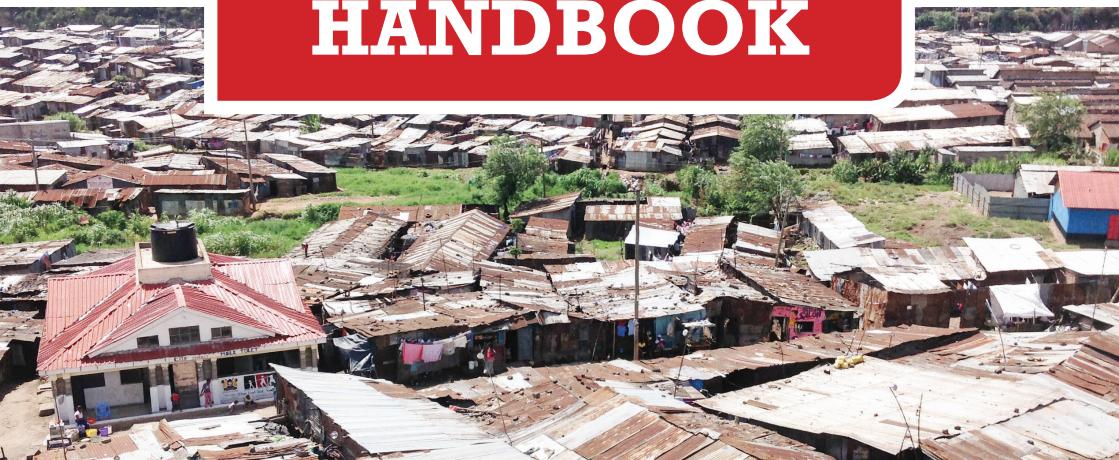




MATHARE COMMUNITY OUTREACH



SCHOLARSHIP HANDBOOK



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OUR VISION

A responsible community empowered for the Glory of God

OUR MISSION:

To reach out to communities in poor circumstances, provide spiritual, educational, and physical support to the associated children; thus, helping them become responsible and empowered adults for the glory of God.

CORE VALUES

- Compassion
- Integrity
- Persistence
- Excellence
- Dignity

INTRODUCTION

Mathare Community Outreach (MCO) is a grassroots interdenominational community development initiative dedicated to improving the lives of the disenfranchised children and their families in Mathare Valley slums and Kariobangi slums in Nairobi County, Kenya.

In fulfilling one of its key objective to mentor, coach, and nature the leadership ability of children in the target communities while providing them with opportunity to pursue education, MCO partnered with Bright Hope International (BHI) and established the Vocational Scholarship Program to encourage and support those who are looking to develop practical skills and develop sustainable income generating careers.

The program design targets mainly high school graduates who had attained examination grades that does not allow them direct entry

to university studies but are willing to pursue equally marketable

courses at certificate or diploma levels. The choice of such courses may easily lead to self-employment or one can be absorbed in the employment both by the government or private sector including Non-governmental organizations.

The partnership was rolled out from the year 2009 and has so far covered a number of students. The scholarship is open to both male and female applicants. The award covers between 70 to 85 percent of the total course.

Management

A MCO Scholarship Committee will be charged with the responsibility of reviewing applications, conduct interviews and award successful applicants. The Scholarship Committee shall be composed of five members selected by the OCC Board. Whose composition will include a teacher/s, pastor/s, Social worker/s, Management/ manager/s.

The committee have the overall mandate of overseeing the running of the program including policy making. This can be done in partnership with BHI representative from time to time. A social worker will be nominated to run the program implementation activities.

SCHOLARSHIP PROCESS

Call For Application

The Scholarship Committee follows an annual scholarship Calendar (see annex 4) advertise once every year, for scholarship opportunities.

The advertisement is put for a period of one month in June and clearly states the requirements for a potential applicant to be successful.

Shortlisting is done two weeks after the close of the application period and applicants not meeting the requirements are disqualified. An application fee of Ksh 1000 is charged.

Qualifications

The following requirements have been set to be met by scholarship applicants for considerations;

The applicant must have completed secondary education and successfully sat for the National Kenya Certificate of Secondary education (KCSE) examination and have attained a mean grade of D+ and above. Special exception may be given to students who may have attained below grade D+ but support will only be limited to certificate course.

The applicant is an alumni of MCO elementary schools, Secondary School OR a beneficiary of any of MCO sponsorship programs OR an active member of OCC churches, of good conduct and or a member of other evangelical church with similar beliefs/doctrines of OCC Must be ready to do community service within MCO and beyond.

