

# Forms to apply for, accept, & send updates for UWD Scholarships, Loans, Grants.

If you are viewing this document ONLINE, these links take you to the annually updated forms each year. If you DOWNLOAD the forms, they will not be valid after the current year (2022) ends.

1. Scholarships Forms here:
  - a. [SCHOLARSHIP APPLICATION FORM](#)
  - b. [SCHOLARSHIP ACCEPTANCE/COVENANT FORM](#) (new form - just introducing)
  - c. [SCHOLARSHIP UPDATE FORM \(English\)](#)
  - d. [SCHOLARSHIP UPDATE FORM \(Spanish\)](#)
2. Loan Forms here:
  - a. [LOAN INQUIRY FORM](#)
  - b. [LOAN ACCEPTANCE/Covenant FORM](#) (not yet active)
  - c. [LOAN UPDATE FORM](#)
3. Grant Forms here:
  - a. [GRANT APPLICATION FORM](#)
  - b. [GRANT ACCEPTANCE FORM](#) (not yet active)
  - c. [GRANT UPDATE FORM](#) (not yet active)

## Deadlines for Submitting Applications

<b>Last date applicant can submit COMPLETE application to UWD Coordinator (form and all supporting documents)</b>	<b>Last date Provincial Coordinator can submit recommendation and comments.</b>	<b>Advisory Board Quarterly Meetings 2022/23</b>
Feb 1	Feb 10	Feb 22, 2023 (tentative)
May 1	May 10	May 25, 2022
Aug 1	Aug 10	Aug 31, 2022
Nov 1	Nov 10	Nov 12, 2022

Read the SCHOLARSHIP APPLICATION FORM (in links above) TO SEE DEADLINES FOR YOUR PROVINCE.

[Current UWD Leaders - 2022](#) (click on this link for most up-to-date information)



# Program and Leadership Handbook

## UNITY WOMEN'S DESK OF THE UNITAS FRATRUM

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*Revised July 2022*

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# I. The Unity Women's Desk: Mission and Focus Areas

## Mission and Guiding Principles

The Unity Women's Desk (UWD) works to empower Moravian girls and women for global change.

The UWD supports, encourages, and connects Moravian women to each other and to resources that exist in various provinces - for the good of the worldwide Moravian Church and world. Its purpose is NOT to organize women's groups in individual provinces or to set agendas for these groups. Rather the UWD empowers women to become leaders and carry out programs in their provinces that align with UWD Focus Areas. Focus Areas are determined at Unity Women's Consultations.

The Unity Women's Desk is a collaborative ministry. Our impact depends on healthy partnerships with provincial boards and leaders, women's groups, educational institutions, mission committees, boards and agencies. We can often make the greatest impact by connecting women to existing resources in their country, including civil society organizations, interfaith organizations, and resources provided by local and national governments. As Christ's hands and feet on earth, we strive to carry out our mission through advocacy for girls and women and investment in their futures.

## Focus Areas and Key Programs

- **Education**—Education is key to women overcoming the other obstacles to women's empowerment. Scholarships for girls and women: **#1 UWD priority**.
- **Violence against Women/Human Rights for Women** —The first three Consultations identified violence against women as the major problem for women around the world and across socio-economic strata. Gender Justice.
- **Overcoming Poverty/Financial Responsibility** —Women need means to move out of intolerable life conditions and to be able to provide for themselves and their children. Entrepreneurship programs.
- **Health Issues of Women and Children**—An essential goal of the UWD is working to prevent diseases and to treat the most common ailments afflicting women and children.
- **Parenting for Justice**—Justice requires young boys and men who respect the girls and women in their lives and young girls and women who respect themselves. We support work to help boys and girls to see themselves equally as children of God, created in God's own image.
- **Women in Ministry\***— The Unity Synod of 1957 declared that it was just and right to ordain women as well as men into the ministry of the Unitas Fratrum and synods have repeatedly affirmed this, encouraging all Provinces to recognize Christ's call to women and men equitably.

The UWD collaborates with individuals and agencies that advocate for women's human rights in these focus areas and invests in girls and women through **3 Key Programs**: scholarships, grants, and loans. Program Descriptions and Application Procedures are detailed on pages 4-6.

