

SCHOLARSHIP PROGRAM INFORMATIONAL PACKET

Thank you for your interest in our organization. Your participation will be administered by GiveSendGo Charities, a 501(c)(3) public charity.

Please review the following form and proceed to our online application.



This packet contains: Overview Welcome Letter
Guidelines & Policies
Forms & Recommendations

Dear Institution Representative,

On behalf of GiveSendGo Charities, I warmly welcome you as an aspiring partner in our Scholarship Program. We are delighted to have organizations like yours join us in our mission to encourage the development of education through the power of generosity.

At GiveSendGo Charities, we sincerely appreciate the vital work your organization does in the field of education. Your dedication to increasing educational impact aligns with our vision of providing excellent and easy ways for educational organizations to grow and shine brightly.

This information packet serves as a comprehensive guide for organizations seeking to set up scholarships through GiveSendGo Charities. It contains valuable insights and guidelines to help you understand our scholarship processes and standards.

Before applying, please review the entire packet thoroughly. It will provide you with a comprehensive understanding of how we create scholarships, our criteria for approval, and the necessary steps to ensure the successful implementation of a scholarship program.

By working together, we can make a significant difference in furthering education and nurturing the potential of countless individuals. We are excited to explore the possibility of partnering with your organization to make a lasting impact on the lives of students and learners.

Please don't hesitate to contact us with any questions or require further assistance. We are here to support you every step of the way.

Again, Thank you for your commitment to educational growth and interest in GiveSendGo Charities. We look forward to collaborating with you and shining brightly together.

Shine Brightly,

Hudson T. Wells
Executive Director
GiveSendGo Charities

1. Our Scholarship Program Mission:

To empower educational organizations and individuals by providing charitable crowdfunding opportunities through our Scholarship Program. We strive to cultivate cultural generosity by offering opportunities through crowdfunding and encouraging educational development, creating pathways for students to excel and make a lasting impact in their communities.

2. Our Scholarship Program Vision:

We envision a world where educational organizations have the resources to thrive and students from all walks of life have equal opportunities to pursue their academic goals. Through our Scholarship Program, we aim to be the catalyst for transformative change, fostering excellence in education and nurturing the next generation of leaders. Together, we can empower learners, uplift communities, and create a brighter future for all.

Donations to Hosted Scholarships:

All donations to our hosted scholarships are tax-deductible to the law's full extent. Donors will promptly receive a tax receipt attached to a thank you email upon donating. A follow-up Impact Report will be issued to every donor with all information regarding how much was raised and how it was used. All donations to scholarship funds are **NON-REFUNDABLE**. If, for any reason, the donation is no longer necessary, it will be designated to one of our GiverArmy Charitable Causes in relation to the current campaign's nature.

Offline Donations: Any received offline donations or donations made through a payment processor other than **GiveSendGo.com** are subject to a potential 3% administration fee. This includes all donations made from Donor Advised Funds.

Direct Funding: Direct Funding is for those interested in donating through a Donor Advised Fund. The DAF Advisor must ensure their institution has accepted our organization and indicate which campaigns on **GiveSendGo.org** they would like their donation to be directed to.

Section 1: Guidelines and Policies for Applying**1. Preliminary Eligibility Criteria:**

1. **Institution's Mission:** Your institution must aim to support academic endeavors that promote community involvement, faith, or professional areas of refinement.
 1. **Our Faith:** We only host scholarships for institutions rooted in the Christian faith and emphasize the love of God and the love for neighbors. A well-rounded education is founded in organizations emphasizing educational and spiritual development.
2. **Reasonable Tuition:** You will need to disclose the standard tuition of your institution. Exorbitant tuition fees may impact eligibility for the scholarship program. As a crowdfunded endeavor, any institution must set the example of its mission through generosity for others to follow.
 1. Institutions are encouraged to offer a discounted tuition fee for scholarship recipients, allowing more funds to be available for additional scholarships.

2. Application Process:

1. After thoroughly going through this packet, you may apply by submitting the following information about your institution: (the link to our application will be found at the end of this document. Please have this information ready before applying.)
 - Institution Name and Website
 - Social Media Pages

- Number of Current Students
 - Number of Typical Applicants Each Session
 - Basic understanding of the financial need of your institution's community (e.g., low-income families, business professionals, etc.)
 - Mission and purpose of your institution
 - Applicants must provide their institution's EIN or other government documentation for legitimacy.
 - A letter of authorization from the organization's leader is required to prove the applicant's legal representation of the institution.
2. Our organization will review your online content, application process, and mission to determine approval.
 3. **Approval Process:**
 1. After an application is submitted, our board will review it for approval.
 2. Applicants will be notified of their approval or rejection within two weeks of submission.
 3. **Rejections and Revisions:** If an institution is rejected, it will be notified of its rejection and our board's reasoning. Our board may indicate potential approval upon specific revisions or clarifications. These will be noted in our correspondents.
 4. **Approval:** Our organization will begin establishing the campaign and scholarship application process and procedures upon the institution's approval.
 4. **Selection Committee:** Each hosted scholarship will have a designated committee to review all scholarship applications.
 1. The selection committee consists of 1-3 individuals from our organization and 1-2 from the applying institution.
 2. Committee members should not have personal or family benefits from the scholarship and must evaluate applicants without prejudice or discrimination.
 3. Committee members must hold to the Christian Faith.

