



## Scholarship Administration Process

### Year at a Glance

- CFCG 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.
- CFCG staff will market the scholarships to eligible applicants, including consulting with counselors and visiting local high schools.
- The application deadline is noon on February 28<sup>th</sup> each year for both new applicants and renewals.
- CFCG staff will review each application to ensure that all applicants meet the eligibility criteria.
- CFCG 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.
- CFCG 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 CFCG will arrange interviews of the finalists.
- The selection committee will make recommendations to CFCG of the students to receive the scholarship, and the committee will also recommend alternatives.
- CFCG 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, CFCG will coordinate with the students' high schools to recognize the recipients at honors night or another scholarship recognition event.
- CFCG 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 CFCG their fall transcript and CFCG staff has confirmed continued scholarship eligibility. Fall transcripts must be received by CFCG before December 21<sup>st</sup> to receive payment for the spring semester.
  - If a student does not maintain the eligibility criteria for a renewable award, CFCG 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.*

