

RULES FOR MAKING AWARDS TO INDIVIDUALS

Because a scholarship benefits an individual and not an organization, we refer to the awarding of scholarships as “grant making to individuals.”

The Internal Revenue Service strictly regulates awards to individuals. The following set of IRS rules apply to your role as an advisor recommending scholarship recipients to the Foundation.

1. All awards must be given for charitable or educational purposes.
2. Selection of recipients must be made on an objective, nondiscriminatory basis.
3. There must be no benefit to those who serve on the advisory committee.
4. There must be broad dissemination of eligibility requirements and deadlines for awards.
5. Applicants must be ranked against written selection criteria. The selection criteria must meet IRS standard guidelines and be submitted to the Foundation.
6. It is recommended, but not required, that the financial need of applicants should be part of the selection process.
7. Any member of the advisory committee must disclose any familial or other close relationship with an applicant and must refrain from voting on that particular applicant.
8. Recommendations for award recipients must be submitted to the Foundation in writing.
9. All award recommendations must be ratified by the Foundation’s Board of Trustees.