

Scholarship Fund Distribution Policy
Policy #06-02 v. 4.26.23
Appendix: 1) Directions to the Scholarship Committee 2) Scholarship Award Recommendation (Form A) 3) Conflict of Interest Statement (Form B) 4) Guidelines for Designing a Scholarship 5) Homer Foundation Scholarship List 3.11.22
Review Date: Annually in March
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**THE HOMER FOUNDATION
SCHOLARSHIP FUND DISTRIBUTION POLICY & PROCEDURE #06-02 v. 4.26.23**

The Scholarship review process shall adhere to the general policy and procedure outlined in the Homer Foundation’s Community Grants Policy #04-02, as well as the following:

The Homer Foundation Community Grants Committee chair will provide oversight of the scholarship review process.

The distribution of grant awards to individuals for scholarships and educational aid will be supervised and directed by each Scholarship Review Committee (“Committee”). Each committee may not have fewer than three members. If an additional committee member is needed to adhere to the three-member quorum, any board member may serve.

As per National Standards for Community Foundations, all members serving on any Homer Foundation scholarship review committee shall be approved by the HF board before the review.

It shall be the duty of the Homer Foundation to assure open and fair access to the scholarship application process.

The Committee will recommend distributions from the Funds as they deem appropriate to accomplish the purposes of the individual scholarship funds. Any such recommendations of the Committee to the Foundation shall be in writing and signed by the Chairman of the Committee or a duly authorized Committee member as designated by specific action of the Committee and will include a list of Committee members, with any disclosures, and the date and location for the review. Recommendations are made to and approved by, the Foundation Board.

The procedure for selecting scholarship recipients shall be agreed upon by the donor and the Foundation at the time the Fund is established and attached to the Fund Agreement as Schedule B. Selection criteria may include the following:

1. Preference will be given to (specific area of study, for study at a specific school, for graduates of a specific school, for residents of a specific geographic area, etc...)
2. No immediate family members of the donor, review Committee, nor employees or board members of the foundation, shall be eligible for such scholarship. For purposes of this policy, family members are defined as follows: first and second-generation siblings, spouse, and offspring.
3. Applicants will apply through a competitive application process.
4. Applicants will be judged on criteria stated in the application form.

5. Selection will be made without regard for race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, or gender expression of the candidate, except as specified criteria in the scholarship agreement.
6. The amount of the scholarship award will be at the discretion of the Committee unless the award amount is stated in the fund agreement. The award should not exceed the Fund's amount available for distribution (ATS), but may also include current year donations received before the selection process.
7. The Committee is under no obligation to distribute funds if no suitable candidates are found in a given funding cycle.

Terms and Conditions

1. Scholarship award checks shall be sent directly to the institution, and payments are to be divided equally between terms.
2. It is the recipient's responsibility to provide the Homer Foundation with current contact information throughout the scholarship year/s.
3. In the event the recipient is unable to complete a quarter/semester and must withdraw from school, notification in writing must be made to the Homer Foundation staff. Reasons for withdrawal must be clearly stated, as well as intentions for the future. The Homer Foundation reserves the right to request restitution of monies expended for the quarter/semester of withdrawal. The Homer Foundation has the authority to decide if the scholarship award may be transferred to another institution.
4. Other requirements as set forth by the Homer Foundation.

Information Provided to the Scholarship Committee:

- Name of Scholarship
- Donor Information
- Purpose of Scholarship
- Number and Size of Awards
- Allowed Use of Award
- Eligibility Criteria
- Application Process
- Committee/Selection Process
- Award Announcement and Payment
- Renewability
- Conflict of Interest Policy

Appendix 1

THE HOMER FOUNDATION

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GUIDELINES FOR THE SCHOLARSHIP COMMITTEE

A fair and equitable selection process must be established and adhered to and be in compliance with the fund distribution policy 06-02 Fund Distribution Policy.

- 1) All members of the selection committee must be pre-approved by the Homer Foundation Board of Trustees.
- 2) The following will be submitted to the Homer Foundation before announcing the scholarship:
 - Timeline for full grant cycle: announcement, submission deadline, review, and award.
 - Methods used to announce the availability of scholarships.
 - A copy of the current year guidelines and application form - all applicants must adhere to the same guidelines, application form, and attachments.
 - Copy of review criteria - all applications will be evaluated using identical criteria.
- 3) The following will be submitted to the Homer Foundation upon completion of the selection process:
 - Award Recommendations (FORM A)
 - Signed Conflict of Interest Statement (FORM B) for each member of the committee.
 - Copies of all applications
 - Copies of the award letter and Letter of Agreement for each applicant (sample attached)
- 4) Committee members are reminded to keep all applicant information confidential and to not disclose deliberations or to divulge outcomes of the committee's review.

