Scholarship Administration Process

Year at a Glance

- CFGC staff work with the donor to draft the eligibility and selection criteria for the scholarship fund, to identify the selection committee members*, and to create the online application.
- The online applications will open in December each year for applicants to begin applying.
- CFGC staff will market the scholarships to eligible applicants, including consulting with counselors and visiting local high schools.
- The application deadline is noon on March 15th each year for both new applicants and renewals.
- CFGC staff will review each application to ensure that all applicants meet the eligibility criteria.
- CFGC staff will prepare the spending calculation for endowed funds so that the committee knows how much money is available for awards in a given year.
- CFGC will give the selection committee instructions on how to review the applicants in our secure online web portal, and then convene the selection committee to discuss the applicants.
  - If interviews are requested, the selection committee will first narrow the applicant pool down to a group of finalists, and then CFGC will arrange interviews of the finalists.
- The selection committee will make recommendations to CFGC of the students to receive the scholarship, and the committee will also recommend alternates.
- CFGC will mail award and decline letters to all applicants. Those who are selected to receive a scholarship must return a scholarship acceptance form to confirm which school they will attend.
- If desired by the donor, CFGC will coordinate with the students’ high schools to recognize the recipients at honors night or another scholarship recognition event.
- CFGC divides the scholarship awards into two payments each year, both sent to the school for the student’s benefit. The first payment is sent in July, and the second payment is sent after the student sends CFGC’s their fall transcript and CFGC staff has confirmed continued scholarship eligibility. Fall transcripts must be received by CFGC before January 15th to receive a payment for the spring semester.
  - If a student does not maintain the eligibility criteria for a renewable award, CFGC will reach out to them at the end of each academic year to see if they have re-gained eligibility.

*The IRS prohibits selection committees from being comprised of a majority of donors and family members.