

Community Foundation of the Ozarks Scholarship Criteria Information Sheet

Name of Fund

What is the purpose statement of the scholarship fund?

Award amount:

_____Set amount (e.g. \$500 per year) _____Amount based on available to spend
_____One time per student _____Renewable per student

Eligibility:

Who is eligible? (ex: financial need, academic achievement, involvement in particular programs, pursuing particular degrees, etc.)

**Please remember, families of selection committee members can not receive awards.*

Selection Committee:

Who will sit on the selection committee?

(At least three is recommended. May use local school scholarship committee or CFO scholarship committee)

**Please remember, a majority of committee cannot be composed of family members or donors.*

Selection Calendar and Process:

When is the deadline for applications?

Where will applicants pick up applications?

When will the committee meet?

Notification of recipient:

Who will submit recipients to CFO?

Will donor, school or CFO maintain copies of files to meet IRS guidelines?

Who will notify recipient? (CFO or local selection committee)

Will this award be announced at a local ceremony or graduation?

**Applicant must receive CFO's instructions for submission of documentation.*

**CFO will invite recipients to Scholarship Reception in Springfield.*

Distribution of Funds:

Recipient must submit required documentation to CFO.

Payment will be made to the recipient's college account.