

THE KILIFI COUNTY WARD SCHOLARSHIP FUND ACT, 2018

No. 3 of 2018

Date of Assent: 30th May, 2018

Date of Commencement: 20th June, 2018

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THE KILIFI COUNTY WARD SCHOLARSHIP FUND ACT, 2018

AN ACT of the County Assembly of Kilifi to make provisions for establishment of the Kilifi County Ward Scholarship Fund to enhance access to education for bright but needy students through the issuance of grants; and for connected purposes

ENACTED by the County Assembly of Kilifi, as follows—

PART I—PRELIMINARY**Short title**

1. This Act may be cited as as the Kilifi County Ward Scholarship Fund Act, 2018.

Interpretation

2. In this Act—

“board” means the County Scholarship Fund Board established by section 13;

“chairperson” means the Chairperson of the Board appointed under section 13(4) ;

“county Assembly Committee” means the committee established under section 32;

“executive Committee Member” means the Executive Committee Member responsible for finance;

“fund” means the Kilifi County Ward Scholarship Fund established under section 4;

“scholarship” means a monetary grant awarded to an entitled student under this Act, to facilitate the student meet the cost of education and training;

“student” means a student or pupil who is domiciled in Kilifi County and is in need of financial assistance to attain their right to education and training;

“vocational training” means instruction leading to awards below the level of diploma;

“ward” means an electoral unit within the constituency delimited in accordance with Article 89 of the Constitution and any other relevant law;

“ward Scholarship Committee” means the committee established in accordance with section 21; and

“ward representative” means a member of the county assembly representing a particular Ward.

Objects of the Act

3. The objects of this Act are to—
- (a) provide for the establishment and administration of the Fund;
 - (b) provide funds to be used for scholarships to assist bright students from under privileged families to access education and training;
 - (c) recognize the ward as a platform for identification of eligible students, performance monitoring, and implementation of the Fund;
 - (d) provide for the procedure for application of, and requirements for access to the Fund; and
 - (e) provide for the participation of the people in implementation of the Fund.

PART II—ESTABLISHMENT OF THE FUND

County Ward scholarship Fund

4. (1) There is established a Fund to be known as the County Ward Scholarship Fund which shall vest in, be operated and managed by the Board.

- (2) The Fund shall consist of—
- (a) monies amounting to ten per centum of all the county government’s recurrent budget approved and appropriated by the county assembly;
 - (b) monies or assets accruing to the Fund from any other source as set out in other county legislation; and
 - (c) monies, donations, gifts, grants, loans, endowments made to the Fund.

(3) The monies appropriated to the Fund in any financial year under subsection (2) (a) shall not be less than five hundred million shillings.

Disbursements from the fund

5. (1) There shall be paid out of the Fund payments in respect of any expenses in pursuance of the provisions of this Act.

(2) Each disbursement from the Fund shall be approved and recorded in the minutes of the Board.

(3) The total amount of funds available from the Fund annually for disbursements as scholarships shall be divided equally amongst the wards in the County.

(4) All disbursements from the Fund shall be for specific scholarships to beneficiaries from specific Wards as approved by the Board in accordance with procedures outlined in this Act.

(5) All disbursements may be made through cheques or any other mode of payment approved by the Board, in favour of specific schools and institutions on behalf of qualifying beneficiaries, provided that payment shall not be made in cash.

(6) Notwithstanding the provisions of subsection(3), payments for examination fees, where such fees are not payable directly through a learning institution, shall be made by cheque from the Fund account to the account of such recognized examination body with due approval of the Board.

(7) A beneficiary, who fails to submit the receipt in subsection (7), shall not receive a scholarship in the succeeding financial year until the receipts are released to the Ward Scholarship Committee.

(8) The Board in consultation with the Executive Committee Member shall set out general requirements for the release of funds, to ensure efficient and effective management of resources.

Allocation of funds

6. (1) The Executive Committee Member shall, with the approval of the relevant County Assembly Committee, allocate funds for every ward in each financial year.

