

### **Objective**

East Yard Enterprises aims to empower nonprofits, creative practitioners, and social entrepreneurs through tailored programs. This policy establishes the criteria and process for selecting and enrolling candidates into the center's programs.

### **Scope**

This policy applies to all programs offered by the center, including workshops, mentorship, and other capacity-building initiatives.

### **Eligibility Criteria**

1. **Nonprofits:** Organizations must have a registered non-profit status, demonstrate a commitment to community service or social causes, and express a need for capacity-building support.
2. **Creative Practitioners:** Individuals or groups engaged in artistic, cultural, or creative work, with a focus on community impact or social change.
3. **Social Entrepreneurs:** Entrepreneurs whose business models aim to address social or environmental challenges, with a clear focus on impact over profit.

### **Selection Process**

1. **Application:** Interested candidates must complete an application form detailing their mission, activities, challenges, and goals. Supporting documentation may be required (e.g., business plan, project portfolio, nonprofit certification).
2. **Review Panel:** A review panel consisting of center staff and external technical advisory committee will evaluate applications based on relevance to the center's mission, potential for impact, and demonstrated need for support.
3. **Interviews:** Shortlisted candidates may be invited for an interview to further assess their goals and fit with the center's programs.
4. **Selection Criteria:**
  - Alignment with the center's mission and values
  - Demonstrated need for capacity-building support
  - Potential for positive social or environmental impact
  - Commitment to collaboration and learning

### **Enrollment Process**

1. **Notification:** Selected candidates will be notified in writing and given detailed information about the program, including schedule, requirements, and expectations.
2. **Enrollment Agreement:** Candidates must sign an agreement outlining the program's terms and conditions, including attendance, participation, and confidentiality.
3. **Program Orientation:** Enrolled candidates will attend an orientation session to meet program staff and other participants, and receive an overview of the program's content and objectives.

### **Confidentiality and Non-Disclosure**

The center maintains strict confidentiality regarding all applications and materials submitted by candidates. Selected candidates must also agree to confidentiality regarding sensitive information shared during the program.

### **Equal Opportunity and Non-Discrimination**

The center is committed to equal opportunity and non-discrimination. The selection process will be conducted without regard to race, gender, age, religion, nationality, or other protected characteristics as outlined in The Equal Opportunity Act 2001, Trinidad and Tobago.

### **Policy Review and Updates**

This policy will be reviewed periodically to ensure its effectiveness and alignment with the center's mission. Changes to the policy will be communicated to all stakeholders.

### **Contact Information**

For questions or additional information about the selection and enrollment process, candidates may contact the center's admissions team at: [info@eastyard.org](mailto:info@eastyard.org) or **(868) 491-3684**