



Methodology description paper: 121 Child Sponsorship (CS) Programme

In order to ensure commitment and drive towards the implementation of this programme, members of Children Are the Future ASBL/VZW (CAF), its local Partners and the beneficiaries of CAF's programmes must understand and share the same objectives. In addition to the guidelines included in this document, partnership between CAF members, local partners and beneficiaries will be based on CAF's vision and mission and on CAF's *General Methodology Description Paper* (see *Annex 7*).

Programme Vision

Children and young adults in impoverished communities often depend on their daily work for their own or their family's subsistence and therefore are forced to abandon their studies to meet those needs. This feeds the vicious poverty circle. The programme aims to have sponsors helping specific children or young adults who live in impoverished communities to escape that circle, by supporting them to get the necessary education and skills to reach their full potential.

Support is ideally provided so as to allow the children or young adults to pursue their education while staying with their family or other relatives/caretaker(s) and in their own community. Where this is not possible, the needs of the children or young adults will be supported, with the help of the local Partner, while they stay in a children's home or residence until completion of their studies.

Programme Mission

The programme aims at increasing school attendance and education levels, as well as welfare, of children and young adults, by trying to find a sponsor for each. Sponsorship will most often take the form of a monthly donation for their education, and where necessary, life expenses, or, in the case of young adults who wish to pursue higher studies, a grant of money to pay the education expenses. Help from the CS programme will only be granted when existing programmes from governmental authorities or other organisations (e.g. foundations, big NGOs, etc.) are not available or sufficient to provide for the necessary support for the children or young adults.

Programme description

Our CS programme is implemented in close collaboration with our local Partners, who have direct knowledge of people's needs in impoverished communities and can therefore suggest how to best allocate the funds of this programme. Local Partners propose potential beneficiary children or young people by making an application [see *annex 1*], which will be accompanied by a "Personal Information Sheet" including the necessary information about the potential beneficiary and the needs to be covered by the sponsorship [see *annex 2*]. CAF and the respective local Partner then jointly discuss the applications and CAF gives its approval. CAF will then try to identify one or various sponsors for each beneficiary child or young adult.

There are two main sub-programmes for sponsors willing to make regular donations to support the needs of a specific child or young adult: (a) the "Educational Child Sponsorship" (ECS) scheme, and (b) the "Total Child Sponsorship" (TCS) scheme.

(a) Educational Child Sponsorship (ECS)

ECS aims to cover education expenses of children and young adults whose housing, food and healthcare needs are met, either by their own families or by governmental authorities or other organisations. This sponsorship focuses only on education costs, such as tuition fees, uniforms and books.

This sub-programme may cover different types of education:

a.1 **Basic education** (Basic Education Sponsorship, **BES**) e.g. under the Indian educational system, this would cover until 12th standard, average age of 17-18.

a.2 **Higher education** for young adults (Higher Education Sponsorship; **HES**) e.g. under Indian educational system, university studies after having completed 12th standard. Many of the children supported by our programs complete school studies with good results and wish to pursue higher education after 12th standard.

a.3 **Vocational training** (Vocational Training Sponsorship, **VTS**). E.g. technical training for children or young adults that have dropped out from school or which are not able to follow university studies after having completed their basic education.

The expenses to be covered will depend on the respective sub-programme and also on various factors, such as the school year, the applicable exchange rate, and the personal circumstances of the beneficiary child or young adult (e.g. transport expenses, accommodation at school/university where necessary, etc).

For example, in the case of India; expenses in the BES scheme may vary between 10 and 20 euros per month. The amount of the financial contribution by the sponsor will be decided at the beginning of the sponsorship and, for the sake of simplicity, will be kept constant for three years.

In the HES, the financial needs of beneficiary students are determined on a case-by-case basis. The financial contribution by the sponsor/s will often be made through the payment of an amount covering one entire year of studies.

(b) Total Child Sponsorship (TCS)

Because there is no education without having basic subsistence needs (food, accommodation, healthcare) covered, TCS aims to provide support for, in addition to education expenses, those basic subsistence needs of children and young adults whose families cannot provide for them. Ideally, this support will allow the child or young adult to stay in with their family or other relatives/caretaker(s), under the supervision of one of our local Partners.

Where this is not possible, the sponsorship will support the child or young adult through the local Partner, while they stay until completion of studies in a children's home or residence that is run or has been identified or approved by the local Partner.

Modalities of 121 CS support

Support under the CS programme can be granted in different ways as determined by CAF in consultation with the local partner. While mostly the support is provided in a form of regular (e.g. monthly) sponsorship contributions, other forms of support can be provided as well depending on the circumstances, e.g. a simple donation, a loan (with or without interest rate) to be reimbursed to a revolving fund for helping other children/young people, or a combination of both.