(2) Once funds are allocated to every ward, the Board shall commence the process of allocation of scholarships to qualified beneficiaries.

(3) Once funds are allocated to a particular beneficiary, the funds shall remain allocated to that beneficiary and may only be re-allocated to another beneficiary during the financial year with the approval of the ward scholarship fund committee in concurrence with the Board.

(4) If for any reason a beneficiary no longer requires the funds allocated during the financial year, the funds allocated to that beneficiary

for that financial year shall be returned to the Fund and credited to the account of the ward from which the funds were withdrawn.

(5) Any funds that are not utilised in a financial year shall be allocated to any eligible beneficiary from the ward at the end of the financial year.

(6) The beneficiary in subsection (5) may be new or an existing beneficiary of the scholarship fund.

(7) For avoidance of doubt, a return as set out in the First Schedule shall be made for the current financial year and every previous financial year on which some funds remain unspent.

Retention of funds

7. (1) All receipts, savings and accruals to the Fund and the balance of the Fund at the end of each financial year shall be returned to the Fund and applied in accordance with section 6 (7).

(2) All funds allocated to a ward shall be cumulative and shall be carried forward from one financial year to the next, including funds returned in accordance with section 6 (4).

(3) Notwithstanding subsection (1), at the end of a financial year, unspent funds by a ward may be reallocated to another ward on the concurrence of the Executive Committee Member and the county assembly committee.

Record of receipts and disbursements

8. (1) The Board shall—

- (a) compile and maintain an accurate record showing all receipts, disbursements and actual expenditures on a yearly basis in respect to every scholarship awarded; and
- (b) submit a summary of the record for the year to the county assembly committee and the county executive committee not later than thirty days after the end of every financial year.

Account of the Fund

9. (1) The Board shall with the authority of the County Treasury, open, maintain and operate a public commercial bank account of the Fund.

(2) The signatories to the account of the Fund maintained in accordance with subsection (1), shall be—

- (a) the Fund administrator; and

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(b) three other persons appointed by the Board from amongst its members.

(3) A payment cheque or instruments for actual release of money from the Fund shall bear the signature of the Fund administrator and signatures of any two of the other three signatories.

Audit

10. (1) All funds received under this Act shall be audited and reported upon by the Auditor-General.

(2) In regard to subsection (1), the Board shall, at the end of every financial year, submit separate accounts of the—

- (a) wards; and
- (b) Board.

Financial year

11. The financial year of the Board shall be the period of twelve months commencing on the first of July and ending on the thirtieth of June of the subsequent year.

Full or partial scholarship

12. An award of scholarship under this Act may be in full or partial as may be determined by the Board from time to time.

PART III—ESTABLISHMENT OF THE WARD SCHOLARSHIP FUND BOARD

Establishment of the Board

13. (1) There is established an Executive Board to be known as the Ward Scholarship Fund Board.

(2) The Board shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be capable of—

- (a) suing and being sued;
- (b) purchasing, acquiring, holding, charging or disposing of movable and immovable property;
- (c) borrowing money or making investments; and
- (d) doing or performing all other acts or things for the proper performance of its functions under this Act which may lawfully be done or performed by a body corporate.

- (3) The Board shall consist of—
- (a) the Chief Officer of the Department for the time being responsible for Finance and Economic Planning or the designated alternate, not being below the level of Director;
 - (b) the Chief Officer of the Department for the time being responsible for Education and ICT or the designated alternate not being below the level of County Director of Education;
 - (c) the Chief Officer of the Department for the time being responsible for County Public Service Management or his designated alternate not below the level of Director Public Service Management; and
 - (d) two other members one of either gender, with a minimum qualification of a degree from a University recognized in Kenya who have served in the education sector in the county, and not being public officers, appointed by the Executive Committee member and approved by the County Assembly.
 - (e) the Fund Administrator as appointed by the Executive Committee Member.