The applicant has duly and clearly filled the application form and attached relevant academic/professional certificates as set by the Scholarship. (See appendix 1)

A completed application shall consist of the following items:

Scholarship Application

Copy of Letter of Acceptance from the college (if available) An outline of expenses and anticipated funding sources (including this scholarship fund). Be specific how will you raise funds, if necessary.

An essay explaining why this scholarship is important to the student and the purpose of the course of study. Please explain how the completion of the program will help them, their family and enrich the community or elsewhere. The essay should include your experiences that are leading you to this commitment.

Those renewing their scholarship should outline the prior year's progress and provide their expectations for the upcoming year.

Letter of Testimony of faith in Jesus Christ that include your experiences that led to your acceptance of Jesus Christ as your Lord and Savior, and how long you've been a Christian.

Two letters of recommendation.

Two photos: one of yourself only and one with your family.

The applicant is ready to take a certificate and or diploma courses as prescribed in the advertisement.

The applicant is prepared to meet from 15% and upto 30% of the college fee.

Vocational Training Areas

Students are expected to apply for mainly the identified courses.

The list is however not exhaustive.

- Teaching (PI, ECD, Montessori, Secondary Education)
- Accounts (KATC, CPA) and other accounting/business related courses
- Medical related courses: Nursing, pharmacy, laboratory technology etc.
- Beauty therapy (hair dressing)
- Fashion design
- Welding & Fabrication, Motor vehicle mechanic/wiring
- Electronic and electrical
- Food & Beverages
- Agriculture related courses e.g. horticulture, Dairy technology etc.
- Social work

Interviews

The Scholarship committee will set aside a day or more days for the interview session.

Applicants will be notified atleast two weeks before the interview date.

Registration will be done on the interview date and applicants will be served on the first come basis. Such notices will be done through email addresses, telephone calls as well as text messages as indicated by the applicants in the application form.

A prescribed interview question format is followed for all applicants.

All applicants will be treated equally and given adequate time to answer questions.

The scholarship committee forms the panel and each will use a score sheet for every applicant.

Awards

- Both Successful and unsuccessful applicants will be notified of the results not later than two weeks after the interview. This will be done in writing and all applicants will be notified through phone to pick such letters at the MCO head office.
- The committee reserves the right not to give explanation to unsuccessful applicants.
- The committee chair will set a day when to call successful applicants to award them the scholarship. Parents and or caregivers will be expected to accompany their children during the award.
- A Memorandum of Understanding between the MCO and Student is signed once the student accepts the awards conditions as prescribed.
- Successful applicants will be expected to join colleges within the next 6 months from the date of the award, otherwise such awards will be cancelled.
- Each award will last one year and subject to renewal on conditions of the student having been submitting required progress academic results

Documentations

Each student will have a folder to contain the following:

- Photo of the student and where possible family photo too
- Copies of academic results (KCPE

and KCSE) provided as attachment in the application form. Other certificates acquired in other trainings as supplied by the student.

- Copy of the application form
- College admission letter with fee structures
- Copy of signed commitment form
- College academic progress result e.g. manuscripts etc.
- Copy of the certificate of scholarship
- Identification documents e.g. National Identity card and of the guardian.

School visit report will be duly signed by the student and the authorized MCO officer. Such folders will also have clear contacts of the student, both telephone and email address.

Monitoring & Evaluations

As part of the plans to ensure the program and students' progress is monitored for better service, the following action will be undertaken;

- Visit of the student in college atleast once a year. A defined form will be used in such visits
- The students will meet once a year in the month of August, to share experiences meet, bond together.
- Student's folder updates will be done atleast after every two months in one calendar year. Such updates will including filling academic progress notices as given by the student, self-written letters by students as is directed from time to time.
- Generation of both program quarterly and year reports
- Semi-annual financial reports

SPONSORSHIP COST.

Whereas MCO and BHI have entered a partnership for the scholarship program, room

has been left open for any other potential partner to join and support the program. Such support may be administered through BHI and or to MCO directly depended on such agreeable terms with the partner.

Below is a table showing cost of sponsoring one student for a course. This will go towards tuition and boarding cost, examination fee as is applicable

NEED / ACTIVITY	USD PER YEAR
SUPPORT FEE	1,500

SUCCESS

Since inception in the year 2008 with only one student getting the support, a total of 128 students have benefited by the end of December 2018. Over 60% are now employed in various fields. Some are accountants, nurses, teachers, IT personal and social workers. Give back to the society has been excellent. Some students came and worked as volunteers in the organization and some have been employed back and currently works as teachers and social workers.