## 2. UWD Program Guidelines

Beginning in 2022, applicants for scholarships, grants and loans will use [UWD Online Application Forms](#), published at [www.unitywomensdesk.org](http://www.unitywomensdesk.org) and on page 10 of this document. UWD Coordinator (UWD C) sends all AB Members, Program Coordinators (PCs), and Provincial Representatives (PRs) these links to share with potential applicants by whatsapp or email.

The Advisory Board approves all decisions about awards at its quarterly meetings. We welcome input from provincial leadership, but all decisions are approved by the Advisory Board alone.

**SCHOLARSHIPS:** The UWD awards scholarships to girls and women, primarily for secondary school, certificates, diplomas, and university studies. They do not need to be repaid. Qualifications, amounts, and application deadlines are detailed on the SCHOLARSHIP APPLICATION FORM. Application deadlines vary by province, depending on academic year.

**GRANTS:** Any financial support the UWD provides a group of women that DOES NOT NEED TO BE REPAYED. (Previously called "Projects.") Grants can be awarded to support speakers and materials for conferences/workshops related to our UWD Focus Areas: Education, Violence Against Women, Overcoming Poverty, Women in Ministry, Parenting for Justice, Health for Women and Children. They can also be awarded for special service projects Moravian women initiate and lead in one of these Focus Areas, such as feeding children (Health), HIV/Aids Clinics, or supporting an outreach program led by a female pastor etc. See more information on the [APPLICATION FORM FOR GRANTS](#).

PROGRAM GRANTS should benefit a large group of women - usually from several congregations.

**LOANS:** UWD Loans may be made to individuals or several women to start or grow a business. They are interest-free and should be repaid within five years. No other loans can be given in a province where loans have not been repaid. Before a loan is given, the UWD C must have a specific agreement with the Provincial Elders or women's organization in that province detailing the process/bank account for women to use to repay loans. The UWD is working to develop new entrepreneurship opportunities for women and strongly encourages women to seek training in entrepreneurship and specific businesses (starting a piggery, shop etc) before applying. Women may apply for financial support for training through our entrepreneurship program. Successful completion of a training program and commitment from experienced business mentor increase chances of receiving a loan. Submit inquiries about loan applications in your province by completing this [LOAN INQUIRY FORM](#).

## **2.1. Application Process - 8 Steps** (applies to Scholarships, Grants and Loans).

1. **SUBMIT APPLICATION.** Applicant uses FORM LINK to submit directly to the UWD office. The deadline for submission varies depending on academic calendar in different provinces. Deadlines are stated ON THE APPLICATION FORM.
2. **NOTIFICATION OF APPLICATION:** UWD C (Julie) receives the application and sends a copy to the PC (by email or whatsapp), informing PC whether the application is COMPLETE or INCOMPLETE. The application must include required documents and pastor's recommendation to be complete.
3. **PROGRAM COORDINATOR** researches and submits recommendation. If application was marked COMPLETE, PC can contact the applicant, the recommending pastor, women's organization or church leadership for further information (IF she feels this is necessary). If the application was INCOMPLETE, PC should notify the applicant and ask her to resubmit. PC recommendations should be submitted to UWD at least one week before posted AB meeting date or by date UWD C requests. If PC does not send a recommendation, the UWD C will seek further information but will allow the application to continue to AB for consideration.
4. **APPLICATIONS SHARED WITH Advisory Board.** UWD C shares all COMPLETE applications and PC recommendations/additional information with Advisory Board members before their quarterly meeting.
5. **VOTE on Applications.** Advisory Board votes its quarterly meeting. The AB may request further information and reconsider at next quarterly meeting.
6. **NOTIFICATION OF Advisory Board decision.** UWD office notifies PCs of AB decisions. PC notifies women's organization and applicants, and if possible the recommending pastors.
7. **UWD Coordinator** confirms bank information to distribute money (through women's account, province treasurer, school, or designated fiduciary) and sends ACCEPTANCE COVENANT form to recipient. Wires money when ready and informs Program Coordinators and province of wires.
8. **ANNUAL or SEMESTER UPDATES:** All scholarship, grant and loan recipients complete an UPDATE FORM each year (for primary/secondary) or semester (for university students) the scholarship, loan, or grant program continues. Updates must be received before more funds are sent.

