



UNIVERSITY of GUYANA



**DRAFT**

## **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 Vice-Chancellor considers it important to ensure that funds are targeted at ensuring that challenged staff can be assisted if needed.

### **What is the Staff 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 for supplies, travel and research which cannot be covered through other sources.

### **Who Can Apply?**

Any staff employed at the University of Guyana who demonstrate with evidence, their challenging circumstances, demonstrate need 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 100,000 Guyana dollars to defray hardship or supplemental travel and research costs. Repayable with no interest.
- Grants**  
Up to G\$40,000 to defray immediate hardship costs. Non –refundable.



**Who administers the fund?**

This fund will be administered through the Office of The Deputy Vice Chancellor Academic Engagement with possibly the Staff Welfare Department, or designate of the Personal Officer, but shall be chaired at all times by the accounting office for the fund which is Philanthropy, Alumni and Civic Engagement (PACE) Office.

Disbursement is by application and a committee comprising representatives from the following constituencies will decide on recipients upon considering each written submission, investigation and case presented: DVC-AE, PACE, Personnel Division, Vice-Chancellor's designate, Staff Union, Tain Campus Representative, 2 private sector representatives/large donor.

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 on a quarterly basis. PACE will also, on a quarterly basis, publish as well as send the disbursements made to staff to donors along with letters of thanks from staff who have received 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 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 are available on PACE's website  
<https://paceuog.wixsite.com/pace-uog/application-forms>