(4) The Executive Committee Member shall appoint the Chairperson of the Board from amongst the persons appointed in paragraph (a) to (d) under subsection (3).

Functions of the Board

- 14.** The Board shall—
- (a) ensure timely and efficient disbursement of funds to the qualifying beneficiaries' institutions;
 - (b) ensure efficient management of the Fund;
 - (c) receive and address complaints that may arise from the implementation of the Act;
 - (d) administer the funds and assets of the Board in such manner and for such purpose as shall promote the best interest of the Board in accordance with the Act to ensure efficient management of the Fund;
 - (e) perform such other duties as the Board may deem necessary from time to time for the proper management of the Fund.

Powers of the Board

15. (1) The Board shall have all the powers necessary for the proper performance of its functions under this Act.

(2) Without prejudice to the generality of subsection (1), the Board shall have the power to—

- (a) receive gifts, donations, grants or other monies and equipment;
- (b) receive and discuss annual reports and returns from the wards; and
- (c) enter into association with such other persons, bodies or organisations within or outside Kenya as the Board may consider appropriate in furtherance of the objects of this Act.

Conduct of the Business and affairs of the Board

16. (1) The conduct and regulation of the business and affairs of the Board shall be as set out in the Second Schedule.

(2) Except as provided in the Schedule, the Board may regulate its own procedure.

(3) Where any issues of policy arise in the course of the performance of its functions under this Act, the Board shall refer the issue to the Executive Committee Member.

Removal of a member of the Board

17. (1) A member of the Board may be removed from office on any one or more of the following grounds—

- (a) gross violation of the Constitution or any other law;
- (b) gross misconduct whether in the performance of the member's or office holder's functions or otherwise;
- (c) physical or mental incapacity to perform the functions of office;
- (d) incompetence; or
- (e) bankruptcy.

(2) A person desiring the removal of a member of the Board under subsection (1) may present a petition to the county assembly committee setting out the alleged facts constituting that ground.

(3) The member sought to be removed under subsection (1) shall be given an opportunity to be heard by the county assembly committee.

(4) The county assembly committee shall—

- (a) upon receiving the petition under subsection (2), recommend that the Board member be suspended pending the outcome of the complaint;

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- (b) consider the petition and—
 - (i) if satisfied that the allegations against the member of the Board have been substantiated, resolve to remove the member from the Board and communicate the decision to the Board and the petitioner; or
 - (ii) if find the allegations against the member of the Board unsubstantiated, resolve to set aside the petition and communicate the decision to the Board and the petitioner.

(5) Pursuant to subsection (4) (b) (i), the Board member shall cease to hold office immediately.

Fund Administrator

18. (1) Pursuant to section 116 (2) of the Public Finance Management Act, there shall be a Fund administrator competitively recruited by the Board and appointed by the Executive Committee Member.

(2) A person is qualified for appointment as fund administrator if that person—

- (a) holds a degree in finance, accounting, economics, community development, law or a related field from a university recognized in Kenya;
- (b) has at least ten years working experience in the relevant field; and
- (c) has served in a senior management position for a minimum period of five years.

(3) The Fund administrator shall subject to the directions of the Board be—

- (a) the Secretary to the Board;
- (b) responsible to the Board for the day to day organization, control and management of the staff of the Board;
- (c) responsible for maintaining accurate financial records relating to the Fund; and
- (d) responsible for implementing the decisions of the Board.

(4) The Fund administrator shall serve for a period of three years and shall be eligible for appointment for one further term of three years.

Staff of the Board

19. (1) The staff required by the Board shall be seconded from the county public service.

(2) Staff under subsection (1) shall only be seconded with the concurrence of the Board.

(3) Staff seconded to the Board shall, in performance of their duties, be responsible to the Board.

Finances of the Board

20. (1) The expenditure for running the Board and related purposes shall be set aside at the beginning of the financial year and shall not be more than one (1%) per centum of the total allocation to the Fund in the financial year.

