



## Scholarship Policies and Procedures

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### **Introduction: Scope and Intent of the Policy**

The specific purposes of the Saint Andrews Society of Sacramento (Society) is to perpetuate Scottish traditions and culture through the charitable endeavors and social intercourse of its members, to provide grants to advance the education of students pursuing studies in Scottish history, economics, language, culture, athletics, music, dance, and other related educational pursuits as well as conduct activities and events as a community service. The Society in providing scholarships, grants and other activities set forth in this purpose shall not discriminate based on race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

The Society may hold and administer certain Funds that make grants to students to attend various educational, vocational, or other training programs. Grants made from such Funds are referred to as **"Scholarship Grants."**

The Society may also hold and administer Funds that make grants to individuals in recognition of recent past achievement (less than one year) in the fields of Scottish art, literature, education, science, public or community service, or for other charitable or civic achievement. Grants of this type will be referred to as **"Individual Achievement Grants."**

### **Grant Amounts and Announcements**

The Society may award up to \$4,000.00 per year in total scholarship grants. This amount may be adjusted up, annually at the June or July Board of Directors (Board) meeting, when Society resources allow the Board to increase this limit. Grants may be of any amount, but generally no individual grant will exceed \$1,333.00. This limit will allow for at least three significant grants to be awarded each year. The Society should seek to balance grants among musicians, dancers, athletes, and academics participating in historically Scottish activities or of a Scottish nature.

Each July the Board shall announce that scholarship grants are available to the Scottish performing arts, athletics, and academic communities. The Board shall endeavor to consider and approve or reject scholarship grants during at least two consecutive Board meetings.

## **Grant Selection Committee**

The Board shall appoint all members of any selection committee charged with the evaluation of candidates for grants covered by this policy. The selection committee established under this policy shall forward its recommendations to the Board in such form and on such schedule as the Board shall establish. The Board shall approve each grant made under this policy.

## **Application and Nomination Process**

Applicants for Scholarship Grants to achieve a specific objective shall be required to submit such application forms and supporting materials as the Society may deem appropriate on a schedule to be determined by the Society. Individuals and organizations wishing to nominate persons for Individual Achievement Grants shall also be required to submit such nomination forms and supporting materials as the Society may deem appropriate on a schedule to be determined by the Society.

## **Recordkeeping Requirements**

The Society shall retain the following records about all grants covered by this policy:

- Information obtained by the Society to evaluate the qualifications of potential grantees, including forms, letters, certifications, etc.
- The identification of grantees (including any relationship of any grantee to the Society or to a director or officer of the Society),
- The purpose and amount of each grant, and any additional information the Society obtains in complying with its grants administration procedures.

Information pertaining to unsuccessful applicants for grants shall be kept along with information on successful applicants. Records pertaining to any grant made pursuant to this policy shall be kept for no less than three years after the filing of the Society's annual tax return for the period in which the last installment of such grant was paid.


## **Selection of Grantees**


Grantees are to be selected on an objective and nondiscriminatory basis. When possible, grantees should be from the Northern California area, but exceptions may be considered. Generally, the Southern boundary will be an imaginary east-west line across the State of California at the city of Modesto. The group from which grant recipients are selected must be sufficiently broad so that giving grants to one or more members of the group fulfills a charitable purpose; however, selection from such a group is not necessary if one or more grant recipients are selected on the basis of their exceptional qualifications. For example, selection of a qualified dancer in a competition or event does not violate the requirements of

this paragraph if the dancer is selected from a group of three dancers who are experts in that field.

Grants covered by this policy may not be awarded to any member of the Board, any substantial contributor to the Society, or any member of a selection committee for such grant.

These Policies and Procedures for Society Grants were approved by the Board on:

  
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Board Secretary

  
\_\_\_\_\_  
Date

Charles F Jamison