## 2.2 APPLICATION PROCESS. Who does what?

(This is the SAME PROCESS described above, but it describes responsibilities of applicant and leaders, rather than step-by-step process)

APPLICANTS/RECIPIENTS are responsible for requesting and submitting the following forms:

1. APPLICATION SUBMISSION FORM. This goes to UWD office and starts the application process.
2. ACCEPTANCE FORM. When UWD C notifies applicant of award, she sends this form to applicant. This allows UWD C to send funds. Form includes terms of scholarship, loan, or grant.
3. ANNUAL UPDATE FORM. PCs send to all recipients annually, as long as award continues. Recipients complete form and send UWD office documents listed on the form (Scholarship recipients must submit form AND grades/progress report before more money can be sent).

### UWD COORDINATOR (UWD C) :

-UWD C receives applications online directly from applicant. She then sends a copy of application to the Program Coordinator, stating if the application is COMPLETE or INCOMPLETE. PC can share with women's organization and church leaders and request more info from applicant if needed. Program Coordinator emails comments and recommendations to the UWD C to share with the Advisory Board.

-UWD C sends NOTIFICATION OF AWARDS to PC after AB has voted with results of all applications from her provinces. PC should share with women's organization, church leadership, applicants.

-UWD C sends REQUEST FOR CONFIRMATION OF ACCOUNT INFORMATION - to account manager in applicant's province to confirm bank details and provide information for distributing funds. UWD C wires money and sends NOTIFICATION OF FUNDS SENT to PC and account owner.

- UWD C sends ANNUAL UPDATE FORM to PCs to send to all award recipients and shares submissions.

### PROGRAM COORDINATOR (PC):

-Sends APPLICATION SUBMISSION links to women's organizations, provincial office and individuals.

-Replies to UWD C's NOTIFICATION OF APPLICATION RECEIVED - with further info/recommendation.

-Shares UWD C's NOTIFICATION OF AWARDS with applicant, women's organization and church leaders.

-Follow-up on ANNUAL UPDATE from recipients - encourage sharing pictures and stories.

### PROVINCIAL Boards:

Work with province's women's organization to appoint a UWD Partner Province Representative (previously Provincial Coordinator) to act as the key liaison between UWD and province. Work with UWD PC to educate women and girls about UWD opportunities. Help confirm that award recipients receive funds sent for them and encourage recipients to share their stories locally and through the UWD. Work with UWD C, AB Member for Region, PC and local women's organization to find the most appropriate accounts to receive and distribute UWD awards and repayments.

## 2.3 FREQUENTLY ASKED QUESTIONS about applications:

### **How much money does each province and each scholarship recipient receive?**

Provinces currently receive approx \$3000 per year in scholarships, as a general rule. University Scholarships are usually a maximum of \$1000 per student per year. Secondary School Scholarships are usually \$500 per student per year. We have special funds for women studying nursing, medical studies, and pastoral counseling that may be given in addition to the other provincial limits. All scholarships depend on funding available and amounts are subject to change. We are always working to increase our funding.

### **How much money do grant recipients receive?**

Grant funding rarely exceeds \$2000, but it depends on the number of women served, how much funding the province has received previously, and how urgent the need is. UWD prioritizes funding for expert speakers and resources and prefers to give grants to applicants who have raised some of the money needed, such as for food and transportation. However, each application is considered depending on the local circumstances.

### **How much money do loan recipients receive?**

Loans are generally given to small groups of women and rarely exceed \$2000. In many provinces we have struggled to develop a repayment process that works well for women there, so we ask women interested in loans to complete the LOAN INQUIRY FORM to start a conversation with us about the situation in their particular province.

**Why don't you accept "paper applications" any longer?** Our goal is to make the application process as accessible and fair as possible. We understand that many applicants do NOT have easy access to smartphones or computers. Our online process skips many previous technological obstacles by avoiding repeated downloading, printing, signing, scanning, and emailing. Using online application and update forms will vastly improve our ability to process and track applications. No system is perfect and we tried the paper process, requiring numerous signatures before it reached the UWD office; we know that process does not work efficiently. We will try the online application process and reassess in one or two years. The UWD is committed to helping applicants with limited access to technology. We prefer to take the time to help them use our new online system, rather than taking a step backwards. We will be happy to work with each province to identify a few women who can help girls and women apply, if this help is needed. In some provinces we have had great success asking university scholarship recipients to help others apply since they are familiar with the process. Ideally, the application process can become a learning experience for applicants who receive technical assistance in the process. It's a great opportunity for young technologically savvy women to volunteer.



