



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

Oklahoma City Community Foundation
Scholarship Fund Policy
(April 6, 2007)

The Oklahoma City Community Foundation holds and administers funds to provide grants to individuals for study at accredited educational institutions. These Scholarship Policies and Procedures have been prepared to ensure that the educational grants meet the requirements of paragraphs (1), (2), or (3) of section 4945(g) of the Internal Revenue Code and are awarded on an objective and nondiscriminatory basis. (See IRS provisions below)

1. All educational grants shall be awarded using an objective and nondiscriminatory selection process approved by the Community Foundation or its Scholarship Committee in advance of making the awards. All scholarship funds shall provide a description of this process as part of the fund agreement.
2. The group from which grantees are selected should be chosen on the basis of criteria reasonably related to the purpose of the grant. The applicant group must be based on the award criteria and must be sufficiently broad so that giving of a scholarship grant to members of such group would be considered to be a charitable class. Selection from a group is not necessary where, taking into account the purposes of the grant, selection is based on the exceptional qualifications of the recipient(s) to carry out these purposes.
3. All grants are awarded on the basis of objective and nondiscriminatory criteria. The criteria used to select grant recipients shall be related to the purpose of the grant, and may include (but not limited to) the following:
 - a. prior academic performance
 - b. performance on tests designed to measure ability or aptitude
 - c. recommendations from instructors or others familiar with the candidates' qualifications for the award
 - d. financial need as determined by FAFSA or similar process
 - e. conclusions drawn from interviews or written recommendations related to motivation, character, ability, or potential
4. The selection committee for scholarships shall be appointed annually by the Scholarship Committee of the Oklahoma Community Foundation after receiving basic information on the qualifications of members of the committee. A sponsoring donor is any individual who has established the scholarship fund at the Community Foundation or is named by such a person. A sponsoring donor or persons named by the sponsoring donor may participate in a selection committee but only as a member of the committee. In no case shall a sponsoring donor or individuals named by the donor constitute a majority of the selection committee. Selection committees made up of individuals who serve by virtue of their position shall be considered appropriate if they are composed in any of the following ways:
 - a. High School Selection Committees
 - i. Community Foundation Scholars Committees
 - ii. Local high school scholarship award committee
 - iii. Three or more faculty with expertise in the field of study or knowledge of the student body

- b. College Awards
 - i. Dean of the school or Chairman of the department or a committee of faculty named by the Dean or Chairman
 - ii. Three or more faculty or administrators with expertise in the field of study
 - c. Community based awards
 - i. Three or more community volunteers with professional experience in higher education or familiarity with the students in the potential applicant pool.
 - ii. Three or more community volunteers with professional expertise in the specific field of study for the award
5. All members of scholarship selection committees will be asked to sign a conflict of interest statement indicating that they have performed their duties in an objective way and that they are not related to any individual who will receive an award through this process.
 6. The Community Foundation will administer the scholarship award in such a way to insure that the scholarship recipient meets the award payment criteria and so that the grant funds will only be used to defray educational expenses. Grant funds will generally be paid directly to the educational institution upon receipt of a signed statement from the institution verifying that the recipient has met the criteria for the grant. Any refund of unused scholarship awards shall be returned to the granting fund. Grant renewals will be based on criteria provided by specific scholarship funds and the scholarship recipient is responsible for providing the Community Foundation with any information necessary for the renewal of a scholarship award.
 7. The Community Foundation will maintain records with respect to all scholarship grants and all scholarship recipients which will include information used to evaluate the qualifications of the recipients, financial need evaluations, and information related to the criteria for receiving the scholarship and any information about academic performance related to the specific award. All information about specific recipients will be considered confidential and available only for the administration of the scholarship awards.

It is the intention of the Oklahoma City Community Foundation that all scholarship funds and educational grants be operated in compliance with Section 4945(g) of the Internal Revenue Code:

All educational grants shall meet the requirements of paragraph (1), (2), or (3) of Section 4945(g) of the Internal Revenue Code.

1. *Paragraph (1) of Section 4945(g) permits grants that are scholarships or fellowships. A scholarship or fellowship is defined as a grant to a degree candidate for tuition, fees, and other expenses. These grants are to be used for study at an educational institution that maintains a regular faculty and curriculum and has an organized body of students in attendance at the place where the educational activities are held.*
2. *Paragraph (2) of Section 4945(g) permits grants that are prizes or awards made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement. If the recipient is chosen from the general public, he or she must be selected without any action on his or her part to enter a contest or proceeding, and the recipient must not be required to provide services as a consequence of receiving the award.*
3. *Paragraph (3) of Section 4945(g) permits grants to achieve a specific objective, produce a report or similar product, or improve or enhance a literary, artistic, musical, scientific or other similar capacity, skill or talent of the grantee. This is the broadest category and covers awards to artists to create works of art, and scholarships that do not fit under (1).*