

## Scholarship Agreement

### The City of Saint John Medical Education Scholarship (2026-2029)

#### I. Establishment

The New Brunswick Medical Education Foundation Inc. (hereafter “the Charity”) agrees to establish “The City of Saint John Medical Education Scholarship” (hereafter “the Scholarship”) per the terms of this Scholarship Agreement (“Agreement”). This Agreement is entered into by and between The City of Saint John (hereafter “the Donor”) and the Charity on July \_\_ 2025.

#### II. Purpose

**The purpose of this Scholarship is to support medical education for a student enrolled in a program of study leading to the degree of Medical Doctor at an accredited Canadian university.**

Upon accepting the award, **each recipient must commit to practice in the City of Saint John, New Brunswick** following graduation for each year of support received by signing a return-to-service agreement. The transfer of funds will be conditional on receipt of the signed return-to-service agreement.

#### III. Candidate Preference

Preference will be given to students from, or with ties to, the City of Saint John.

#### IV. Donor

The Scholarship shall be established through an initial donation of \$10,400.00 provided by the Donor in 2026. Annual donations for the first year and subsequent three years (2027-2029) shall be contingent upon approval through the Donor’s annual budget process and any required grant application process. The Charity acknowledges that there is no obligation on the part of the Donor to provide funding for any subsequent year unless and until such approvals have been obtained. Each annual donation shall be allocated to support two scholarships of \$5,000.00 paid to two students and includes a 4% administrative fee of \$400. The Donor shall provide written confirmation of funding approval for each subsequent year prior to the conclusion of the preceding scholarship year.

#### VI. Selection

Eligible students may submit an application to the Charity via its bilingual website between March 1 at 12:00 AM and May 31 at 11:59 PM of each year.

Scholarship recipients will be selected by the Grants Committee, operated by the Charity, in accordance with its rules and regulations.

The Charity will provide appropriate stewardship for the Scholarship including a media event for the public, and an annual report to the Donor to ensure the Donor's intentions are being met. Promotion of the Scholarship and its award will feature the logos and/or name of the Donor where and as appropriate.

The annual award will be announced publicly as "The City of Saint John Medical Education Scholarship" and presented at the Charity's annual scholarship celebration. Further, the Donor will be recognized in the Charity's Annual Report.

### **VII. Repayment**

Should a recipient of the scholarship breach their return-to-service agreement, they will be contacted by the Alumni Committee, operated by the Charity, to initiate a repayment plan or explore opportunities to return to practice in the City of Saint John, New Brunswick.

### **VIII. Contingency and Amendments**

This Agreement may only be amended by mutual written agreement between the Charity and the Donor, subject to the discretion of the Donor's City Council. Any proposed amendment, whether initiated by the Charity or the Donor, must be submitted in writing and will only take effect upon such signed approval by both parties.

### **IX. Reporting Requirements**

The Charity shall submit an annual outcome report to the City by no later than December 31 of each year during the term of this Agreement. The outcome report shall include:

1. A description of the activities undertaken and outcomes achieved with the scholarship funding;
2. Financial summary of the revenues and expenditures of the Charity;
3. A financial report accounting for the expenditure of the scholarship funds;
4. Disclosure of any unused grant funds; and
5. Signatures of the Charity's Board Chair and authorized signing authority.

Any unused grant funds identified in the annual outcome report shall be returned to the Donor within thirty (30) days of submission of the report. The outcome report will be publicly available through the Donor's official website.

### **X. Execution**

This Agreement is endorsed as the basis for the named endowment by the authorized signatories below:



THE CITY OF SAINT JOHN

Per: \_\_\_\_\_  
Donna Noade Reardon  
Mayor

Per: \_\_\_\_\_  
Jonathan Taylor  
City Clerk

Common Council Resolution: \_\_\_\_\_, 2025

THE NEW BRUNSWICK MEDICAL EDUCATION FOUNDATION

Dr. Michael Simon  
Dr. Michael Simon  
Co-Chair, Board of Directors  
The New Brunswick Medical Education Foundation

July 1, 2025

Nora M. Kelly  
Ms. Nora Kelly  
Co-Chair, Board of Directors  
The New Brunswick Medical Education Foundation

July 1, 2025