

## SCHOLARSHIP ADMINISTRATION GUIDELINES

1. **Scholarship Grant Awards:** All awards shall be made in the designated name of the scholarship. Awards are granted without regard to race, religion, gender, sexual orientation, disability or national origin.
2. **Projected Number of Scholarships and Amounts:** The annual award of the scholarship(s) and amount will be communicated to the high school for each scholarship fund.
3. **Recommended Criteria of Eligibility:** Criteria for scholarship awards must maintain objective and non-discriminatory standards and provide for an adequate pool of candidates. Criteria are approved by the Eau Claire Community Foundation (ECCF) Board of Trustees prior to making the first scholarship awards and also if the criteria are altered after the establishment of the Scholarship Fund Agreement. Criteria include:
  - a. The applicants must be graduating seniors of the high school.
  - b. Preference will be given to those students who meet the criteria specified for each individual scholarship.
  - c. Scholarship recipients will receive letters from ECCF with information about the specific guidelines for their scholarships; they must follow these guidelines in order to receive their money.
4. **Scholarship Advisory Committee:** The Scholarship Advisory Committee recommends award recipients to ECCF for approval. The Committee shall be made up of faculty members of the high school or as stated in the criteria approved. Scholarship Advisory Committee considerations are as follows:
  - a. The donor may participate in the Selection Committee.
  - b. The donor or the donor's designees may not chair the Selection Committee or in any way control the selection process or constitute a majority of the Selection Committee members.
  - c. The Committee members are required to sign the Confidentiality and Conflict of Interest Policies.
  - d. All supporting documentation, including applications and scoring sheets, should be sent to and stored at ECCF's office.
  - e. ECCF Board of Trustees and/or Executive Director approves the Scholarship Advisory Committee members, and all scholarship award recommendations.
5. **Publicity:** ECCF may publicize the availability of this scholarship as well as the scholarship's recipients (with the exception of recipients who choose to remain anonymous) on its website and via press releases in order to increase the community's awareness of the scholarship.
6. **Notification:** The High School Guidance office will be notified by October 1<sup>st</sup> of the availability of scholarship funds for the current school year.
7. **Payment of Award:** Scholarships are paid according to ECCF's adopted policies and procedures for scholarships, which may be amended from time to time. The recipient will be provided with instructions at the time the scholarship is awarded.

Revised 08.04.2023