If you have questions please call the Homer Foundation, at 235-0541.

Appendix 2

**Homer Foundation
Scholarship Award
Recommendation** (Form A: 3.11.22)

The Selection Committee of the _____ Scholarship recommends to the Homer Foundation Board of Trustees the award(s) listed below. The applicant selected for this award was chosen based on the criteria contained in the application guidelines. It is attested that the selection process was fair and equitable and that no voting member of the Selection Committee had or has a familial (first or second generation such as child or grandchild), financial, or other significant relationship to any applicant for this award, and that the criteria of the scholarship, as determined by the donor and the Homer Foundation, were fully met.

Award Recommendations
(Attach another sheet if necessary)

(Please print all information)

Name	Award Amount
_____	_____

Alternate (if selected)

-OR-

_____ **At this time, the Scholarship Selection Committee does not recommend awards to any currently pending applicant.**

The Scholarship Selection Committee understands that recipient award checks will be issued directly to the institutions with instructions to divide payments equally between terms in the upcoming academic year.

Disclosures: _____

Chairperson—(Please print)

Chairperson's Signature

Date

Witness – please initial

Appendix 3

**HOMER FOUNDATION SCHOLARSHIP COMMITTEE
CONFLICT OF INTEREST & CONFIDENTIALITY
STATEMENT (Form B: 3.22.23)**

The Homer Foundation abides by a conflict of interest policy, the purpose of which is to ensure that no board or committee member with a relationship to a scholarship applicant influences the decision on that application. No committee shall include a majority which includes a combination of donors and/or family members or employees of donors. All awards must be objectively based on stated criteria. Donors to scholarship funds may serve, but they may not control the selection process or exert undue influence on the selection committee.

Committee member shall disclose if they are donors to the scholarship fund and/or family or employees of donors.

A committee member who is aware of a potential conflict of interest with respect to any matter coming before the board or committee shall not be present for any discussion of nor vote in connection with the matter. The committee chair will record all disclosures. If an additional committee member is needed to adhere to the three-member quorum, any board member may serve.

Committee members agree to hold all discussions during the review process confidential.

These standards apply to all board members, committee members, and other volunteers acting in a decision-making capacity on behalf of the Homer Foundation.

By signing below or by remote verbal affirmation, the Scholarship Selection Committee of the _____ Scholarship are indicating acceptance of and adherence to this policy. Return signed form, along with other required paperwork and all application materials to the Homer Foundation after recipients have been selected.

Committee Members:

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

As Chair of the Committee, I certify that I have advised all members of the Conflict of Interest policy, and affirm that all conflicts are disclosed on the Award Recommendation Form (FORM A)

Chairperson – Please Print

Chairperson's signature

Date

Appendix 4

Guidelines for Designing a Scholarship: Sample Items to Consider

Many criteria can be considered when designing a scholarship award. To make sure the scholarship can be administered efficiently and continue to be useful over time, we encourage founders to choose only those very few that are essential. The Homer Foundation will work with founders to determine the best way to implement the scholarship by their interests. The Homer Foundation reserves the right to change the criteria, always guided by the original intent and purpose, if that purpose becomes irrelevant or too difficult to administer.

Possible Eligibility or Selection Criteria

- Resident of a specific geographic area
- Graduate of a specific high school
- Attend a certain type of institution (e.g., two-year, four-year, technical, accredited, community college, etc.)
- Attend a specific school or one on a pre-determined list
- Intend to pursue a specific course of study
- Minimum high school grade point average (on a scale of 4.0)
- Full-time or part-time enrollment
- Proficient in a particular area such as art, music, writing
- Community or volunteer service
- Meet specific age, gender, or culture requirements (within legal boundaries)

Possible Types of Information to be Requested as Part of Application

- School/community activities
- Job or volunteer history
- Letters of recommendations
- Family financial documents
- FAFSA Student Aid Report
- Essay and/or resume

Possible Basis for the Award

- Merit
- Financial
- Other

Appendix 5 Homer Foundation Scholarship List 5.31.22

1) Alice Witte Memorial Scholarship

Homer High School Women's Volleyball – send a junior player to summer volleyball camp outside of the community
Amount: up to \$750 for in-state travel and up to \$1000 for out-of-state travel, reimbursed upon proof of attendance.
Selection made by Homer High School coaching staff and Athletic Director
Award announced: Volleyball Awards Banquet - Spring