(2) Each ward scholarship committee shall receive a sum equivalent to three (3 %) per centum of the monies allocated to the respective ward, for administrative expenses.

(3) The personal emoluments of county government officers working or involved in the management of the Fund shall be provided for under the recurrent expenditure of the county government but any other emoluments or payments to such officers from the Fund shall be determined by the executive committee member with the approval of the county assembly.

PART IV—ESTABLISHMENT OF THE WARD SCHOLARSHIP FUND COMMITTEE

Establishment of the Ward Scholarship Committee

21. (1) There is established in every ward, a committee to be known as Ward Scholarship Committee.

- (2) The Ward Scholarship Committee shall consist of—
- (a) two persons nominated by the ward office;
 - (b) two representatives of religious organizations;
 - (c) one representative from an educational based institution;
 - (d) one village elder;
 - (e) one person representing the youth;
 - (f) one person representing the persons living with disability;
 - (g) the committee may co-opt another two members proposed by the committee.

(3) The persons referred to in subsection (2) (a),(b), (c), (e) and (f) shall be selected in such manner and shall have such qualifications as the Board may, by Regulations, prescribe.

(4) The names of the persons selected under subsection (3) shall be submitted by the Board to the County Assembly for approval before appointment and gazettelement by the Board.

(5) The Regulations made under subsection (3) shall be submitted to the county assembly for approval before publication by the Board.

(6) The first meeting of the Ward Scholarship Committee shall be convened within sixty days of the commencement of a new term of county assembly or the date of the holding of a by-election, by the Ward Administrator or a designated representative, on such day as may be designated by the Executive Committee Member.

(7) During the first meeting under subsection (6), the committee shall elect the chairperson.

(8) The quorum of the Ward Scholarship Committee shall be one half of the total membership.

(9) The term of office of the members of the Ward scholarship committee shall be two years but shall expire only upon the appointment of a new Ward scholarship committee in the manner provided for in the Act, or as may be approved by the Board.

(10) Whenever a vacancy occurs in the Ward scholarship committee, the vacancy shall be filled from the same category of persons where the vacancy has occurred within a period of thirty days.

(11) The ward scholarship committee shall meet at least three times in a year but the committee shall not hold more than nine meetings in the same financial year, including sub-committee meetings.

(12) A member of the ward scholarship committee may be removed from office on any one or more of the following grounds—

- (a) lack of integrity;
- (b) gross misconduct;
- (c) embezzlement of public funds;
- (d) bringing the committee into disrepute through unbecoming personal public conduct;
- (e) promoting unethical practises;

- (f) causing disharmony within the committee;
 - (g) physical or mental infirmity.
- (13) (a) A decision to remove a member under subsection (12) shall be made through a resolution of at least five members of the Ward scholarship committee and the member sought to be removed shall be given a fair hearing before the resolution is made.
- (b) Any member aggrieved by the resolution of the committee may appeal to the Board within fourteen (14) days.

(14) A vacancy arising as a result of the removal of a member under subsection (12) shall be filled in the manner set out in subsection (10) and minutes of the meeting shall indicate the fact of the removal or appointment of a member.

Functions of the Committee

22. (1) The functions of the ward scholarship committee shall be to—

- (a) receive, assess vet and approve scholarship applications and recommend deserving cases to the Board;
- (b) ensure fair and equitable allocation of scholarships at the ward;
- (c) monitor the academic performance of scholarship recipients; and
- (d) perform any other duty required of it by the Board.

(2) The conduct and regulation of the business and affairs of the committee shall be as set out in the Third Schedule.

(3) Except as provided in the Schedule, the committee may regulate its own procedure.

Powers of the ward scholarship committee

23. The ward scholarship committee shall have all the powers necessary for the execution of its functions under this Act including the power to—

- (a) gather information on the applicant's—
 - (i) family; and
 - (ii) mannerism.
- (b) compel the production of information relating to paragraph (a).

