



Developing Scholarship Fund Guidelines

The following questions are designed to help donors clarify the scope of their scholarship program.

1. What will be the name of the scholarship fund?
2. Is there a specific group of students you are considering for eligibility? (This list is not inclusive and any combination of determinates can be used as part of the criteria.)
 - a. Merit
 - b. Personal Circumstance
 - c. Financial need
 - d. Year in school
 - e. First generation
 - f. At risk
 - g. Children of employees
 - h. Returning adults
3. What criteria will the applicant need to meet?
 - a. Reside in a specific geographic area
 - b. Meet a specific age, ethnic, culture or gender requirement
 - c. Attend a public or private institution (high school, university, community college or technical school)
 - d. Attend full time or part time
 - e. Maintain a minimum grade point average
 - f. Graduate from a specific high school
 - g. Pursue a specific major
 - h. Be pursuing their first bachelor degree, or any higher education degree?
4. What information will the applicant provide in addition to the standard contact information, academic information, financial information, family information? Do you want them to answer a specific essay question or provide a letter of recommendation from a specific person?
5. Who would you recommend serving on the selection committee? Selecting committee members by position is preferred. A committee of three is ideal. Donors and their family members cannot make up a majority of the selection committee. A CFCG staff or board representative can serve.
6. What criteria should the selection committee consider when selecting the recipient? Should they give preference to any of the eligibility criteria?
7. What will be the size and frequency of the awards? Will it be a one-time award or renewable for up to 4 years in college, assuming they maintain a certain grade point average? Should the selection committee have the ability to give awards of different amounts based on the students' applications?
8. Will the award be renewable each year assuming they maintain some criteria (GPA), or are they eligible to re-apply each year?