- i. They have been fully been empowered to support their own families and moved them out of Mathare slums to other better places.
- ii. The scholarship has given the students opportunity to pursue their careers and have become professionals in various fields. They are again able to pursue further education by funding themselves after getting employed.
- iii. 2013-2015 GROUP

iv. The table/chart below show the number of students from the year 2013/14 to 2014/15 who have finished college, those working, looking for employment and unclear cases

YEAR	NO OF STUDENTS	FINISHED SUCCESSFULLY	WORKING	IN COLLEGE
2008 / 2009	1	1	1	0
2009 / 2010	3	3	3	0
2011 / 2012	11	11	11	0
2013 / 2014	28	25	16	0
2014 / 2015	10	9	6	1
2015 / 2016	38	14	2	22
2016 / 2017	16	0	0	16
2017 / 2018	21	0	0	21
TOTALS	128	63	39	60
PERCENTAGE	100	49	30	47

SUCCESS STORY: GEOFFREY OTIENO

Geoffrey was a beneficiary of 2013-14 group. He graduated from KCA University, with a diploma in Business Administration. He later did a 3 month attachment at MCO Secondary School, as a Business studies and History teacher. He was also assigned duties in the exams office in the school. He later joined Riverbank Solutions Company, as an attaché for 2 years. Thereafter he got employed at Football Kenya Federation (FKF), in March 2016 where he works to date. He is currently acting in the capacity of a Youth Development Officer, in charge of grass root football management, under 13-15 years.

I thank God for the experience I gathered in the work front and a lot of exposure. I already had an opportunity to travel to different countries e.g. Tanzania, Cameroon and United Kingdom. In UK we were hosted by Southampton football club in the English premier league. In my first work experience I have learnt to be patient, humbled and focused. There are challenges one meet in working place particularly when you lacks the



Geoffrey with the under 13 team

experience. I am happy I have been able to get promotion with my current employer. I started off as an administration officer in charge of office equipment, staff welfare among others. Later I became an assistant youth officer.

I thank BHI for the great support I got that has made me the person I am today. I worship at OCC Karioangi and fully participate in youth activities and support the youth team financially. I also occasionally runs the Church service program, cleaning the church and ushering as directed. I am willing work to start giving back to the society especially to MCO organization

MATHARE COMMUNITY OUTREACH SCHOLARSHIP HANDBOOK



Brenda : I chose to take a course in CDP Montesori because of its international recognition. I thank MCO for giving me this opportunity.



A student having been visited by a social worker to find their progress and give them moral support.



Brian working as a motor vehicle mechanic



Student taking a course in Mechanical Engineering (Machinist)



Yvonne: I have a huge passion for Fashion & Design and the scholarship was God sent. Am realizing my dream thanks to MCO. I will honestly give back to the society once I complete.



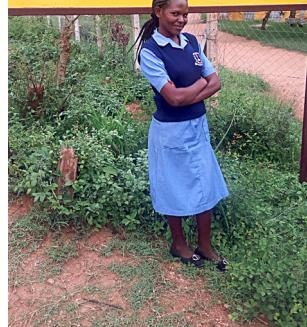
Scholarship award day where students/caregivers signs MOUs and are oriented on all the expectations.



Students taken through the terms of agreement



Students being taken through the memorandum of understanding of the scholarship



Molyne Mihawa

APPENDIX
1. APPLICATION FORM
(Form 3)

SCHOLARSHIP APPLICATION FORM

Key No (assigned by MCO for database):

Name:

Date: Contact: Tel:

Email:

Next of Kin: Contact.....

Please fully complete this form and turn it in with your acceptance letter, KCSE result slip, Leaving Certificate, and the two reference forms. Forms not fully filled will be rejected.

It is very important that you answer this form HONESTLY. Please take time to think and pray about your answers. There are NO right answers; we just want to know your potential.

1. Please describe for us the place that you stay and people you stay with

.....
.....

2. Tell us the story of how you came to be staying at this place

.....
.....

3. Please describe yourself. What kind of a person are you? Talk about some things that you like/dislike and some things you are good and not very good at

.....
.....

4. What church do you attend, if any? What programmes are you involved in at the church?

5. Are you involved in any clubs or other programmes in the community that are not run by the church you attend or MCO?

If yes, what are they?

6. How has your life been affected by MCO?

7. What vocational college and course are you seeking to attend?

8. Why have you chosen this particular college?

9. Why do you want to pursue this particular course?

10. Why are you a good candidate for a scholarship?

11. How will your family and friends react if you get a scholarship?

12. What things could stop you from finishing the course you have applied for ?
(Please list at least two)

13. Describe how you imagine you'll be using your vocational skill immediately after you graduate and five years after that?