24. (1) The Board shall, with the approval of the County Assembly, second staff to serve as the Fund managers of the Ward Scholarship Committees.

(2) The officer seconded shall be the secretary to the Ward Scholarship Committee and shall be responsible for the day to day management of the Committee affairs at the ward.

**PART V—APPLICATION, PROCESSING AND APPROVAL
OF WARD SCHOLARSHIP REQUESTS**

Application, Processing and Approval of scholarship

25. (1) Every student who wishes to be considered for the grant of scholarship shall make an application to the ward scholarship committee in the form prescribed in the Fourth Schedule.

(2) All application forms shall be collected from the office of the Ward representative and shall be submitted back after having been duly filled.

(3) All duly completed forms will be eligible for evaluation.

(4) The ward scholarship committee shall evaluate all eligible applications and may accept or reject any application.

(5) If the ward scholarship committee accepts the application, it shall—

- (a) recommend to the Board to grant a full or partial scholarship to the qualifying applicant; and
- (b) notify the qualified applicant through a notice published in the relevant ward representative's office.

(6) If the ward scholarship committee rejects the application, it shall notify the applicant through a notice published at the relevant ward representative office.

(7) An applicant under subsection (6) may through a letter addressed to the ward scholarship committee seek reasons for the rejection.

(8) The Ward Scholarship Committee shall issue a response to the letter in subsection (7) within fourteen days of receipt of the letter.

Criteria for allocation of scholarship.

26. (1) The Ward Scholarship Committee, when considering an applicant for scholarship, shall ensure that applicant is—

- (a) a Kenyan citizen;
- (b) domiciled in Kilifi County; and
- (c) from a financially disadvantaged family.

(2) Without prejudice to the provisions of subsection (1), the following order of priority shall be applied by the ward scholarship committee to scholarship applicants—

- (a) total orphans;
- (b) partial orphans;
- (c) from single parent families;
- (d) whose parents are people living with disabilities; and
- (e) from poor households.

(3) The Board, in consultation with the Executive Committee Member, may through Regulation prescribe other criteria.

Designated fields

27. (1) A successful applicant under section 24 shall be bonded by the County for a maximum of three years, if the applicant is pursuing instruction for a certificate, diploma or degree in the following fields—

- (a) medicine;
- (b) veterinary medicine
- (c) nursing;
- (d) engineering;
- (e) law;
- (f) hydrology;
- (g) geology ; and
- (h) specialised artisan and vocational courses including masonry, woodwork, metalwork, electrical works and mechanical works.

(2) With regard to subsection (1), upon completion of studies, the applicant shall work for—

- (a) the County Government; or
- (b) selected partners of the County Government within Kilifi County.

(3) The Board may in consultation with the Executive Committee Member and with the approval of the county assembly review the list under subsection (1).

(4) In reviewing the list under subsection (1), the Executive Committee Member, the Board and the County Assembly shall take in to account the prevailing human resource capacity gaps in the County.

(5) The Board in consultation with the Executive Committee Member may through Regulation prescribe list the partners to be considered under subsection (2) (b).

Appeals

28. Any applicant aggrieved by the decision of the ward scholarship committee may appeal to the Board within thirty days of the committee's decision.

Submission of ward scholarship requests

29. (1) The Chairperson of the Ward Scholarship Committee shall submit to the Board, a list containing—

- (a) the names of all the applicants and the resolution of the committee whether to accept or reject the application;
- (b) the levels of education all the applicants seek scholarship financing to pursue;
- (c) the names of the institutions that the applicants attend including a description of the institution's status as public or private; and
- (d) the scholarship amount recommended and the reasons for the recommendation.

(2) The Board shall submit to the county assembly select committee—

- (a) the list under subsection(1); and
- (b) a list containing the successful scholarship applications.

Publication of scholarships

30. The scholarships for each ward shall be publicized by the Board and published to ensure transparency and public accountability in the exercise.

