



Donor Worksheet for Establishing Scholarship Criteria

The Community Foundation is a community of donors. In order to keep an accurate history of the Foundation, we need to have an accurate history of our donors. This worksheet along with the Donor/Honoree Profile, any pictures, and the signed photo release form will be used to develop marketing materials. It will also be used to create a permanent history of the people establishing the fund and/or the person being honored. The Foundation will work with you to determine the best way to implement your scholarship in accordance with your interests communicated on this worksheet and the Donor Profile, and reserves the right to change the criteria if it becomes irrelevant or difficult to administer. The Foundation will comply by all IRS regulations when administering scholarship funds.

Name of Fund: _____
Please include full names, middle initials, suffixes, "Memorial", and other specifics if appropriate/desired

Contact Person: _____ Phone: _____

Address: _____

Email: _____

A named scholarship fund may be established with a minimum endowment level of \$15,000. At the \$15,000 level the scholarship will be administered using predetermined criteria established by the Community Foundation. The Foundation requires a \$25,000 minimum endowment to begin a named scholarship fund with personalized criteria.

This fund will be established at the: **\$15,000-24,999 level** **\$25,000+ level**

A \$15,000 fund will provide a \$500 annual award, \$25,000 will provide a \$1,000 annual award, \$50,000 will provide a \$2,000 annual award, and \$100,000 will provide a \$4,500 annual award.

Donors may choose to establish a seed fund and grow their scholarship to the minimum endowment level in no more than 3 years.

This fund will be established at the: **Seed fund level**

Anticipated date of full endowment ___/___/___

- I have attached a fund-raising plan in order to reach my above goal
- If the fund does not reach the minimum endowment level the funds should be rolled into the following endowment:
 - The Partners In Education Scholarship
 - The Community Fund for Unrestricted Grantmaking
 - Other Endowment of the foundation _____

Endowed scholarships will be awarded in the first available scholarship cycle commencing one year from the date the fund minimum is reached. Award amounts are based on the current spending policy of the Foundation. The Foundation will provide the donor with a letter showing the name of all individuals that have given to the fund and the total amount received for that time period.

\$15,000 LEVEL- Selection Criteria

You may establish your own named scholarship using the selection process and criteria identified below by the Community Foundation.

Standards for Determining Eligibility

- The applicant must plan to be a full time student enrolled at an accredited two or four year college, university or technical school.
- The applicant must be a graduating senior of a high school located in Hancock County or a home schooled or online student who resides in Hancock County. (High School may be specified by donor)
- The applicant must have maintained a minimum cumulative 3.0 GPA in high school.
- The applicant must be able to demonstrate participation in Community/Volunteer Service.
- Applicant must be a resident of the United States of America.
- Financial need may be a consideration
- Any student who receives a full scholarship that includes all of the fees normally payable by policy of the Community Foundation will not qualify for this Scholarship.

Selection Process

A three-member selection committee comprised of the following will screen the scholarship applications.

- A Findlay City Schools Appointee
- Two (2) Hancock County Schools Appointees representing different school districts

The student must complete the application available at the Community Foundation website– www.community-foundation.com as well as provide the following information:

- At least 1 letter of recommendation from someone other than a family member.
- Cumulative official high school transcript.
- General Essay on the student's goals for the future

Further Information:

Shelly Joseph, Scholarship Manager
Findlay-Hancock County Community Foundation
101 W. Sandusky St., Ste. 207
Findlay, OH 45840
419-425-1100
sjoseph@community-foundation.com

\$25,000 LEVEL - Selection Criteria (Mark all that apply):

You may establish your own named scholarship and criteria. There are many criteria to consider when designing a scholarship award. In order to make sure the scholarship can be administered efficiently and continue to be useful over time, we encourage you to choose only those criteria that are essential and are most important to you.

- A Citizen of the United States
- High School Information(Mark all that apply)
 - Specific high school _____
 - Specific geographic area (e.g. Hancock County Schools, BVC Schools) _____
 - If not for one specific high school or for all of Hancock County, include students only from the following (check all that apply):
 - State – Chartered Public (Ex: Arcadia, Vanlue, FHS, etc.)
 - State – Chartered Private (Ex: St. Wendlin)
 - Non-Chartered, Home-schooled, Virtual Schooling
 - Other _____
- Only residents of Hancock County
- Level of Study (Mark all that apply)
 - Graduating High School Senior only
 - Non-high school senior entering at least freshman year of undergraduate study
 - Non-high school senior entering at least Sophomore year of undergraduate study
 - Non-high school senior entering at least Junior year of undergraduate study
 - Non-high school senior entering at least Senior year of undergraduate study
 - Graduate student
 - Doctoral student
 - Other _____
- Minimum current Grade Point Average (GPA) _____
- Intend to pursue a specific course of study _____
- Type of Institution (Mark all that apply)
 - Attend a specific school (e.g. Ohio universities only, Owens, etc.) _____
 - Any accredited technical institution
 - Any accredited two-year institution
 - Any accredited four-year institution
 - Any accredited post-graduate degree institution
- Full-time enrollment only
- Proficiency in a particular skill or area such as art, music, writing, sport, etc. _____
- Participation in Community/Volunteer Service

- Participation in Church activities
- Other Criteria _____

Basis for Award (Mark One):

Scholarship can be based on academic, community, and personal merit or on the financial need of the student. Please indicate your intention for this scholarship

- Merit Only
- Financial Need Only
- Merit and Financial Need

Types of Information to be requested as Part of Application (Mark all that apply):

Applications can include as much information as you feel the selection committee will need to make a determination on the best candidate for the scholarship. Please keep in mind the student will have to provide the information and the selection committee will need to read all the information.

- Letters of Recommendations: 2 are required through our standard process
- Essay – A general essay is required through our standard process on the student’s goals for the future
- Free Application for Federal Student Aid (FAFSA) forms (if financial need is a criteria)
- Other (may include sample writings, art, etc.) _____

Other Scholarship Information (Mark all that apply):

- For scholarships given to graduating seniors, awards are presented at the awards banquet of the appropriate high school. Donors or designees may present at these banquets. If no designee is chosen, a representative of the Foundation will present. Donor or designee to present: _____
- To comply with current IRS law, the Foundation Board of Directors has final authority on committee members, but donors may suggest members of the selection committee. The Foundation staff will work with donors wishing to take part in the selection to comply with all laws.

Over time your fund may grow, please mark your intentions to guide the Foundation in the future of your fund.

- Students may receive the scholarship only once.
- The scholarship may be offered as a renewal, based on funds available and predetermined criteria for a set number of years.

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