



Establishing a Scholarship Fund

The following items should be addressed as you establish a scholarship fund.

SCHOLARSHIP SELECTION AWARD AND GUIDELINES

1. Name of Scholarship

2. Donor and Purpose of the Scholarship

3. Eligibility Criteria

The eligibility criteria are the general criteria used to determine whether or not a person is qualified to apply for a scholarship. The Delaware County Community Foundation (DCCF) encourages you to provide for as much flexibility as possible by recommending eligibility criteria that are not so narrow that it becomes difficult to award a scholarship each and every year. When selecting eligibility you may wish to consider a combination of the following:

- Resident of specific area (region, county, town/city)
- Graduating high school or student already enrolled as an undergraduate or graduate
- Full-time or part-time student
- Graduation from a particular high school
- Enrollment in a particular college
- Participation in a certain sport or extracurricular activity
- Financial need
- Field of study
- Enrollment in a college/university or vocational/technical institute, commercial art school, school of nursing etc.

Note:

If you determine that a student must be enrolled full-time, you will then need to evaluate the intent of the criteria and perhaps define full-time. Currently, a student must complete 12 credit hours per semester in order to be classified as a full-time student if he/she is receiving financial aid. However, in order to graduate from most colleges/universities in 4 years, a student must earn a minimum of 15 credits per semester.

4. Selection Criteria

The Selection Criteria are the specific standards used to identify the most qualified applicants who will ultimately be recommended to the DCCF Board as scholarship recipients. You may wish to consider one or more of these criteria for the scholarship you are establishing.

- Financial Need
- Work History
- Grade Point Average
- Class Rank or Percentile Ranking
- School Activities
- Special Talent
- Noteworthy Achievements
- Community and Personal Activities
- Awards and Recognition
- Demonstrated creativity

You may also wish to recommend that any one or a combination of the following be required: personal interview, letter(s) of reference, an evaluation form or a paragraph written by the student. The student might be asked to respond to such questions and statements as: “Why do you feel you are deserving of this scholarship?” or “Describe your personal and career goals.” or “What factors did you consider when selecting the colleges and universities to which you applied?”. Responses to the questions and statements should provide information not already requested on the application that will be helpful during the selection process.

Note:

An educational institution may be requested to make the selection or an Advisory Committee may select the recommended recipient.

5. Award Amount

The size of the award, of course, will be determined in part by the funds available. A minimum award for each scholarship may be recommended, or you may prefer to suggest that the award amount be determined annually, thus providing more flexibility relative to the number of scholarship recipients each year.

6. Duration of Award

The scholarship may be a one-time award to it may be renewable. DCCF can provide estimated information regarding the funds available annually. This information may assist you as you consider the duration of the award.

If the scholarship is renewable, you may wish to recommend a maximum number of years a student may apply for and be awarded a renewal. As you address this issue, you will want to consider whether or not it is importance to you that a new scholarship be awarded each year.

Payment s and commitments may not be made for any amount beyond that which the fund can meet from the amount calculated by the Spending Policy and additional gifts in any given year. Funds

available that year must be able to make all payments for single-year scholarships and all payments and future commitments for multi-year scholarships.

7. Renewal Criteria

Scholarship guidelines which have a provision for renewal generally require that the scholarship recipient complete an application annually, or submit a grade report and letter of intent to continue their education, rather than permitting an automatic renewal of the scholarship.

POLICIES AND PROCEDURES

1. Application Procedures

If an application form is used, it should be a reflection of the selection criteria identified in #4. You will want to address the following questions for the first-time applications as well as for renewal applications if the scholarship is renewable.

- Where and when are applications available?
- Where completed applications should be sent? How many copies?
- When are applications due?
- What additional information must accompany the application?

For example: an official academic transcript; one or more letters of reference; one or more recommendations forms; a written statement prepared by the student; a financial information summary form, if the application is for a renewable of the scholarship and financial need is a criterion, etc.

2. Selection Procedures and Policies

What will be the process be used to select the proposed scholarship recipients?

- Will a separate advisory committee be used? If a separate Advisory Committee is desired, what will be the responsibilities of the committee members, who will be recommended for service on that committee, and what is the term of office?
- When and how will the award be announced?
- How soon must the award be used? (If the recipient should delay his/her enrollment in college, is the scholarship still valid?)
- If a recipient is unable to use the scholarship, will the award be given to an alternate?

3. Timetable for the Scholarship Selection and Award Procedure

The following questions should be addressed with DCCF staff. (Consideration should be given to the timetable for the first-time application as well as for the renewable application.)

- When will notices or brochures describing the scholarship be available to the students?
- When will applications be available to the students?
- When are applications due?
- When will the scholarship recipients be determined?
- When will the scholarship be announced?

4. Publicity

What is the most effective way to reach the desired population for this particular scholarship? (newspaper, personal or written communication to counselors, administrators, teachers, etc.)

5. Miscellaneous

If financial need is one of the selection criteria and the scholarship is renewable, you may wish to recommend guidelines for administration of the scholarship should a student need to drop out of school for a semester or greater length of time or to earn money for continued studies. Would the scholarship pay-out resume upon the student's return? If yes, is there a limit to the length of time a student may remain out of school?

You may wish to consider making a recommendation regarding the consequences if the recipient withdraws from school during the first term for purposes other than disciplinary or academic reasons and enrolls in the same or another education institution during the same academic year.

Finally, you may wish to recommend what will happen to the scholarship if the student withdraws prior to the completion of the academic year for purposes other than disciplinary or academic reason and does not enroll in another institution during that academic year.