



UNIVERSITY of GUYANA



University of Guyana's Staff Support Fund

"Sometimes staff need a hand up...we are here to help...."

ABOUT The Staff Support Fund

The recently initiated Staff Support Fund (SSF 2) is designed to provide financial and other support to staff who may find themselves in exceptionally difficult circumstances, which may require immediate short-term aid. No such fund has ever existed in The University before and the Office of Deputy Vice-Chancellor Philanthropy, Alumni and Civic Engagement (PACE) considers it important to ensure that funds are targeted at ensuring that challenged staff can be assisted if needed.

What is the Student Support Fund?

The Staff Support Fund (SSF) is provided by the University to help staff who have genuine and unavoidable short-term financial or personal difficulties. It may also extend to support supplies, travel and research which justifiably and explicitly cannot be covered through other sources.

Who Can Apply?

Any staff employed at the University of Guyana who can demonstrate with evidence, their challenging circumstances and inability to garner support from any other avenues. The nexus must be made between these circumstances and the impact on the staff's ability to perform at work.

Who will Qualify for Support?

Since applications are means-tested and the fund is currently small, not all applications will be successful. However, the SSF 2 aims to support as many staff as possible who are deserving.

What Kinds of Support Is Available?

- **Loans**

Sums up to G\$100,000 to defray hardship costs. Repayable with no interest. Loan however, must be repaid to the bursary within a period of 12 months.

- **Grants**

Up to G\$40,000 to defray immediate hardship costs. Non –refundable. Staff must demonstrate absolute need and reasons why refund would not be possible. A single person may not be eligible for more than 2 consecutive grants.

Who administers the fund?

This fund will be administered through a committee led by PACE. It shall include the Personnel Officer or designate, Philanthropy Officer or designate from PACE, it may also include a Representative from the Vice Chancellor's Office and a representative of the University of Guyana's Unions. The Committee shall be chaired at all times by the accounting officer for the fund which is Philanthropy, Alumni and Civic Engagement (PACE) Office.

Disbursement is by application. Majority decision of a Committee of 5 will carry though reviews may be initiated based on case. Payments will be recommended by the Committee Requested through PACE and disbursed through the University of Guyana's Bursary.

The Committee may meet/virtually or via email round robin as directed by its Secretary or Chair since it is anticipated that many of the cases presented will be urgent and therefore time sensitive which requires a speedy turn around.

Transparency and Accountability

PACE will indicate how much has been raised and disbursed on a semi-annual basis. PACE will also, on an ongoing basis, publish as well as send the disbursements made to staff to donors along with letters of thanks from staff who have benefited from the fund. However, as soon as disbursements are made PACE's website will be updated with details in a manner which is discreet about staff's personal information and circumstances and in keeping with the ethic of protecting their identities from the public and minimizing harm.

Where to Apply: Application forms will be available on PACE's website

<https://paceuog.wixsite.com/pace-uog/application-forms>