Report on County Ward Scholarship Fund

31. (1) The Board shall, on a quarterly basis, submit a report to the County Assembly Select Committee detailing—

- (a) a summary of the scholarship funds received and indicating the approval status of the scholarships;

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- (b) a summary of the status of disbursements of scholarship funds to the beneficiaries' institution for that preceding quarter; and
- (c) a summary of the status of disbursements from the County treasury to the Fund account.

**PART VI—COUNTY ASSEMBLY COMMITTEE ON WARD
SCHOLARSHIP FUND**

Establishment of the Committee

32. (1) The County Assembly shall, in accordance with its Standing Orders, establish a select committee consisting of a chairperson and not more than ten other members of the county assembly.

(2) In determining the membership of the County Assembly Select Committee, the County Assembly shall ensure proportionate representation of the County Political Parties.

(3) The procedures and rules for the operations of the County Assembly Committees shall be governed by the Standing Orders of the County Assembly.

(4) The functions of the County Assembly Select Committee shall be—

- (a) to oversee the implementation of this Act and in this respect, shall after every two years submit a report to the County assembly and where necessary, propose any amendments to this Act, in particular, with respect to the quantum of funds repayable in to the Fund in accordance with section 4.
- (b) to oversee the policy framework and legislative matters that may arise in relation to the Fund.

PART VII—MISCELLANEOUS PROVISIONS

Annual Report

33. (1) As soon as practicable after the end of each financial year, the Board shall submit a report to the County Executive Committee and the County Assembly.

(2) The report of the Board shall, in respect to which the financial year relates, contain—

- (a) the financial statements of the Fund;
- (b) a description of the activities of the Board and ward scholarship committees;

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- (c) information relating to the progress made in implementing the Act;
- (d) recommendations made by the Board to the County Government and the action taken on such recommendations;
- (e) any impediments to the work of the Board;
- (f) such other information as the Board considers appropriate or relevant in relation to any of its functions under the Act.

(3) Without prejudice to the generality of subsection (1), the County Executive Committee or the County Assembly may require the Board to submit a report on a particular issue.

Offences

- 34.** (1) A person who—
- (a) submits false or misleading information to the Board or the ward scholarship committees under this Act;
 - (b) misappropriates any funds or assets from the Fund, or assists or causes any person to misappropriate or apply the funds otherwise than in the manner provided in this Act,

commits an offence and is liable, upon conviction, to imprisonment for a term not exceeding 5 years or to a fine not exceeding one million Kenya shillings or to both.

Regulations

35. (1) The Executive Committee Member and the County Executive Member for the time being in charge of Education shall make regulations for the better carrying into effect the provisions of this Act and such regulations shall be tabled before the County Assembly for approval.

(2) Without prejudice to the generality of subsection (1), the executive committee member may make regulations in respect of—

- (a) procedure for applying for the scholarship and the requirements;
- (b) mode of payment of the allocated funds;
- (c) timelines for making application;
- (d) qualifications and procedure for appointment of persons to the Board or Committee; and
- (e) any other matter necessary for the better carrying into effect the provisions of this Act.

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(3) Without prejudice to the generality of subsection (2), the Executive Committee Member may make regulations in respect of—

- (a) receipt, processing and approval of applications for scholarships;
- (b) the preparation and maintenance of beneficiaries records including; and
- (c) The withdrawal, recovery and cancellation of scholarships already granted.

Obligations of the County Department of Education

36. (1) The County Department of education shall—

- (a) collect and record data regarding all students joining secondary schools from all the primary schools in the County;
- (b) collect and record data on all the students domiciled in the County who are set to join or have joined institutions of higher learning;
- (c) monitor the performance of all the sponsorship recipients.

(2) A sponsorship recipient shall, in every three months or as soon as possible, submit to the county department of education the scholarship recipient's academic transcript.

