

Mt. Pleasant Area

community foundationSM

Scholarship/Grants to Individuals Policy

Approved: 2/15/07

Revised: 8/19/10, 12/18/14, 12/15/16

Individuals are not eligible for grants through the Mt. Pleasant Area Community Foundation, except for scholarship awards, which are administered through accredited schools. Scholarships administered through the Mt. Pleasant Area Community Foundation are awarded each year with the expectation that the applicant pursue higher education the following academic year. Scholarships awarded will be \$500 or greater.

Scholarship award recommendations received by the Board cannot be donor advised. In order to assure that a scholarship recommendation received by the Board is not donor advised, the following must be true:

- The President shall annually appoint all members of the Scholarship Committee.
- The donor*, and parties related** to the donor of a fund, do not control the Scholarship Committee or a Scholarship Review Panel, directly or indirectly.
- All scholarships are awarded on an objective and nondiscriminatory basis using a process that has been approved by the Foundation's Board.

*A donor can be an individual, a corporation, or other type of entity.

**Parties related to the donor include fund advisors, relatives and employees of the donor. The donor's attorney will generally be considered a related party. This provision bars the board or members of a professional, alumni group or service club that established a scholarship fund from serving as the majority of the Scholarship Committee or a Scholarship Review Panel.

Scholarship Committee Leadership and Membership:

- The Scholarship Committee shall be chaired by a current member of the Foundation's Board of Trustees.
- The Chair shall be appointed annually by the Board's President.
- The Scholarship Committee may consist of members of the Board and community members-at-large.
- The donor*, and parties related** to the donor of a fund, may serve on the Scholarship Committee and a Scholarship Review Panel, but they cannot make up the majority of a Scholarship Review Panel.

Scholarship Committee Structure:

- The Scholarship Committee shall be arranged into Scholarship Review Panels.
- Each Scholarship Review Panel shall consist of no less than three members and no more than seven members.
- Each Scholarship Review Panel shall review the applications received from one or more scholarship funds.

Scholarship Committee Member Responsibilities:

- To hold confidential all information, written and discussed, related to Scholarship Applications, Scholarship Applicants, and Scholarship Recipients. (A Foundation confidentiality form must be completed by each committee member and kept on file at the Foundation's office.)
- Complete a conflict of interest form that gives basic information about committee member's qualifications to serve on the Scholarship Committee and discloses any relationship with a donor, parties related to a donor of a fund, and any known Scholarship Applicants.
- Review all applications associated with assigned scholarship funds and determine top applicants based on the criteria and preferences stated in the scholarship fund agreements.
- Conduct the review and selection process in an objective and nondiscriminatory manner.
- Meet with the other members of the Scholarship Review Panel to prioritize the top applicants for each scholarship.

Scholarship Review Panel Responsibilities:

- Each panel will recommend, in priority order, potential recipients for each of their assigned scholarships.
- Each panel will select one member to be their Panel Spokesperson and attend a meeting of all Panel Spokespersons.
- Panel Spokespersons will meet to review all Scholarship Review Panel recommendations and develop the final recommendation of scholarship recipients to be approved by the Foundation’s Board of Trustees.

Review Panel Spokesperson Responsibilities:

- Attend the meeting of Review Panel Spokespersons.
- Represent their Scholarship Review Panel’s recommendations at the meeting of Panel Spokespersons.
- Along with the other Panel Spokespersons, make the final recommendation of scholarship recipients to be approved by the Foundation’s Board of Trustees.
- During this process, Panel Spokespersons should attempt to recommend to the Board no more than one scholarship per student. In cases where more than one Scholarship Review Panel is recommending the same student for multiple scholarships, priority should be given to the highest valued scholarship. In the event that no other applicants are eligible for the lower valued scholarship, a student may receive more than one scholarship.