14. Do you intend to get married during the time you are in this course?

15. How will getting married affect your study or the job you may acquire once you graduate?

16. Where would you like to be and what would you like to be doing with your life in ten years time?

17. How will your community benefit if you get this scholarship?
(Describe some ways you can help your community)

.....
.....
.....

18. How do you see the MCO project compared to other projects in your community?

.....
.....
.....

19. What do you like most and least about your society?

Most:

Least:

20. What problem do you see in your society and how do you feel about the things that are being done in your community to help the situation?

.....
.....

21. Is there any other important information that you would like us to know?

.....

22. Are you born again?

Please tell us how you got saved and describe what being saved means to you

.....
.....

REFERENCE FORM

Please give this form to either of the following persons at MCO for completion:
Former Primary school Head teacher, Former Head Social worker, Home Manager

Applicant Name: Date:

School:

Dear

Therefore mentioned applicant is applying for an MCO Scholarship. We request that you accurately fill out this application so that we can determine the most deserving candidates.

Thank you for your time.

1. How long have you known the applicant?

.....

2. Was the applicant considered a person of good conduct / character?

.....

Why?

.....

3. What factors might keep this student from completing a vocational course?

.....

4. Would you recommend the applicant for the MCO Scholarship Programme?

.....

Why?

.....

REFERENCE FORM

Please give this form to Pastor/Elder/Priest/Minister from your church.

Applicant Name:..... Date:.....

School:

Dear

Therefore mentioned applicant is applying for an MCO Scholarship. We request that you accurately fill out this application so that we can determine the most deserving candidates. Thank you for your time.

Is the applicant a member of your church? Yes No

Did he/she attend on a regular basis?

.....
....

What activities is he /she involved in at your church?

.....

Do you perceive that this applicant has a sincere faith in God? Why?

.....

What factors might keep this student from completing a vocational course?

.....

Would you recommend the applicant for the MCO Scholarship Programme?

Yes No

Why?

.....

2. COMMITMENT FORM

SCHOLARSHIP /SOCIAL GIVE-BACK AGREEMENT

Mathare Community Outreach (MCO) in partnership agreement with Bright Hope International (BHI) congratulates you for having won this scholarship award for the year 2015/16. We therefore wish to encourage and support your aspirations and ambitions.

The future professional training you seek to obtain beyond completion of your secondary education in the MCO program is vastly important to the future of your immediate family, your community, your nation and the world at large.

Your personal achievements are not only important to you; but also have the potential to make substantial and life altering changes for those in the community who have not received the opportunities you have been given. Your education is an outward symbol of the individuals (you, MCO and BH international) who have come together with a common purpose of building security and prosperity for the whole.

We therefore and very IMPORTANTLY expect you to promise to "GIVE BACK" to both your community and MCO. This document outlines the Terms of the Agreement which will serve as both the "Award" and "Social Give Back" Agreement between you and MCO who implement this scholarship programme

TERMS OF AGREEMENT

I agree to commit to the following terms of the scholarship award and Social Give Back Agreement with MCO.

A. COURSE DETAILS

1. Name of Diploma/Degree:
2. Name of College:
3. Scholarship Amount:
4. Number of Years:
5. Beginning Date:
6. Graduation Date:

B. PERSONAL RESPONSIBILITY

1. If any situation arises that jeopardizes the completion of my programme, I will inform MCO in a timely fashion, and work with MCO to resolve the situation
2. I will strive to maintain good average grades of at least credit. And remit such results to MCO without undue delay. The renewal of the 2nd year support will be pegged on my performance.
3. I will keep safe and unencumbered during my years of study
4. The financial support that I receive from MCO and BH international is not to be taken as a gift. It is an investment in ME with hope that this investment also benefits the community as a whole. I therefore agree to make every reasonable attempt to find additional funding if necessary since this award will only meet between 70 and upto 85 percent of the entire course.
5. Consistent church participation and maintains high personal discipline.

C. COMMUNITY RESPONSIBILITY

1. I will make myself available to participate in any programme or administrative duties that will be assigned to me by staff members of MCO from time to time during this period. This may include, but is not limited to; mentoring other students, serving as a motivation for other students and helping them to learn from my own experiences.
2. I will strive not to seek employment outside the country at least for 3 years after completing my college.
3. After securing a job, I will pay back 30 % of the funds made available to me by MCO in a timeframe to be agreed upon at a later date by myself and MCO. The money will be used by MCO as an endowment for other student's post-secondary school training needs.
4. I understand that if I do not uphold the above terms and agreements to my utmost, MCO and the Board of Directors have the option of withdrawing their support.

By signing this document, I am Covenanting with myself, MCO and BH International to abide by the Terms set forth above.