For HES projects which require a higher investment (e.g. for university studies), CAF may put together several sponsors or donors to support the beneficiary. A combination of loan and donation could be considered. The CS programme may also provide collective support to the children or young people in a home or residence under the responsibility of a local Partner.

Selection of beneficiaries

- *Candidate Children Screening.* The local Partner makes the initial screening of the candidates on the basis of CAF's Vision and Mission. The Partner maintains primary responsibility on the screening and should also inform the caretaker(s) or the beneficiaries (if they are legally responsible young adults) regarding the objectives and conditions of the programme.
- In particular, the local Partner should verify whether there is any overlapping or complementary programme sponsored by governmental authorities or other organisations that would apply to the same beneficiary. Only if such programme does not exist or is insufficient, the local Partner shall submit an application to CAF, on the basis of the template in *annex 1*, accompanied by a personal information sheet prepared on the basis of the template in *annex 2*. On this basis, CAF will confirm if it agrees to sponsor the candidate, after joint evaluation with the local Partner, on the basis of CAF's vision and mission as well as CAF's priorities and capabilities of the moment.
- *Family Demographics and Social indicators.* A few basic criteria must be taken into consideration when selecting the beneficiaries. Priority should be given to:
 - Children or young adults who are members of a family which comprises a high number of school-age children or young adults;
 - Children or young adults who are discriminated members of the community *inter alia* because of caste (in the case of India), race, origin, sex, religion, family or social status, e.g. children of widows or abandoned women, AIDS/HIV-affected children or children in AIDS/HIV-affected families;
 - Children or young adults under the care of people with a disability or a serious illness, of or elderly people (e.g. grandparents, in cases where parents and/or younger relatives have died or cannot take care of the child or young adult); or
 - Children or young adults with a disability or a serious illness or in charge of a family member with such a disability or serious illness.

- Socio-economic profile of the candidate's environment (family/caretaker/community). Screening should also be based on the socio-economic conditions of the candidate, which will be described by him/her, and his/her caretaker, where applicable, jointly with the local Partner or directly by the local Partner. In particular:
 - Motivation of the child or young adult to pursue and complete studies and engage in a professional career: positive consideration will be given to children and young people with a clear motivation to pursue their studies and to continue complementary studies to get a qualified job.
 - Other socio-economic criteria : CAF will assess with its local partners whether a candidate can rely on an environment sufficiently supportive of their education and professional career of the child/young adult

Becoming a sponsor

CAF will inform persons/organisations interested in becoming sponsors or donors of the purpose and the conditions of the CS programme by sending them the document in *Annex 5*. Once the interested person(s)/organisation confirms his/her/its agreement with those conditions, the sponsorship will be confirmed by CAF by means of a thank you letter (see template in *Annex 6*) accompanied by detailed information about the beneficiary and the purpose of the sponsorship, as available in the non-confidential part of the accompanying Personal Information Sheet (*Annex 2*).

The first transfer of the sponsoring money to CAF will be understood as the tacit agreement of the new sponsor with the conditions of the programme, as described in the document in *Annex 5*.

Start up of a sponsorship

- Each caretaker - ideally the person legally responsible for the beneficiary, either in his/her family or in an institution - must sign an agreement with CAF's respective local Partner to confirm their understanding of and adherence to the programme conditions, according to the template in *Annex 3A*.
- When the beneficiary is a young adult who is sponsored for his/her higher education studies (HES) or vocational training (VTS), she/he must sign an agreement with CAF's local Partner to confirm his/her understanding of and adherence to the programme conditions, according to the template in *Annex 3B*.
- The contribution made under the CS programme should be used exclusively for the purpose described in these papers, as specified in the application. It should not be used for any other purposes.
- The local Partner shall ensure that CAF is informed about the cost and follow-up of the studies of the sponsored children and young adults, including the communication of the results of those studies. On the basis of the local Partner's advice, beneficiaries shall give preference to Government-recognised National Schools and institutions, as well as to educational and training programmes generally recognised by authorities and/or the business community.

In the case of the sponsorship of a child that stays with his/her family or caretaker, the local Partner will receive, where necessary, a small percentage of the grant to cover monitoring, counselling and administrative work (e.g. translation of documents) related to the respective sub-programme. In the case of the HES scheme, the beneficiary young adult is expected in

principle to provide directly to the local partner the necessary information regarding the implementation of the sponsorship.

Follow up of the beneficiary's life and education

Regular feedback must occur between the caretaker of the beneficiary or the beneficiary - if the beneficiary is a young adult - the local Partner, and CAF. The purpose of this information, besides providing some feedback to the sponsor, is to revisit and improve the programme as necessary through a process of continuous learning.

