

Guide to Scholarship and Grant Committee Membership



NORTHERN INDIANA
COMMUNITY
FOUNDATION
STARKE FULTON MIAMI

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About this brochure

You have been invited to become a committee member with the community foundation.

So what can you expect when you join a scholarship or grant committee with the foundation?

This brochure will attempt to answer your questions about the community foundation, what input of time is expected from you and what your role will be on the committee.

If you still have questions, please feel free to contact Corinne Becknell Lucas the Program/Scholarship Coordinator for the Northern Indiana Community Foundation (NICF) and she will be glad to offer more information.

An informed committee member is a happy committee member, and we like to have a meeting filled with happy committee members.

We appreciate your interest in the community foundation!



What is the NICF?

Community foundations are tax-exempt public charities serving local people who share a common concern — improving the quality of life in their area.

Individuals, families, businesses and organizations create permanent charitable funds that help their community meet the challenges of changing times. The foundation invests and administers these funds.

The Northern Indiana Community Foundation, Inc. (NICF), is a made up of Fulton, Miami and Starke County Community Foundations who share costs and pool funds into a single cost-effective foundation.

The NICF is directed by a board consisting of five members from each of the three counties which provides consistent, effective management of the endowments.

Each of the three counties has its own volunteer board who are responsible for the distribution of proceeds from its general fund. The executive director and staff are paid positions.

Our missions statement: *To improve the quality of life in our communities by assisting donors in fulfilling their charitable wishes.*

Your Role as a Committee Member

Committee members have an important role in ensuring that the original intent of the fund is followed. Members are stewards of the fund and its purpose

You play a special role in making the Foundation aware of concerns and issues that arise in the community. We encourage you to keep us informed of questions and problems that people share with you about the process. We also welcome your input about other unrelated community issues.

If at any time a member feels that they must resign their position on the committee, we ask them to help by recommending one or two associates that they feel might make good committee members.

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Scholarship Committee Information

As a member of the scholarship committee you will be responsible for the selection of the Lilly Endowment Community Scholar (LECS) for your county, and some Community Foundation endowment scholarships.

What is the Lilly Endowment Community Scholarship?

The Lilly Endowment Community Scholarship Program is made possible by the Lilly Endowment, Inc. The program offers four-year, full-tuition scholarships to Indiana students for a baccalaureate degree at any accredited college or university in Indiana and also an \$800 book and equipment stipend.

The Lilly Endowment, Inc. uses community foundations to help make the selection for this prestigious scholarship.

We award two scholarships per county. Each county sets its own criteria and the procedure is reviewed each year.

The program is administered by Independent Colleges of Indiana (ICI), which represents more than thirty accredited, colleges and universities in the state.

Each county creates an application which is sent to ICI for approval. Again the criteria is set by each county and some consider grades, community service, school involvement or a combination of all of these. Interviews and presentations can be important too.

The committee will review applications and meet to discuss finalists. Typically five finalist are chosen for an interview or presentation process, although some counties may have up to 10 students they want to review in more detail. The committee will choose two nominees and three alternates. These recommendations are sent to ICI for approval. When approved, we contact the students and give them the good news that they have been chosen to represent their county as a Lilly Endowment Community Scholar,



What are Endowment Scholarships?

Endowment scholarship funds are created by donors to provide scholarships through the foundation. The purpose of each scholarship fund is determined when it is created.

How do I determine which applicant is right for the scholarship?

It sounds improbable, but it is hard to give money away. Committee members are faced with a difficult job every time they conduct a selection process. The only way to feel good about the decision-making process is to rate each student using the criteria established by the donor.

How many endowment scholarships will I be reviewing?

While new scholarship funds are created all the time, not all of our donors choose to have the community foundation scholarship committee make the selection for their fund. Typically you will review applications for 6-8 funds and there can be 5-20 applications per fund. You may need to give your approval to a donors selection as well. The Scholarship Coordinator will help you with this process and provide direction and clarity for each fund you review.

You will receive packet of applications to review along with a score sheet for each application. Committee member reviews and scores the applications before the meeting. You can have more discussion at the committee meeting.

How often will we meet?

The Lilly Endowment Inc. process typically involves:

- Meeting to review application and make any additions for the new year
- Meeting to select the finalist and select any interview questions
- Interviews of finalists and selection of recipients. Some counties break this up into two meetings.

The Endowment Scholarship process consists of:

- One meeting for discussion and selection.

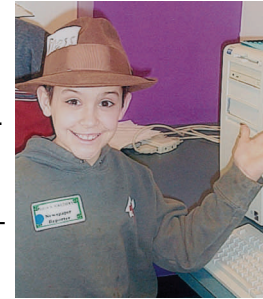
Grant Committee Information

The community foundation gives out the returns from their unrestricted funds as their Fall Grants.

Unrestricted funds allow the foundation to distribute grants to meet emerging challenges and needs in our community because donors placed no restrictions on how such funds may be used and depend on recommendations from the grant committee to review and make the selection for these grants

Each county in the NICF awards grants once per year.

Recently, our grant application went through a significant change when the 501(c)(3) stipulation was removed. Now we allow any civic, community group or charitable organization to apply if their project complies with our application guidelines.



How often do we meet and do I need to come to every meeting?

Grant committees generally meet once or twice a year and therefore your presence is critical. We try to have the meetings at a time that is convenient for all committee members. Meetings for the selection of the recipients typically last 2-3 hours depending on the number of applications received. Some committee's prefer to meet once to decide which applications they want to strike and then again to make the selection. Each county handles the process a bit differently, but the Program Coordinator will keep you informed and updated on time and locations of meetings.

What if I am involved with an organization that is requesting a grant?

You will be asked to complete a "Conflict of Interest" form at the beginning of the process. If you do have a conflict you will refrain from participation in the discussions of that particular application and not vote on that application during the meeting. If you have any affiliation with an organization requesting funds, you need to inform the committee chair in advance of the meeting.



How many application will I review and how do we make the selections?

On average, you will review 18- 25 applications. You will receive a packet of applications to review a few weeks prior to the meeting. You will also receive a grant review sheet and a coversheet that provides information such as;

- Is the application complete,
- Have they received past funding and completed all required forms, etc.

It's important to read the applications and come prepared for discussion.

The foundation makes grants to these areas of interest; Arts and Culture, Educational, Environmental, General Health, Youth Development, Human Services, Recreation and Community Development. We try to reach all areas of the county if possible. Of course, this all depends on the types and quality of applications we receive.