

## COMMUNITY FOUNDATION OF SOUTHERN MARYLAND

The following guidelines apply to the establishment of the Alice W. Bowen Memorial Scholarship Fund, a component fund with the Community Foundation of Southern Maryland (CFSOMD).

### TIMELINE AND GUIDELINES

#### Timeline

April 7 : Applications from students due  
May 15: Award announced to student

#### Purpose

To provide a scholarship to a student graduating from the Health Professions Academy at the Calvert County Career and Technology Academy pursuing a course of study in a health related field. This criteria will be included with the Fund Agreement and may be easily revised and/or amended, if needed.

#### Criteria

The Donor and the Community Foundation of Southern Maryland together may establish criteria for their particular Scholarship Fund. The criteria can not restrict the eligible applicants to a pool so small that it no longer constitutes a charitable class.

- a. The recipient must reside in Calvert County.
- b. The recipient must be enrolled and graduating from the Academy of Health Professions at the Calvert County Career and Technology Academy.
- c. The recipient must be pursuing and enrolled in a Health Related course of study at an accredited educational institution upon high school graduation.
- d. The recipient must be in need of financial aid and will require proof of submitted financial aid forms.
- e. The recipient is required to describe his or her personal character, leadership skills and aspirations in health care industry in an essay submitted.

#### Amount

Per the donor's request, the amount of the award will be up to \$5000/per student annually.

#### Uses of award

The award will used for tuition, room and board and related educational expenses. This is not a multi-year scholarship. Recipient applicants may not re apply in subsequent years at college.

#### Frequency

Award on an annual basis, but reserve the right to not award if a suitable candidate does not apply, or if the available amount to be distributed is determined to be insufficient.

#### Payment

Grant Award is made directly to the student's school, after the student has confirmed his/her enrollment, i.e. bill from the Bursar's office or subsequent information may be requested.

#### Selection Process

A fair and equitable process will be established.

- a. A selection committee, which could also be the CFSOMD's Grants Committee, must be appointed, which includes expert and neutral members. Donors or their agents may sit on the committee but cannot be in the majority.
- b. A method to publicize the award must be planned that seeks an optimum number of applicants. The award is OFFERED; no commitment is made that there will be an award.
- c. All applicants must adhere to the established guidelines and submit the required application form and attachments to be eligible.
- d. Eligibility will vary per Donor's recommendations.