### 3. Leadership of the Unity Women's Desk

(See Articles of Incorporation and Bylaws for More Details on UWD Advisory Board and Officers' Responsibilities)

#### 3.1 Current UWD Leaders - 2022 (click on this link for most up-to-date information)

[UWD Program Coordinator/Advisory Board Nominee Confirmation of Interest Form.](#)

#### 3.2 Qualifications for ALL officers and leaders of UWD, whether paid or volunteer.

- believes in Jesus Christ and a member of the Moravian Church
- is familiar with Focus Areas
- commits to remain impartial in decisions, keeping all of the Unity in mind
- is trustworthy to help administer funds to the women
- able to approach situations creatively, is culturally sensitive, and embraces diversity
- knows and supports women's organizations in her Region
- communicates easily English and can translate information into the languages of her Region, OR has easy access to language assistance through technology or personal relationships.
- can interact easily and frequently through video chat, email, messaging or similar means

#### 3.3 Descriptions and Duties of Advisory Board, Coordinator, Treasurer, Secretary

**3.3.1 Advisory Board (AB).** Full legal and financial responsibility for compliance with UWD's North Carolina non-profit incorporation (essential to successful fundraising).-Responsible for all decisions regarding scholarships, grants and loans and for distribution of these funds. -Hires and supervises the Executive Director/Coordinator.-Ensures UWD actions comply with decisions of the Unity Board and Unity Synod.

##### **3.3.2 Executive Director/Coordinator (UWD C - currently Full-time/paid)**

Administration of Finances and Oversight of Strategic Development (20%)

Advocacy/Education within the Focus Areas (20%)

Functions as Program Manager for scholarships (35%)

Functions as Grant and Entrepreneurship Program Manager(25%)

**3.3.3 PROCESS FOR NOMINATING and APPOINTING A NEW Coordinator (UWD C).** If the UWD C resigns, is terminated, or can no longer carry out her responsibilities, a new UWD C is appointed in the following manner: AB updates job description. Responsibilities, including whether full-time or part-time, will depend on current needs and budget. AB conducts a search, invites candidates for interviews, presents suitable candidates to the UB. The Unity Board approves the candidate. AB is responsible for all details regarding employment contract.

**3.3.4 Treasurer (currently PT paid):** AB determines rate of pay and any restrictions on hours per month. Treasurer is responsible for preparing annual tax documents and quarterly financial reports.

All other officers and leaders of the UWD are volunteer at this time.

**3.3.5 Secretary:** Takes minutes of AB meetings and distributes to AB members for approval. Watches over the official procedures, such as elections and choosing officers. She maintains the official book of minutes or records of proceedings of all such meetings. She may act as Assistant Treasurer as needed.

### 3.4 Descriptions, Duties & Appointment of Advisory Board Members (AB), Program Coordinators (PCs), Connectors and suggestions for Partner Province Representatives (PPRs)

**UWD Advisory Board Members:** Full legal and financial oversight responsibility as well as accountability to Unity Board. Appointment: UWD AB consults with women's organization and identifies candidate, selects nominee and submits to Unity Board for approval. 4-year term. May be renewed for a second term.

**UWD Program Coordinators:** Previously "Sub-Desk Coordinators." 1 four-year term, may be renewed up to 3 terms at the discretion of the Advisory Board. Program Coordinators should not serve as provincial level leaders of the Moravian Church or women's organization unless no other qualified woman is willing to serve. Key responsibility is to coordinate the work of the UWD in various provinces, connecting the Advisory Board with their assigned provinces. AB Member for Region consults with women's organizations and nominates candidate to AB, which appoints.

**UWD Connectors:** Program Coordinators may recruit volunteer "Connectors" as needed to help carry out her responsibilities, and submit names to AB for approval. Needs vary from province to province and from time to time and this allows Program Coordinators to get help in areas that are not her strengths. PCs may recruit Connectors to help coordinate work in scattered zones or districts, to facilitate program applications, or provide specialized language or technological support. New Program Coordinators may select new PCs as needed.

**Provincial Representatives (PR):** Previously "Provincial Coordinators." In each province, the Moravian women's organization and/or Provincial Elders Board designate one key liaison for UWD. Some provinces assign this role to the president of the women's association. Others assign this responsibility to a provincial women's department staff person or their General Secretary.

