2024 Scholarship Procedures Checklist

NORTH CAROLINA
COMMUNITY FOUNDATION

In **October 2023**, the Scholarship Administrator submits the Scholarship Declaration Form, indicating whether they will continue to serve as the administrator and whether the scholarship will make awards to new applicants, renewals to existing scholars, or both.

On **Jan. 16, 2024**, all NCCF scholarships open for applications. Visit **nccommunityfoundation.org** and search for the name of your scholarship or visit **nccommunityfoundation.org/scholarships** and use the dropdown at the bottom of the page to search for scholarships by county. Review your scholarship's webpage and email **scholarships@nccommunityfoundation.org** if you notice incorrect information.

In **early January**, Scholarship Administrators will receive the Scholarship Committee Form from NCCF. Scholarship Administrators must submit this form by to **scholarships@nccommunityfoundation.org** with the names of all scholarship committee members by **Feb. 15** for NCCF's review and approval and to meet IRS regulations.

⭐ *Objectively qualified individuals on the committee must outnumber the donor-related individuals.*

Beginning in **mid-January**, NCCF will send an email with relevant forms, procedures, and the Amounts Available to Distribute (ATD) for the year to the Scholarship Administrators. This email has all of the information you will need to run your scholarship program. If you do not receive this email by **Feb. 1**, please email **scholarships@nccommunityfoundation.org**.

Beginning in **mid- to late-January**, the Scholarship Administrator is encouraged to publicize locally that the scholarship is open for applications. See our **toolkit** for ways to publicize the scholarship.

By the **end of February**, NCCF will reach out to the Scholarship Administrator if there are questions about the appointment of committee members.

If additional funds are to be sent to NCCF to supplement the yearly ATD, they must be sent **before the closing date of the application** and with a note designating them as "pass-through" funds.

The majority of NCCF scholarships close on **March 15**, including all scholarships on the NCCF Universal Scholarships Application. Some scholarships not using the universal application may close at later dates, but **all applications close at 11:59 p.m. on the posted due date**.

The Scholarship Administrator will receive an email from NCCF when applications are available for initial review.

Following the Scholarship Administrator's initial review, the Scholarship Administrator should invite the full selection committee to review the applications through the **NCCF Scholarships Portal**. The Scholarship Administrator may also choose to download the applications and route them to committee members.

⭐ *If past scholarship recipients were awarded a renewable scholarship, the Scholarship Administrator should track and report the previously committed award amount to the scholarship committee before determining new awards so as not to overspend the fund.*

The selection committee, including individuals communicated to and approved by NCCF earlier in the season, evaluates applications and makes award decisions. Committees may meet in person, by phone or virtually.

The Scholarship Administrator documents the evaluation process using the **Scholarship Recommendation and Minutes Form.** If the committee holds a meeting, minutes should be taken to include who met, when the meeting was held, how decisions were reached, students selected and a "runner up" in case the winner cannot accept the award.

By **May 31**, the Scholarship Administrator must submit the Scholarship Recommendation and Minutes Form to NCCF attesting that they have abided by foundation policy throughout the selection process. They must also include a list of the committee members who evaluated the applications.

⭐ *If Scholarship Administrators or committee members printed applications from the online system for review, the copies must be shredded or otherwise destroyed.*

The Scholarship Administrator is encouraged to notify all applicants of the committee's decision soon after the Scholarship Recommendation and Minutes Form is submitted to NCCF.

NCCF reviews materials submitted by the Scholarship Administrator to ensure compliance with regulatory requirements.

As awards are approved, NCCF sends an email to each scholarship recipient confirming the award and providing a link to complete the online Scholar Information Form for the foundation. Students must submit the Scholar Information Form by **Aug. 31**. NCCF cannot issue the scholarship award until the student submits this form.

The Scholarship Administrator is encouraged to publicize the scholarship(s) awarded. See our **toolkit** for examples of how to share news about the scholarship award and the recipient in your community.

Once the student has submitted their Scholar Information Form, NCCF issues a single check to the recipient's school with instructions for funds to be applied equally to the fall and spring semesters. If a student is graduating early or will not be attending one semester, the student should notify our Scholarships Team at **scholarships@nccommunityfoundation.org** to ensure they are still eligible and to discuss how payment will be handled.

In **October**, NCCF shares information with donors about the student(s) supported through the scholarship using information from the Scholar Information Form.