

## HOLY CROSS LUTHERAN CHURCH ENDOWMENT FUND

### SCHOLARSHIP POLICY AND GUIDELINES

#### INTRODUCTION

The Endowment Fund of Holy Cross Lutheran Church has adopted as one of its primary missions to assist members, relatives of members and friends of members with their higher education goals at all levels.

Scholarships are not intended to cover the full cost of school for any applicant. Annual scholarship awards shall not exceed \$250-\$500 per recipient unless otherwise determined by the Holy Cross Lutheran Church Endowment Fund Committee ("the Committee"). There may be several scholarship awards (or no scholarship awards) in any one year as shall be determined by the Committee. These Policies and Guidelines and the Scholarship Application form may be amended by the Committee from time to time as it deems appropriate.

#### GENERAL PRINCIPLES GUIDING SCHOLARSHIP AWARDS

The Holy Cross Endowment Fund has most of its resources invested in the ELCA Endowment Fund Pooled Trust ("the Trust"). Only Trust earnings or value increases will be available for scholarship distributions unless the Committee resolves to use Trust principal.

However, the Committee is also authorized to accept contributions designated for direct scholarship distribution--instead of Endowment Fund investment-- to supplement Trust earnings and increase the amount of scholarship funds available subject to the limitations described below.

The Committee shall endeavor to keep the Congregation and the Church Council informed as to the amount on deposit in the Trust, its earnings and the availability of scholarship funds. The Committee shall also make reasonable efforts to promote the Endowment Fund and grow the Trust for the benefit of future students.

Only students who demonstrate need and are candidates for a degree at a qualified, accredited school, university, or other educational organization shall be eligible for a scholarship. Scholarships may only be used for tuition and related expenses. "Tuition and related expenses" shall mean tuition, required fees, books, supplies and equipment required for specific classes.

"Need" shall mean the inability to afford college/university/vocational school without loans, grants, and/or scholarship assistance. Each candidate for a scholarship shall submit a statement of need setting forth his/her unique circumstances. Subject to meeting all established criteria

set forth in these Policies and Guidelines, those eligible for scholarships are:

1. Any member of Holy Cross Lutheran Church or the children, grandchildren, or great-grandchildren (including step or adopted children, grandchildren, etc.) of any member of Holy Cross Lutheran Church (hereafter referred to individually and collectively as "Member Family");

2. Anyone recommended by a member, in writing, as worthy and in need of scholarship assistance (hereafter referred to as Member Friend). However, priority for scholarships shall be given to members and Member Family.

All awards for tuition and fees shall be paid directly to the school. All awards for books and other expenses shall be payable to the student. The student applicant shall certify that any award received will be used for the identified purposes. If any such funds are unused, they shall be promptly returned by the recipient to the Committee.

#### SPECIFIC SELECTION AND CRITERIA PROCESS

Any qualifying person desiring a scholarship shall complete and submit an application for scholarship to the Committee on a form approved and prepared by the Committee. The Committee shall make the application form available to the Congregation no later than February 15 of each year. The Committee shall promptly publicize its request for submission of application forms in the Holy Cross church newsletter and bulletin and by announcement during at least one Sunday service prior to March 10.

Completed application forms shall be submitted to the Committee no later than May 15 of each year.

After completed applications are received, the Committee will meet to review the applications, interview students if desired and then render its decisions concerning the recipients and the amount of each scholarship to be awarded.

The recipients of the scholarship should be informed by the Committee promptly after the decision is made; (usually within two weeks). At this time a communication will also be sent to the student's high school, if the recipient is a high school student, so that the information can be included in that school's list of scholarships awarded.

The Committee will thereafter acknowledge the recipients in the church bulletin, newsletter and during a worship service by stating the name of each recipient, the amount of each award and the schools attended.

It is the responsibility of the recipient to inform the Committee in the scholarship application form which institution he/she plans to attend if he/she is awarded a scholarship, when he/she is registered and is in attendance, and what portion of the scholarship is allocated to tuition, fees



books or equipment. Again, if the scholarship is allocated to tuition or fees, the scholarship funds will be sent directly to the institution and the students will be informed that this has been done.

The Committee understands that often school choices and acceptances from schools may not be available by May 15. In those circumstances the Committee may grant scholarships pending acceptance and admission. Funds will not be disbursed however until the name of the school and proof of admission are provided by the recipient to the Committee. Any such scholarship granted will be rescinded if proof of acceptance to a qualified educational institution is not provided to the Committee by September 15.

### SCHOLARSHIP CRITERIA

The goal of the Committee is to award all qualified applicants who demonstrate need to the extent funds are available and allocated by the Committee for that school year.

Scholarship amounts and the number of scholarships will depend upon the number of qualified applicants and the amounts of scholarship funds available. The decision of the Committee as to scholarship recipients and amounts awarded shall be final. No member of the Committee shall be eligible for a scholarship, however any Member Family of a Committee member shall be eligible so long as that Committee member recuses himself/herself from voting on their Member Family's scholarship application. No employee of Holy Cross Lutheran Church shall be eligible for a scholarship, however, the Member Family of an employee of Holy Cross Lutheran Church shall be eligible.

If at the close of the investment year on December 31, investment increases from the Fund for that year are less than \$2,000, the Committee may decide to allow contributions designated for direct scholarship distribution (to be used for the next school year only) and shall so inform the congregation. In that case, any person may make a donation to the Committee to be used for the upcoming year's scholarships so long as that person or Member Family is not applying for a scholarship that school year.

Other scholarship eligibility criteria shall include the following:

1. A completed application form as approved by the Committee, delivered to the Committee within the time frames described above;
2. Proof of admission to a qualified educational institution, including the name of the institution and the address of the admissions and financial aid departments at that institution;
3. A written statement setting forth the student's educational goals and need for

financial assistance;

4. A written statement setting forth the student's connection to Holy Cross Lutheran Church as Member Family;

5. If a Member Friend is recommended for a scholarship by a member, a letter from that member stating the reasons for the recommendation shall be delivered to the Committee together with a scholarship application form completed by the Member Friend;

6. No more than one scholarship per calendar year shall be awarded to a Member Family unless all other scholarship requests from qualified applicants for the calendar year in question have been funded; and in no event shall more than two scholarships be awarded in any calendar year to a Member Family;

7. A statement setting forth how the student wants the award of scholarship money applied; (i.e. towards tuition, fees, books or equipment) and a statement of need;

8. Such other information or proof concerning the statements contained in the application as the Committee might request.



Chair, Endowment Committee

Amended by Endowment Committee

effective March 24, 2021