Repeal

37. The Kilifi County Ward Scholarship Fund Administration Act, 2013 is repealed.

Transitional provisions

38. (1) All funds allocated and disbursed under the repealed Act shall be deemed to have been allocated and disbursed under this Act.

(2) The Committees and staff that were in place before the commencement of this Act, shall continue serving until the new Committees, Boards and staff are established or appointed in accordance with this Act.

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Kilifi County Ward Scholarship Fund

2018

SCHEDULE

FIRST SCHEDULE

(Section 6(7))

Ward No Ward Name Financial Year

Amount Returned

SignatureDate(DDMMYYYY)

Name

SECOND SCHEDULE

(Section 16 (1))

PROVISIONS RELATING TO THE CONDUCT OF MEETINGS OF THE BOARD

1. The Board shall meet at least once in every three months to conduct the business of the Board.
2. The chairperson may on his or her own motion, or upon request by a member, call a special meeting of the Board at any time, where he or she considers it expedient for the transaction of the business of the Board.
3. Other than a special meeting, or unless three quarters of members agree, at least fourteen days' written notice of every meeting of the Board shall be given to every member of the Board by the Director.
4. The quorum at a meeting of the Board shall be half of the members or such greater number as may be determined by the Board in respect of an important matter.
5. The chairperson shall preside at the meetings of the Committee and in the absence the chairperson, the vice-chairperson or a member of the Board elected by the members present from among their number shall preside.
6. The matters of the Board shall be decided by a majority of the members present and voting and in the event of equality of votes, the person presiding shall have a casting vote.
7. The proceedings of the Board shall not be invalidated by reason of a vacancy among the members or a defect in the appointment or qualification of a member.
8. At the first meeting of the Board, the members shall elect a vice-chairperson, not being an *ex-officio* member, from among its members.
9. Subject to the provisions of this Schedule, the Board may determine its own procedure and the procedure for any committee of the Board and for attendance of any other persons at the meetings and may make standing orders in respect thereof.

THIRD SCHEDULE

(Section 22 (2))

**PROVISIONS RELATING TO THE CONDUCT OF MEETINGS
OF THE COMMITTEE ON WARD SCHOLARSHIP FUND**

1. The Committee shall meet at least once in every three months to conduct the business of the Committee.
2. The chairperson may on his or her own motion, or upon request by a member, call a special meeting of the Committee at any time, where he or she considers it expedient for the transaction of the business of the Committee.
3. Other than a special meeting, or unless three quarters of members agree, at least seven days' written notice of every meeting of the Committee shall be given to every member of the Committee by the Secretary.
4. The quorum at a meeting of the Committee shall be half of the members or such greater number as may be determined by the Committee in respect of an important matter.
5. The chairperson shall preside at the meetings of the Committee and in the absence the chairperson, the vice-chairperson or a member of the Committee elected by the members present from among their number shall preside.
6. The matters of the Committee shall be decided by a majority of the members present and voting and in the event of equality of votes, the person presiding shall have a casting vote.
7. The proceedings of the Committee shall not be invalidated by reason of a vacancy among the members or a defect in the appointment or qualification of a member.
8. At the first meeting of the Committee, the members shall elect a vice-chairperson, not being an *ex-officio* member, from among its members.
9. Subject to the provisions of this Schedule, the Committee may determine its own procedure and the procedure for any committee of the Committee and for attendance of any other persons at the meetings and may make standing orders in respect thereof.

FOURTH SCHEDULE

(Section 25 (1))

SCHOLARSHIP APPLICATION FORM

Serial No.....

WARD.....

THE KILIFI WARD SCHOLARSHIP PROGRAM

F/Y..... SECONDARY SCHOOL /COLLEGES & POLYTECHNICS /UNIVERSITIES AND VOCATIONAL CENTRES
SCHOLARSHIP APPLICATION FORM

Deadline for submission.....

