

28TH FIELD ARTILLERY REGIMENT ASSOCIATION

POLICY LETTER #6

SCHOLARSHIP PROGRAM

Proposed by 2nd Vice President: 24 July 2022

Approved by Board of Directors: 28 August 2022

President's Signature: _____

28th FARA Scholarship Program Policies and Procedures

Introduction: Scope and Intent of the Policy The 28th Field Artillery Regimental Association (the "Association") will hold and administer funds (the "Fund") to provide scholarship grants to eligible individuals, including high school, college and graduate school students, to enable the recipients to attend an accredited undergraduate or graduate educational institution in the field of their choice. The Association will also hold and administer funds to make grants to eligible individuals to attend vocational/technical training programs at accredited training institutions. Grants made from such funds are referred to as "Scholarship Grants." Each year, the Association's Board of Directors shall determine the amount of funds available for the Scholarship Grants and the number of grants to be made.

Definitions

Donor – an individual or organization, including a corporation, partnership or trust, that makes a contribution to the Fund. The term also includes members of the donor's family and businesses controlled by the donor and family members.

Educational Institution – An institution that has a regular faculty, a curriculum, and an organized body of students in attendance at the place where the educational activities are held, and is accredited by a governing applicable accreditation authority, including junior/community college, undergraduate college or university, post-baccalaureate graduate school, technical or trade school, and industry certification training programs.

Qualified Expenses – Certain expenses incurred in attending an educational institution, including:

- Tuition and fees for enrollment and attendance.
- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.

Room and board, travel, research, clerical assistance are not exempt from income tax, and therefore are excluded from Qualified Expenses.

Family Members – The parents, grandparents, great-grandparents, spouse, siblings, children, grandchildren, great-grandchildren, and the spouses of all of the above, of a member of the Association.

Eligibility

The Association shall advertise the availability of the Scholarship Grants to the General Membership of the Association and encourage potential awardees to submit applications for scholarship aid. Applications will be accepted from the following:

- Members of the Association
- Spouses of Members
- Children of Members, either natural or adopted.
- Grandchildren of Members, either natural or adopted.
- Great-grandchildren of Members, either natural or adopted.

In all cases, the Member through which eligibility is established must be a member of the Association in good standing at the time of application, and must remain so until at least such time as the grant is paid.

Members of the Association's Board of Directors and any members of their families, any substantial Donor to the Association, any employee of the Association, or any other disqualified person with respect to the Association are not eligible to apply for or receive a scholarship grant. Grants also may not be awarded to any member of the Scholarship Selection Committee, or to any members of their families.

Non-Discrimination

Each applicant will be evaluated using the selection criteria described below. The Committee members shall not consider the applicant's age, gender, race, ethnicity, national origin, religious faith, or any other factor or characteristic not directly related to the selection criteria when evaluating applications. Identifying information will be redacted from application materials prior to their being forwarded to Committee members for evaluation.

Selection Criteria

Grantees are to be selected on an objective and nondiscriminatory basis. The Board of Directors of the Association shall, from time to time, establish the qualifications necessary for the award of a scholarship grant.

Criteria for scholarship grants may include, but are not limited to, the following:

- Prior academic performance;

- Performance on tests designed to measure ability and aptitude for educational work;
- Recommendations from instructors and any others who have knowledge of the applicant's capabilities;
- Additional biographical information regarding an applicant's career, academic and other relevant experiences, extra-curricular activities;
- A written essay on a topic determined by the scholarship selection committee; and
- The Scholarship Selection Committee's conclusions as to the applicant's motivation, character, ability, or potential.

Recipients of Scholarship Grants must be

- secondary school students;
- undergraduate or graduate students at a community or junior college, college, or university who are pursuing studies or conducting research to meet the requirements for an academic or professional degree; or
- students at an educational institution that offers a training program to prepare students for gainful employment in a recognized occupation and is authorized under federal or state law to provide such a program and is accredited by a nationally recognized accreditation agency.

Scholarship Selection Committee

The Association shall appoint all members of any Scholarship Selection Committee (the "Committee") charged with the evaluation of candidates for grants covered by this policy. Appointments shall be made by the Association's President, with the advice and consent of the Board of Directors. All members of the Committee must be members of the Association in good standing.

Every member of the Scholarship Selection Committee must adhere to the relevant policies and by-laws of the Association as adopted and amended from time to time, including without limitation the Association's conflict of interest and confidentiality policy. Each member of the Committee covered by this policy must disclose any personal knowledge of and relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others.

Members of the Scholarship Selection Committee shall serve for a term of two years, and may not serve more than two consecutive terms. In the event a member of the Committee cannot complete his/her term for any reason, the President of the Association shall appoint a successor to complete the vacated term.

The Scholarship Selection Committee shall forward its recommendations to the Association Board in such form and on such schedule as established by this Policy. The Association Board shall approve each award made under this policy.

Application and Nomination Process

Applicants for Scholarship Grants shall be required to submit such application forms and supporting materials as the Scholarship Selection Committee may determine, on a schedule to be announced by the Committee.

Grant Renewals

Grants will ordinarily be awarded for a one-year period, and on a one-time basis. Grant recipients may apply again in subsequent years provided they continue to meet application eligibility criteria.

Supervision of Grants

Scholarship Grants must be used for Qualified Educational Expenses (see definition) at an Educational Institution (see definition). The Association reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Scholarship Grants and the administration of such grants. Any substantial or material changes will be made only with approval of the Association's Board of Directors.

The Association will pay Scholarship Grants directly to the Educational Institution for the use of the scholarship recipient. The Educational Institution must agree in writing to use the grant funds to defray the scholarship recipient's expenses only if the recipient is enrolled at such educational institution and his or her standing at such educational institution is consistent with the purposes and conditions of the grant.

A condition of each Scholarship Grant is that it will be used only for Qualified Educational Expenses (see definition). An additional condition is that no part of the Scholarship Grant shall be used as payment for teaching, research, or other services by the scholarship recipient required as a condition for receiving the scholarship grant.

Investigation of Jeopardized Grants

The Association is not required to investigate the use of scholarship grants paid directly to an Educational Institution unless the award is used to pay for something that is not a Qualified Expense.

Recordkeeping Requirements

The Association shall retain the following records in connection with all grants covered by this policy:

- All information obtained by the Association to evaluate the qualifications of potential grantees,

- The identification of grantees (including any relationship of any grantee to the Association or to a director or officer of the Association),

- The purpose and amount of each grant, and any additional information the Association obtains in complying with its grants administration procedures.

Information pertaining to applicants for awards shall be kept for all applicants, both those who receive grants and those who do not. Records pertaining to any grant made pursuant to this policy shall be kept for no less than three years after the filing of the Association's annual tax return for the period in which the last installment of such grant was paid.