### 3.5 Appendix: Terms Used in this Document

**Province :** may refer to a Unity Province, Mission Province, or Mission Area. Mission Areas are also considered for scholarships and loans depending on availability of funding and the existence of a Moravian leadership structure in the Mission Area that is able to ensure compliance with UWD policies for submitting applications, distributing funds, and providing updates and reports.

**Partnering Province:** Any province, mission province or mission area that partners with the UWD to award grants and scholarships or support women through advocacy and connecting resources.

**Region:** Four Regions of the Moravian Unity: Africa, Europe and Asia, Latin America/Caribbean, N. America.

**UWD C :** Coordinator in Unity Women's Desk office - currently Julie Tomberlin (USA). Also UWD President/Exec. Director (for purposes of legal documents and business).

**Advisory Board (AB):** Board of Directors of UWD

**AB Executive Committee:** If we increase the number of Advisory Board members, the members representing the four regions of the Unity will serve as the Executive Committee.

**Program Coordinator (PC):** formerly Sub-Desk Coordinator

**Connectors:** Program Coordinators may choose to recruit "connectors" to assist her with work in specific geographic zones, districts, regions etc OR to assist in carrying out program-specific duties such as program promotion, scholarship applications, student support, entrepreneurship support. This will vary from province to province depending on the needs.

**Provincial Representative:** formerly "Provincial Coordinator." We only changed the name because it was confusing to have so many "coordinators." These are appointed by each province and may be assigned this job as part of a job in their local church structure. They are therefore a liaison with the UWD and not part of the UWD structure.



### 3.6 Table of Duties - in addition to the qualifications of ALL UWD leaders listed above:

<b>Advisory Board Members</b>	<b>Program Coordinators- (Previously Sub-Desk)</b>	<b>UWD Connectors – (informal appointments- made by Program Coordinators)</b>	<b>Provincial Representatives - (previously provincial coordinators)</b>
<p>1.Know the provinces of the Unity and understand how the Unity is governed.</p> <p>2.Strengthen the role of the UWD within the Unity.</p>	<p>1.Know the provinces of your region, including Provincial Boards, Mission Agencies and others working across provincial boundaries.</p> <p>2.Collaborate with women’s organizations on Focus Areas.</p>	<p>1.Know the needs and resources of girls and women in local areas.</p> <p>2.Help your UWD PC carry out specific responsibilities, agreed on together with the Advisory Board member for your Region.</p>	<p>We encourage provinces to appoint women able to communicate easily and frequently via technology- with Program Coordinators and Advisory Board Rep for your region.</p>
<b>RESPONSIBILITIES: Administration</b>			
<p>1.Financial Oversight: Experience with financial statements.</p> <p>2. Responsibility for accountability of individuals and organizations receiving UWD program funds.</p> <p>Oversight of legal compliance with Articles of Incorporation.</p> <p>Strategic Oversight: Able to manage resources and develop strategic visions.</p> <p>Communication: Available to answer all questions from Unity Board, full Advisory Board, and leaders in Provinces.</p>	<p>1. Financial: Confirm that funds wired are received by applicants and assist Regional AB member and UWD Director in identifying best options for financial transactions.</p> <p>2.Program Management: Collaborate with Connectors and Partner Province Rep regarding scholarship, grant and loan recipients, get progress updates and update Province leaders on UWD activities.</p> <p>3.Collect and share impact stories with UWD Director and Partner Province Rep.</p>	<p>Varies according to need. May include: -Sharing information with Provincial Representative and Program Coordinator about successes and challenges.</p> <p>-Providing feedback on procedures and makes suggestions for improvement.</p> <p>-Delegating specific tasks like updating contact lists (of funding recipients, provincial and district leaders) .</p> <p>-Keeping PC aware of women’s issues in congregations, so AB members and PCs can focus on communication &amp; strategies at the interprovincial and Unity levels.</p>	<p>Encourage women’s organizations and provincial boards to raise money to support the work of the UWD through matching funds and other support.</p> <p>Work with UWD Program Coordinator to share changing needs of women and resources available in local province.</p>
Attend all meetings of the AB (at least quarterly, usually more often).	Share updates on application and reporting procedures with Provincial and Women’s leaders and local congregations.	Connectors will agree with their Program Coordinator on how they can best assist and communicate.	Willing and able to visit congregations and women’s groups and educate them about the UWD.

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