2) Homer Community Science Scholarship

Homer High School Graduates only to pursue Post-secondary education in Life Sciences
Amount: depending upon the availability of funds
Review Committee: Mrs. Lowe, Stan Eller, and others

3) Alain and Daniel Rieser Scholarship

Homer High School graduating seniors only to support foreign language study or foreign country immersion
Amount: \$3000 (one award)
Review Committee: HF + others

4) Drew Scalzi Memorial Maritime Scholarship

One or more, 16-25 yrs old, high school graduate or GED HF service area. Award supports students from fishing families or students pursuing a career in a maritime industry
Amount: depending upon the availability of funds
Review Committee: Representatives from North Pacific Fisheries Association, HF Staff, HF Representative, Donor Family member

5) Diane Wambach "Shoot for the Stars" Scholarship

16-25, high school graduate/GED equivalent in HF service area. Supports education or training – student with a dream and a plan (one award)
Amount: \$1000
Review Committee: HF Staff, HF Representative, HS Counselor, member of the donor family

6) Health Care Providers Scholarship

Current high school graduate or prior high school graduate from HF service area. To support post-secondary education in the health care professions. Preference is given to students already accepted into a program.
Amount: varies

7) Bill and Liz Johnson Teacher Education Scholarship

Graduating high school senior in HF service area with a commitment to become a school teacher. Financial need is a priority. 3.0 GPA.
Amount: \$1000 (only given in years where earnings are available)

8) Kachemak Medical Group Scholarship

Established by Dr. Paul Raymond to support a graduating high school senior in the HF service area who has successfully maintained a 3.0 GPA and has held a job during high school. The scholarship is now maintained by Kachemak Medical Group.
Amount: \$2000, \$500/year for 4 years
Review Committee: Jonathon Young, office manager

9) Beluga Tail Non-Fiction and Beluga Tale Creative Writing Scholarships

Homer High School graduating seniors with a passion for writing. May be used for post-secondary education or attendance at a recognized writer's workshop.
Amount: \$3000 each
Review Committee: HHS Counselor, HF staff, HF board, and at least 2 local writers

10) Ptarmigan Arts Scholarship

Current high school students in grades 11 and 12 in the HF service area, to help with art supplies and/or training opportunities, or college tuition.
Amount: dependent upon availability of funds
Review Committee: HF representative and committee organized by Ptarmigan Arts Gallery.

11) Nikki Geragotelis (Fry) Memorial Scholarship

Current Homer High School graduate, recognizing students with academic and sports accomplishments, and demonstrated good sportsmanship.

Amount: \$7,000 or more depending upon the availability of funds

12) Thor's Scholarship

Current high school graduate or GED from a school within the Homer Foundation's service area, between the ages of 16-24, for post-secondary education or vocational training in a specific field.

Award Announced: May –awards assembly

Note: Board approved that the scholarship will be awarded when there is a significant award amount available. The recommended award amount will be \$5000 (but an amount that does not exceed the annual tuition of the intended program). Pass-through donations will be accepted for current year awards at the discretion of the Board of Trustees.

13) Heather Pancratz Memorial Scholarship

Supports graduating seniors from Nikolaevsk High School, for college, technical or vocational training.

Amount: Suggested award \$500

14) Fish & Wildlife Scholarship

Supports scholarship for area students up to 20 years of age, who have graduated from a school in the HF service area or GED, who are planning on pursuing a career in wildlife management or fisheries biology. Must have a GPA of 3.0 or higher. Preference given to students planning on returning to Alaska to work.

Amount: Suggested award \$2000

15) Nursing Studies Scholarship

Supports graduating seniors from Homer High School, for nursing studies

Amount: Suggested award \$1500

16) Sutton James Miller Memorial Scholarship

Supports graduating seniors from Homer High School

Amount: Suggested award \$1000

17) (Mary) Joyce Robinette Memorial Scholarship

Supports students attending an accredited university pursuing a major in the fields of physical or biological sciences. Current college students may apply annually as long as they meet application criteria and are pursuing a major in physical or biological sciences. This is a needs-based scholarship with students demonstrating financial need in their application.

Amount: \$8,000 or more depending upon the availability of funds

Review Committee: Mixture of community members and HF Representative

18) Educators Professional Development Scholarship

Supports local teachers obtain professional development opportunities

Amount: Dependent upon the availability of funds

Review Committee: Mixture of community members and HF Representative