



Charity Programme Guidelines and Procedures

NAME OF CHARITY PROGRAMME

The Programme shall be known as “**ACHEA Charity Programme**” and each Award shall be titled “**ACHEA Charity Award.**”

MISSION

Since receiving charitable status on May 26, 2021 from the Charities Authority of Jamaica, in accordance with the Charities Act 2013, ACHEA launched its Charity Programme on July 30, 2021. The **ACHEA Charity Programme** seeks to recognise and award individuals and institutions in need with tangible donations that serve to assist in pursuing further academic and cultural excellence.

RATIONALE FOR A CHARITY PROGRAMME

1. To recognise and provide an incentive to individuals who are achieving excellence in education, who display a level of giving back to the community, and who are in need of charitable support.
2. To recognise and provide incentives to institutions that are actively promoting excellence in education, community outreach and service to others.

Recognition

The name of the selected individual(s)/institution(s) that receive the charity will be placed on the ACHEA webpage.

CRITERIA FOR INDIVIDUAL CHARITY SUPPORT

An individual may be considered for support where there is **clear evidence of need**, supported by verifiable or credible information indicating that the individual lacks sufficient financial or material resources to support their educational or personal development.

Evidence of need must include a personal statement outlining the individual's circumstances (e.g. financial hardship, challenging household conditions, unforeseen hardships such as illness, loss of income, or other adverse situations). This must be verified by one of the following persons: principal, teacher, or guidance counsellor, justice of the peace; minister of religion, medical doctor/therapist in Part D of the Nomination Form.

The application may also include any additional supporting material the nominee wishes to provide to support need.

In addition to demonstrating need, the individual should demonstrate **strong academic potential**, including excellence in academic performance and meet one or more of the following criteria:

- Demonstrated **leadership qualities**
- Positive **peer relationships**, including effective communication and collaboration
- A **willingness to learn** and a positive attitude toward personal development
- Evidence of **resilience**, particularly in achieving much with limited resources
- Demonstration of **special talents or skills**
- An **exceptional contribution** at the community or national level (e.g., in art, culture, or sport)
- A record of **overcoming significant challenges** to achieve excellence in academics, the arts, sports or culture

CRITERIA FOR INSTITUTIONAL CHARITY SUPPORT

Institutions eligible for support include:

- **Educational institutions** (infant, primary, secondary, tertiary, and professional levels)
- **Homes for the needy**, including facilities serving children, adults, and differently-abled persons

To be considered for support, institutions must demonstrate **evidence of need**, along with the capacity to effectively utilise assistance to achieve meaningful and sustainable impact.

Acceptable evidence is a report, verified by the Board chair or vice chair , and should include one or more the following:

- Description of resource constraints (e.g., inadequate facilities, staffing, or equipment)
- Data on the socio-economic background of beneficiaries (e.g., underserved or low-income communities)
- Evidence of increased demand for services or unmet needs
- Documentation of external challenges (e.g., disasters, economic hardship, public health issues)

Institutions should also meet **two or more** of the following criteria:

1. Educational Quality and Innovation

- Demonstrates an innovative approach to teaching and learning within its curriculum
- Provides evidence that students are performing at or above expected academic levels
- Records strong performance in national and/or international examinations

2. Student Development and Achievement

- Demonstrates excellence in extra-curricular activities (clearly outlined and documented)
- Shows holistic student development, including academic, social, and personal growth

3. Institutional Impact

- Demonstrates a significant and sustained positive impact on students, staff, parents, and the wider community
- Maintains high student attendance rates (ideally 90% or above)
- Models professionalism, integrity, and accountability in its operations

4. Strategic Direction and Values

- Clearly articulates and actively promotes its mission, vision, and core values
- Demonstrates alignment between institutional goals and student outcomes

5. Sustainability and Community Engagement

- Is actively implementing a strategic or operational plan aimed at growth, sustainability, and/or poverty alleviation
- Operates programmes or projects with measurable impact on vulnerable or underserved communities

6. Use of Funds and Continuity

- Provides clear evidence that the requested support will contribute to the expansion, improvement, or continuity of an existing programme or initiative

- Demonstrates the capacity to effectively manage and utilise funds for intended purposes

Application Process

1. ACHEA members could nominate:
 - any educational institution, social agency, or programme that promotes art, culture, academic excellence, sport or a combination.
 - An individual who demonstrates excellence in academics, art, culture or sport, or a combination of these.
2. Nominations must be made by completing the required Nomination Form.
3. Such nominations must be submitted to the relevant Chapter Chair in the country where the individual or institution is located. Where applicable, each nomination should be accompanied by **relevant supporting materials** (e.g., photographs or official documents) demonstrating that the stated criteria have been met.

Selection Process

1. The Charity Committee will convene a Selection Committee to select the awardees. They will be guided by the criteria listed above.
2. The Charity Committee shall submit the selected awardee to the ACHEA Executive with a statement. The statement must set out the Committee’s justification for the nomination and must incorporate the salient points made at the Charity Committee’s meeting, in support of the case.
3. The Charity Committee Chair will inform the awardees by letter and present the charity at an appropriate time.

Dates for Selection and Presentation (annually)

Date for announcement**

February 28th	-	Chapters to nominate institution(s)/individual(s) forwarded to the Charity Committee.
April 30th	-	Charity Selection Committee meeting held and the name(s) of the awardee(s) forwarded to ACHEA Executive for final approval
Beginning of June	-	Announcement of Awards
July (During annual conference)	-	Presentation of Awards.

Value of Charity

Each awardee will receive the following:-

- ❖ A letter of recognition
- ❖ A cash award, or gift in kind (to be quoted in US\$ and amount to be determined by the committee)

NB: The ACHEA Charity Awards include the following categories and monetary amounts:

- \$150.00 USD: Presented to individuals engaged in primary level education.
- \$200.00 USD: Presented to individuals involved in secondary level education.
- \$300.00 USD: Presented to institutions from early childhood to secondary level education.
- \$300.00 USD: Presented to individuals involved in tertiary level education.

The Association retains the authority to modify the award types and monetary values with approval from the Executive members.

Transparency Guidelines

Members of the selection committee shall not serve while having a vested interest in the individuals or institution(s) nominated for an award.