PART A—APPLICANTS PERSONAL DETAILS

(1) PERSONAL DATA

Full Name of Applicant:

First Middle Surname

Gender: Male Female

Date of Birth.....(DDMMYYYY)

Postal Address : P. O. Box

Tel/Mobile No. Alternative Mobile No.

(Attach a copy of parent/Guardian ID Card.

(2) ACADEMIC INSTITUTION INFORMATION.

Name of the institution:.....

Year of study/Class: Admission No.....

Course:

Outstanding fee balance: Kshs **(Attach certified fee structure)**

Latest Academic Performance:

(Attach a copy of the Result Slip/Report/Transcript. For continuing students, attach progress report)

ACADEMIC PERFORMANCE

TERM	KCPE	KCSE
ONE		
TWO		
THREE		

PART B—APPLICANT’S FAMILY INFORMATION**(1) PARENT’S/GUARDIAN INFORMATION**

First Name Middle Surname

ID No.

A live Deceased

Postal Address : P. O. Box

Tel/Mobile No. Alternative Mobile No.

Occupation:

If all parents are dead/ disability, (Attach support documents: e.g Death Certificate Letter explaining disability or other disadvantages Circumstances from Chief, Religious Leader or Prominent reference)

PART C—APPLICANT’S EVIDENCE OF NEED**(1) APPLICANT’S INFORMATION**

Indicator	Description
Why are you applying for a Scholarship?	
Have you received any financial support/Bursary in the past? If yes, indicate the source.	
Do you have any special needs? E.g Chronic illness, disability. Please Provide documentation	
Any other cause for special need? Describe:	

FAMILY INFORMATION

Indicator	Description
Has your family been affected by civil conflict or natural disasters such as Drought, fire or famine? Describe:	
Please describe any other cause of disadvantage of vulnerability?	

PART D—DECLARATION

(1) APPLICANT’S DECLARATION

I, _____ declare that the information given above is true to the best of my knowledge and I am aware that giving false presentation will mean application will not be considered and will lead to automatic disqualification. I authorize Kilifi Ward Scholarship Committee or its representatives to obtain such additional information concerning my educational program and financial records as needed to complete this scholarship application.

SignatureDate of:(DDMMYYYY)

PART E—RECOMMENDATIONS

This part must be completed by relevant authorities indicated. Any false information will lead to disqualification.

- Secondary school Head–Teacher
- University Director
- College Director
- Tertiary
- Vocational Training etc.

Report on the above named applicant’s performance, conduct, special interest and talents. Also explain why he/she should be considered for the Kilifi Ward Scholarship Fund program.

How long have you known the applicant/ Family

Rate the applicant’s financial Ability

Rich Middle class Needy Very Needy

I have reviewed the information give in this form and believe it to be truthful. The above named applicant attended/Is a bona fide Student in my school/college/University. Based on my knowledge and/or inquiries, I can affirm that she/he is needy/Vulnerable based on the following facts about his/her circumstances

.....
.....

Name

Signature&officialstamp

No. 3

Kilifi County Ward Scholarship Fund

2018

2. Religious Leader (Bishop, Pastor, Imam, Priest etc)

How long have you known the applicant/ Family

Rate the applicant's financial Ability

Rich Middle class Needy Very Needy

I have reviewed the information given in this form and believe it to be truthful. The above named applicant is a resident in my locality and a Kenyan Citizen. Based on my knowledge and/or inquiries, I can affirm that she/he is needy/Vulnerable based on the following facts about his/her circumstances

.....
.....

Name

SignatureDate(DDMMYYYY)

Official stamp.....

Postal Address : P. O. Box

Tel/Mobile No.

PART F – COMMITTEE ACTION/ COMMENTS

Amount Applied for Kshs.....Amount allocated Kshs

Comments

.....
.....

CHAIRPERSON SIGNATURE DATE

SECRETARY SIGNATURE DATE

NOTE: The following reasons will automatically lead to rejection of application forms.

1. Application form not filled as per requirement
2. Providing false information in the application form
3. Applicant not being within the evaluation criteria.