Student Name: Date.:

Student Parent/Guardian:

Date:

MCO:

Date.....

3. SAMPLE OF LETTER OF OFFER

Date: 00/02/2000

Dear

REF: RESPONSE TO SCHORLARSHIP INTERVIEWS 2000

Receive warm greetings in the name our Lord Jesus Christ.

Following the interview for scholarship consideration conducted on 00th and 01th January 2000, the MCO Scholarship committee would like to congratulate you for having been selected for 2000/2001 scholarship. This scholarship will cover between 70%-85% of your tuition costs for a period of two years, further note that you will be required to raise the rest of the fee balances. The scholarship will be renewed subject to the successful completion of your first year and timely submission of academic reports.

Your full inclusion in this scholarship will be dependent upon the following:

1. Your submission of college admission acceptance letter, complete with courses being undertaken as well as fee structures not later than the 00th January 2000
2. Signing of acceptance of the scholarships' rules and conditions inclusive of the commitment to paying back 30% of the scholarship awarded and ability to meet the rest of the college fee.
3. Consistent church participation, community involvement as well as high level discipline

Arrange to submit your copy of ID, colored passport size photo and copy of ID of your guardian not later than 00th January 2000.

Secretary: Signature: Date:

Chairman: Signature: Date:

4. THE CALENDAR

SCHOLARSHIP PROGRAM ACTIVITIES

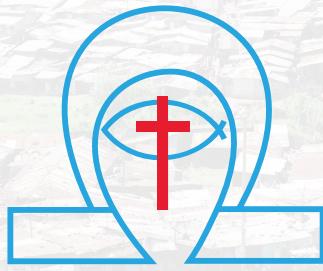
NO	TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NOTES
RECRUITMENT														
1	CALL FOR APPLICATION/ADVERTISEMENT						X							ADVERT TO RUN FOR ONE MONTH
2	INTERVIEWS & SELECTION FOR SCHOLARS						X							CONDUCTED IN 2ND WEEK OF THE MONTH
3	RELEASE OF RESULTS OF SUCCESSFUL STUDENTS							X						AN OFFICIAL LETTER OF ACCEPTANCE TO STUDENTS
4	CASE STUDY AND PHOTOGRAPHY OF SUCCESSFUL STUDENTS								X					BACKGROUND INFORMATION OF SUCCESSFUL STUDENTS
5	INDUCTION OF SUCCESSFUL STUDENTS/ CAREER CHOICE									X				EXPECTATIONS & CLARIFICATION ON SCHOLARSHIP
6	AWARD OF SCHOLARSHIP & AGREEMENT SIGNING									X				PARENTS/CAREGIVERS/STUDENTS TO COMMIT TO ADHERE TO SCHOLARSHIP RULES
MONITORING														
1	ACADEMIC UPDATES				X			X			X			ACADEMIC TRANSCRIPTS/CATS RESULTS ETC
2	STUDENTS WRITTEN PERSONAL UPDATES					X					X			UPDATE OF STUDY PROGRESS /SUCCESSES/CHALLENGES
3	COLLEGE VISITS						X					X		DESIGNED FORM TO BE USED
4	FILE UPDATES						X			X		X		STUDENTS FILE UPTO DATE WITH NECESSARY INFORMATION
5	STUDENT'S ANNUAL MEETING							X						SHARING OF EXPERIENCES AND MOTIVATIONAL SESSION
6	QUARTERLY UPDATE REPORTS							X			X			TO SHARE INTERNALLY AND BHI
7	STUDENT'S LETTER WRITING								X					TO BHI & OR SPONSOR AS DIRECTED
8	ANNUAL REPORTS											X		TO GIVE ACTIVITY AND FINANCIAL REPORT
9	SCHOLARSHIP COMMITTEE MEETING									X		X		MEETINGS TO GIVE DIRECTIONS AND UPDATES
ADMINISTRATION														
1	RECRUITMENT PLANNING									X				TO PLAN FOR THE CALL OF ADVERT AND SET DATES
2	FEES APPORTIONMENT										X			THE PERCENTAGE ALLOCATION
3	PAYMENT OF COLLEGE FEES										X			RELEASE OF FEE TO RESPECTIVE STUDENTS
4	RENEWAL OF SCHOLARSHIP											X		TO BE BASED ON THE PERFORMANCE OF SCHOLARS



Brighton: I have no regret having chosen this course. Since I stepped out of college, I got employed and I am enjoying it most. The MCO scholarship is the best thing that happened in Mathare slums.



Yvonne giving back to the community by donating foodstuff to the orphanage after organizing her college mates to support.



MATHARE COMMUNITY OUTREACH

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