting the personal data of applicants and young scholarship holders, to comply with the legislation in force in this matter, namely the General Data Protection Regulation.

Article 8

Code of conduct

The young scholarship holder must adopt the code of conduct provided for in the scholarship holder protocol, to which s/he will have access when s/he is told that s/he has been awarded a Sarah Carreira Scholarship.

Article 9

Questions or omissions

Questions about the interpretation of the articles in these regulations or about situations that are not covered herein will be analysed and decided by the Board of the Sara Carreira Association.

Article 10

Implementation

These regulations enter into force on 02/05/2023 and will be published on the institutional website of the Sara Carreira Association, replacing the Sara Carreira Scholarship regulations that are in force until that date.