

## Evaluating the Administration of Your Scholarship Program Tool for Evaluation

Managing Scholarship funds within the community foundation can be complex and time-consuming. It may require working with selection committees, creating and maintaining relationships with high schools and university contacts, tracking applications, keeping records required by the Pension Protection Act of 2006, distributing funds, monitoring academic performance for multi-year awards, coordinating and communicating award presentations and other activities that require extensive internal resources.

Community Foundations across the country are taking a serious look at their internal scholarship management systems to assess more sustainable practices. Analyzing scholarship funds in detail can inform the Board about necessary policy changes that lead to streamlined processes and reduce costs associated with scholarship management.

### 1. Analyze existing scholarship funds:

Fund Name	Assets	Fees 1.5%	Selection Criteria	Perm/Non- Perm	Selection Process	Annual Award 3% 2012	Recognition	Distribution	Time Required
Jerry Smith Scholarship Fund	\$25,000	\$375	Nursing students	Permanent	3 individuals from health profession	\$750	Donor or CF staff on awards night	University of choice	6 hours
Meredith McCrea Scholarship Fund (non-living donor)	\$6,000	\$90	Students with financial needs any area of study	Permanent	Advisory Comm. High school	\$180	High School staff on awards night	University of choice	8 hours
Joan Bray Designated Scholarship Fund for I.U. School of Music	\$50,000	\$750	Students from XYX County pursuing music degree	Non-Permanent	I.U. Foundation	\$1500	Annual Report	I.U. Foundation	5 hours
McReynolds Scholarship Fund	\$100,000	\$1500	Journalism Students attending an accredited IN college	Permanent	Advisory Comm. High school	\$3000	High School staff on awards night	College/University in Indiana	8 hours

2. Review Analysis:

- Consider the level of service provided by community foundation and costs associated with those services
- Consider streamlining or combining selection processes
- Consider feasibility of combining small scholarship awards
- Consider appropriate organizations who can then select in accord with donor criteria, and grant to that organization
- With living donors, discuss ability to increase fund size to maximize awards and/or review criteria to broaden applicant pool

3. Develop a Plan that considers policy changes for newly established funds:

- Minimum scholarship fund sizes
- Minimum or increased admin. Fees
- Determine new levels or tiers of customization based on fund size
- Minimum scholarship award sizes

4. Have a written donor resource Guide for Establishing Scholarship Funds outlining:

- How to establish and name the Fund
- Levels of service provided for each 'fund tier'
- Fund and/or scholarship award minimums
- Candidate eligibility suggestions
- Suggested criteria to avoid limiting application pool
- Legislative requirements for establishing a scholarship fund
- CF contact personnel
- Publicity for awards