- The caretaker of the beneficiary or the beneficiary, as appropriate, shall regularly inform the local Partner of progress in the education of the beneficiary child or young adult (level of education reached, results, etc.), and provide documentation attesting such progress (e.g. promotion cards). The caretaker of the beneficiary or the beneficiary will inform the local Partner of any other circumstances affecting the development of the studies of the beneficiary child or young adult (e.g. change of place of residence, school, risk of drop out, etc.). If the caretaker of the beneficiary or the beneficiary, as appropriate, or the local Partner wishes to introduce changes to the educational programme, they shall inform CAF and obtain its prior permission.
- The local Partner shall obtain from the caretaker of the beneficiary or the beneficiary, as appropriate, and keep information on the expenses incurred for the child or young adult, including a record of receipts for the support received and other related documents describing all related expenses (e.g. fees' receipt, expenses for accommodation, food, uniforms, transportation, and other). Those receipts will be provided in a format defined by CAF, including a stamp and date, among other details. A translation of the document into English will be provided by the local Partner upon CAF's request. The local Partners shall provide CAF with a scanned copy of those documents. In addition, the local Partner shall provide to CAF the receipt of the bank transfer of the money received from the sponsors on a half-yearly basis.
- The local Partner shall provide a half-yearly monitoring report per child or young adult, according to the template in *annex 4*, including the details of the use of the financial support of the sponsor and the status of the education of the child or young adult and his/her wellbeing. The local Partner should visit the beneficiary at least twice a year to verify progress.
- The local Partner shall monitor the roll-out of the education of beneficiary children or young adults till the end of the studies for which the sponsorship has been approved. The local Partner will continue to follow up the beneficiary for a short period thereafter (to be agreed with CAF), in order to inform CAF of the impact of those studies in the life and professional carrier of the beneficiary.
- CAF members shall also evaluate the progress of the programme during yearly field trip visits.
- During half-yearly visits, the local Partner should obtain visual and/or audio visual documentation material about the children and young adults sponsored by CAF and their studies to be shared with CAF for the exclusive purpose of informing the sponsors concerned of progress made with their contribution. CAF members will also be allowed to obtain such

material directly during field trip visits. Publication of the material obtained by CAF will be allowed for the exclusive purpose of communication on CAF's projects, subject to the applicable legislation guaranteeing the privacy of personal data.

Evaluation of the outcome of the 121 CS programme

In order for CAF to evaluate the level of success of the 121 CS programme, the local Partner should record and keep track of the following:

- schooling/education results of the children/ young people (e.g. check that there are no drop outs; if there were, provide a clear explanation of the reasons); and
- the well-being and socio-economic conditions of the beneficiaries, including healthcare conditions.

This information shall be included in the half-yearly monitoring report provided to CAF by the local Partner.

Communication between sponsors and beneficiaries

Any communication between sponsors and beneficiaries shall always be channeled through the local Partner and CAF. Any letters between sponsors and beneficiaries will be sent by CAF or the local partner and forwarded to the addressee. CAF and the local Partner reserve the right to open the correspondence between sponsors and beneficiaries in order to avoid any case of misbehavior on either side. Any other means of communication between the sponsors and beneficiaries would have to be agreed with the local Partner.

Neither CAF nor the local Partner will provide to the beneficiaries the personal contact data of their respective sponsor/s.

Upon receipt of the confirmation of sponsorship (see below), sponsors shall commit to keep the privacy of the information provided by CAF regarding the beneficiary/beneficiaries, including images.

Information to sponsors

As part of the sponsorship programme, CAF will endeavour to ensure regular communication with the sponsors. While remaining flexible to adjust to the specific circumstances affecting each sponsored child or young adult, CAF should make sure to inform the sponsor at the following occasions:

- Confirmation of sponsorship, by means of the thank you letter mentioned above.
- Every six months, CAF should send an update on the progress of the education and wellbeing of the child or young adult on the basis of the monitoring report produced from the local Partner.
- *Ad hoc*, whenever there is a relevant change of circumstances impacting the beneficiary.

In communications with sponsors, images (photos or video) of the beneficiary should be shared with the sponsors as available and only for private purposes.

Communication on the programme by CAF

CAF will be allowed to use images and information on sponsored children and young adults for their external communication, subject to the full understanding and permission by the subjects of those images and information or, in the case of children, the caretaker, and in line with the applicable legislation on data privacy.

CAF commits not to provide information on the sponsored children or young adult to the level of detail (such as full name or address) which would allow for the identification and location of the child or young adult.

CAF will ensure that those whose situation is represented in the images or information, or their caretakers, have the opportunity to communicate their stories themselves.

CAF will only use images, audiovisual or other material that conforms to the highest standards in relation to children's rights according to the Convention on the Rights of the Child.

List of annexes

Annex 1: Application Form

Annex 2: Personal Information Sheet

Annex 3A: Agreement between Local Partner and Caretaker

Annex 3B: Agreement between Local Partner and Young Adult

Annex 4: Progress Monitoring Report

Annex 5: Conditions for Sponsoring

Annex 6: Thank you Letter to the Sponsor

Annex 7: CAF General Methodology Description Paper