



Designing a Scholarship: Sample Items to Consider

There are many criteria that can be considered when designing a scholarship award. In order to make sure the scholarship can be administered efficiently and continue to be useful over time, we encourage you to choose only those very few that are essential. Carbon County Community Foundation will work with you to determine the best way to implement your scholarship in accordance with your interests, and reserves the right to change the criteria, always guided by your original purpose, if they become irrelevant or difficult to administer.

Possible Eligibility or Selection Criteria

- Resident of a specific geographic area(s)
- Graduate of a specific high school(s)
- Attend a certain type of institution (e.g., two-year, four-year, technical, accredited, community college, etc.)
- Attend a specific school or one on a pre-determined list (e.g., NEPA school, schools within six-county area, etc.)
- Intend to pursue a specific course of study
- Minimum high school grade point average (on a scale of 4.0)
- Full-time or part-time enrollment
- Proficient in a particular area such as art, music, writing, science, math, etc.
- Community or volunteer service
- Meet specific age, gender, or culture requirements (within legal boundaries)

Possible Types of Information to be Requested as Part of Application

- School/community activities
- Job or volunteer history
- Recommendations
- Family financial documents
- FAFSA documents
- Essay

Possible Basis for the Award

- Merit only
- Financial need only
- Merit and Financial need

Frequency or Renew-ability of the Award

- One-time award
- Renewable based on predetermined criteria for a set number of terms or years (typically 2 - 4 years, 4 – 8 semesters)
- Eligible to reapply and compete with field

Possible Ways of Determining Size of the Award

- Minimum award as determined by donor; however, Carbon County Community Foundation recommends a minimum award of \$500
- Maximum award tied to a percentage of the tuition at a public or private university
- Variable; determined by the dollars available divided by number of recipients
- Graduated amounts for first, second, third, etc. recipients

Possible Allowable Uses of Award by Student

- Undergraduate school expenses
- Graduate school expenses
- Tuition only (not recommended)
- Tuition, room and board, and/or books and related expenses
- First year expenses only
- Expenses any year

Note: Athletic abilities may be used as part of a selection criterion for a “private scholarship” regardless of where the student may go to college. E.g. independent review/selection committee that chooses the scholarship recipient but the recipient chooses which school he/she may attend.

If the scholarship is to a designated institution, such as Wilkes University, and the selection is institutionally controlled or directed by the University...athletic ability cannot be part of the criteria.

For additional information, see “Carbon County Community Foundation Policies and Procedures for Scholarships.” You may also contact:

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