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| Document version | March 2025               | Application Opens  | 27.03.2025 |
| Contact person   | irene.pancheri@infine.lu | Application Closes | 02.05.2025 |

## Table of Contents

|  |   |
|--|---|
| Table of Contents .....                              | 1 |
| Programme Description .....                          | 1 |
| Eligibility Criteria .....                           | 2 |
| Guidelines to apply for the InFiNe Scholarship ..... | 2 |
| Important note and commitment .....                  | 3 |
| Selection Process and Notification.....              | 3 |
| Data Protection .....                                | 4 |

## Programme Description

The InFiNe Scholarship Programme aims to stimulate financial inclusion as a tool for poverty alleviation, inclusion of vulnerable people and sustainable development.

InFiNe offers supplementary grants to employees from an InFiNe member organisation to undertake an executive programme on inclusive finance related topics. Through this programme, InFiNe enables its members to strengthen their expertise in inclusive finance.

In the framework of the Scholarship Programme 2024, InFiNe covers the tuition fees for a maximum funding request of EUR 4000 per scholar.

InFiNe grantees are selected on the base of their involvement into the inclusive finance sector, and their capacity to contribute to the reputation of Luxembourg as a center of excellence in inclusive finance.

## Eligibility Criteria

- ✓ Open exclusively to **employees of member organizations** of InFiNe at the time of the application and at the time of the training.
- ✓ Following a digital/in presence executive training course **related to inclusive and impact finance**.
- ✓ The executive training courses must be provided by an **official and recognized** training / educational organization.
- ✓ **Training duration:** no longer than 6 months.
- ✓ The applicant must have a **written and oral proficiency** in the language of the course.
- ✓ The applicant will **not have received** an InFiNe scholarship in the past.
- ✓ The **maximum funding request** is limited to EUR 4000. The applicant must be able to cover the additional costs of the training. InFiNe covers **tuition fees only** and does not cover:
  - Living costs (food, accommodation).
  - Travel costs (transportation, visa if needed).
  - Participation in conferences.
  - Master's degree and PhD research/studies.
  - Purchase of supplies (books, computer equipment).

## Guidelines to apply for the InFiNe Scholarship

Application for the 2025 InFiNe Scholarship Programme is made exclusively through the online form:

[InFiNe.lu Scholarship Programme Application 2025](#)

The candidate must answer the form's questions and, when asked, submit the 3 following documents in PDF format (in separate files):

1. A **Curriculum Vitae** of maximum 2 pages in English or French, depending on the training and the language choice when applicable (pdf document entitled **Last Name\_CV**).
2. A **cover letter** of max. 2 pages in English or French, depending on the training language choice (pdf document entitled **Last Name\_Cover letter**) with: a description of the training that the applicant would like to follow (including the title of the chosen training, its organiser and start and end dates), the reasons why to follow the training, the amount requested that the InFiNe scholarship would cover (up to 4000€) with the demonstrated financial capacity of the applicant to cover the remaining part of the training fee, the explicit link between the applicant's

professional background and her/his participation in the training, the demonstration of the usefulness of participation in the programme for her/his professional development, the demonstration of her/his ability and willingness to represent InFiNe during the training.

3. A **letter of recommendation** from the employer.

Applications must be submitted **no later than Friday 2nd of May 2025, 04:00PM CET** through the above-mentioned [online form](#).

#### **Please note that:**

- ✓ Applications received after the deadline, or via email, will **not** be considered.
- ✓ Omission of one or more of the documents may render the application incomplete and may result in the applicant's disqualification.

### **Important note and commitment**

- ✓ The applicant is responsible to **directly apply** to the executive training s-he would like to follow.
- ✓ The scholarship is directly paid to the training organization and not to the grantee.
- ✓ The scholarship is conditional to the final admission to the executive training.
- ✓ By applying for a scholarship, the applicant undertakes to:
  - publish **at least one** article about what s-he is learning on InFiNe Website and social media during the programme;
  - submit a max. **5 pages report**, no later than 3 months after the completion of the training, and present it to the InFiNe board after her/his participation to the programme;
  - and make a **presentation to InFiNe members** after completion of the course (conference, interview...).

### **Selection Process and Notification**

All applications will be reviewed by InFiNe. A selection committee composed of representatives from InFiNe will select the successful applicant(s). Then, shortlisted applicants may be invited for an online or telephone interview with the selection committee if needed. The successful applicant(s) will be directly notified by email after the selection committee.

**Note:** The competition for a InFiNe scholarship is merit-based and funding is limited.

## Data Protection

InFiNe will use your personal data to process this application and, if successful, to arrange the receipt of an InFiNe scholarship, monitor your grant, contact you about your participation in the chosen training.

As part of the process of dealing with your application, your data will be transferred to the Selection committee composed of representatives from InFiNe who will review the applications and will select the successful candidate. The names of the successful applicants will be also communicated to the manager of the executive programme.

By applying to InFiNe Scholarship Programme you consent that your data will be kept for the scholarship selection process.

InFiNe publishes the name of the successful grantee and the purpose of the grant.

InFiNe will keep your data secure and retain it for no longer than is necessary for the purposes for which it is processed.

In accordance with the amended law of 2 August 2002, you have the right to access, modify or oppose any processing of your personal data.