

2017 Scholarship Training

CFNCW Contact: Allison Neher
allison@cfncw.org or 663-7716

Reading and Evaluating Applications

Applications are all submitted and reviewed online. You will have access to review (or print) applications through your online account. You can choose to evaluate the individual applications online or on paper – it is entirely up to each committee to decide how to process the evaluations. You will be provided step by step instructions for logging in and reviewing scholarship applications.

Qualified Applicants

Staff review applications at a very high level to be sure the applicant meets the basic donor criteria (graduating from the right school, major, GPA within the specified range, etc). We hope you won't find unqualified applicants in the applications assigned to you, but it does happen on occasion. If you find more than one or two, please let me know.

Financial Information

Most scholarships consider financial need. Our applications are designed to collect valuable data that can make comparing financial situations possible, but it is in no way meant to analyze on a deep level. All students have unique situations, which can make comparing ability to pay for education a challenge.

For scholarships that consider financial need, students are responsible for submitting family income, number of dependent children in the household, and estimated cost of their preferred school. They also submit their FAFSA Expected Family Contribution (EFC). This is the number the federal government uses to estimate how much a student will need to pay out of pocket for school. However, an EFC of zero does not necessarily mean that the student will attend school free of cost – many schools are unable to fulfill 100% of the estimated award amount and some portion of the award will likely come in the form of student loans. We understand that determining financial need is complicated and recommend discussing among your committee to make sure that you are all on the same page when it comes to evaluating and prioritizing financial need for the specific committees on which you serve. If you have questions about understanding financial need, please call me.

Transcripts

Not all transcripts have test scores (SAT, ACT, etc). Most scholarships do not require additional test scores. However, if you need additional scores and they are not on the transcript, please let me know and I will follow up with the student.

Your Responsibility

Confidentiality and Conflict of Interest Form

We require each committee member submit a Confidentiality and Conflict of Interest Form. If you sit on several committees, one form will do. The form explains our working definition of a conflict of interest. This form used to be a hardcopy that you had to print and return. Now you can just follow the link and submit the form online. If you have further questions or concerns about a possible conflict of interest, please feel free to call or email.

Award Recommendation – Due April 14th

Each committee chairperson is responsible for submitting the final award recommendation to the Community Foundation. The Scholarship Recommendation Form will be supplied to your scholarship committee. It is important that your award recommendation comes to the Foundation by the **April 14th due date** so that the recommendations can be approved by the Foundation Trustees and applicants can be notified in a timely manner.

It is important to name an alternate whenever possible. Occasionally there is a change in a student's plans that makes them ineligible for the award (change of major, school choice, etc). If an alternate is listed we can still award the scholarship this year. If there is no alternate, the award is returned to the scholarship fund for future allocation.

Award Presentation

Someone from your committee is welcome (and encouraged) to represent the Community Foundation and present the scholarship at the award ceremony or graduation of the recipient. If you are interested in doing so, please indicate it on the award recommendation form or be in touch with me. I will make arrangements with the school and provide you with presentation materials.