Section 2: Guidelines and Policies for Your Scholarship Setup and Management

1. **Financial Management and Marketing:** Once an application is approved, we do our best to care for the rest. We host these scholarship funds as our own and retain every right to market or dissolve the scholarship if necessary.
 1. **Collected Funds:** All funds for the scholarship program are collected and managed through the GiveSendGo.com platform. The scholarship campaign will be found on our charity website as well.
 2. **Crowdfunding Marketing:** Your institution is responsible for marketing your scholarship campaign. The community most likely to engage in this endeavor will be those associated with your program. The responsibility of marketing rests on the applying organization and its community.
 1. **Promotional Marketing:** Some institutions may want to create incentives for large donations and may request promotions or adjustments be made to the campaign at any time.
 3. **Distribution of Funds:** All applications for a scholarship will be submitted to our Charity and the advisory board over the specified scholarship. Our organization will oversee the financial management of the scholarship, and the selection and distribution of grants, ensuring the appropriate allocation of scholarship grants based on the applications received.
1. **Scholarship Fund Utilization:**
 1. Scholarship funds must be used directly for tuition or fees associated with the cost of participation. Scholarships will either be distributed as a grant to the individual or the institution. Both will need to provide proof of reception and fulfillment.

2. Scholarship recipients will provide a thank-you note directed towards all scholarship fund donors, expressing gratitude and sharing the growth they've experienced. This will be done after the first half of the session length. This will be noted to them when applying. This is meant to encourage donors and share with them their impact.
2. **Privacy and Confidentiality:**
 1. All information received from applying organizations and scholarship recipients will be held in strict confidence and will not be shared or sold to other organizations.
 2. Privacy policies are in place to protect the confidentiality and security of applicant information.
3. **Administration Fees:**
 1. We apply a 3-5% fee on all donations to established scholarship funds to support our scholarship program's operational costs and administration. This fee helps us cover expenses related to managing the scholarship campaigns, processing donations, providing technical support, and ensuring the smooth operation of the platform. Please note that this fee is deducted from the total amount donated to the scholarship fund.
 2. Percentages run on a scale starting at 5% for all funds donated under 10k, 4% for funds between 10k-100k, and 3% for funds over 100k.
4. **Transparency:**
 1. If at any time accusations or concerns related to the applying organization are brought forth and prove misconduct with their funding or a violation of the nature of their program, we reserve the right to end the scholarship at will.
 2. Each scholarship relies on organizational transparency and relationship. If it is discovered that the scholarship program is being used to benefit beyond what is reasonable for their organization, we reserve the right to terminate the scholarship.

Please note that these guidelines and policies are subject to change and are at the discretion of our organization. It is essential to regularly review the information provided on our website and stay informed about any updates or amendments.

Section 3: Expectations and Responsibilities of Scholarship Recipients

1. **Utilization of Scholarship Funds:**
 1. Scholarship recipients must use the awarded funds solely for tuition or fees associated with the cost of participation in their chosen educational program.
 2. The funds should not be used for personal expenses unrelated to the educational program.
2. **Thank-You Note:**
 1. Scholarship recipients are expected to express gratitude to the donors of the scholarship fund by writing a thank-you note.
 2. The note should acknowledge the generosity of the donors and share the personal growth and experiences made possible through the scholarship.
3. **Second Scholarship Consideration:** If an individual needs to continue their program, they may apply again but will require special consideration.
 1. Scholarship recipients must report on the success of their scholarship period and the value it has added to their lives.
 2. A letter of nomination from a teacher or staff member and approval from an institution leader must be considered for a second scholarship.
 3. It is essential to our organization that scholarships are granted to deserving applicants, and we rely on your institution to help us acknowledge that distinction.
4. **Recipient Engagement and Promotion:**
 1. Scholarship recipients are encouraged to actively engage in their educational program, participate in related events, and contribute positively to the institution and the community.

2. Recipients are also encouraged to promote the scholarship and share their experiences to encourage future donations and support for the program.
5. **Compliance with the Institution's Code of Conduct:**
 1. Scholarship recipients must adhere to the institution's code of conduct and comply with all rules and regulations while participating in the educational program.
 2. Any violation of the code of conduct may result in the termination of the scholarship and forfeiture of the remaining funds.
6. **Confidentiality and Privacy:**
 1. Scholarship recipients should respect other scholarship recipients' confidentiality and privacy, personal information, and any sensitive information shared within the scholarship program.
7. **Program Evaluation:**
 1. As part of continuous improvement, scholarship recipients may be requested to provide feedback or participate in program evaluations to help enhance the scholarship program for future applicants.
8. **Additional Benefits:**
 1. Scholarship recipients may receive a coupon code for a lower processing fee on GiveSendGo.com campaigns related to education.
 2. Recipients are encouraged to promote the scholarship and raise funds for future recipients.
9. **“Drop-out” Clause and More:** If a scholarship recipient has “dropped out” of the program, they will be ineligible to receive any future scholarships from any of our programs.
 1. If a recipient is removed from their program for reasonable purposes, we request that the provided funds go toward other qualifying individuals already within the program.
 2. If a recipient is removed from the program for unreasonable purposes, our organization may inquire and investigate to verify the circumstance, which may end the hosted scholarship.
 3. If the recipient leaves the program within an introductory period, we may request the unused grant funds to be returned to the scholarship fund or applied to other applicants' tuition.

Scholarship recipients need to read and understand these expectations and responsibilities carefully. Failure to fulfill these requirements may result in the termination of the scholarship.

LINKS:

OUR WEBSITE: WWW.GIVSENDGO.ORG

OUR APPLICATION: [HTTPS://FORMS.OFFICE.COM/R/UG2FGEBMCZ](https://forms.office.com/r/UG2FGEBMCZ)