



Anchor of Hope Foundation, Inc. Scholarship Policy

- I. Purpose
 - A. Anchor of Hope Foundation offers scholarships to individuals who can provide a proof of diagnosis of disability to help cover the costs of therapy, education, equipment and other direct needs of the individual not covered by insurance or Medicaid. The maximum awarded amount is \$250.00 per individual per calendar year.
- II. Communication
 - A. All scholarship related emails are to be sent through the designated email account (scholarships@anchorofhopefoundation.com) in order to protect the privacy and confidentiality of the applicant.
 - B. The email signature may be edited to carry the name and title of whomever is sending the email
 - a. Any employee, volunteer or member of the board that assists in processing the actual scholarship applications must sign a Confidentiality Agreement, which is kept on file in the office.
- III. Criteria
 - A. Proof of Diagnosis
 - a. Must have an MD's signature on supplied diagnosis that confirms a developmental disability.
 - b. Individualized Education Plans (IEPs) or assessments provided by the school system are not accepted as proof of diagnosis or stand-alone indicators of need. If an applicant provides such documentation, they must also include with it a doctor's note or other psychological assessment.
 - c. The confirmed, applicable diagnosis must be dated within the past five years.
 - B. Identified Needs
 - a. Applicant must specifically ask for a service provided by licensed/accredited individuals and/or agencies (ie: ABA therapy, Butterfly Effects) OR an item needed to support specific applicable and attainable goals (an iPad from Wal-Mart to assist with fine motor skills or communication)
 - b. If the requested need is provided by an organization, company, or licensed individual:
 - 1. The check is sent directly to the provider.
 - 2. If the entire amount provided by the AOH scholarship is not used, the remainder is to be returned by the agency, company, or individual. If the applicant receives a source of funding separate from Anchor of Hope Foundation or chooses not to receive services through the provider, the check is to be returned.
 - c. If provided through or purchased by the applicant:
 - 1. The following needs will not be provided by scholarship funds: groceries, gas, rent, utilities, or house supplies.
 - 2. If the amount of the service or equipment requested hits at or below the \$250.00 mark, Anchor of Hope Foundation will directly purchase the service or equipment. If the amount exceeds \$250.00, the applicant must purchase the

service or equipment and provide a receipt. Anchor of Hope Foundation will then reimburse the applicant up to \$250.00.

d. If equipment is requested, we need a signed letter of recommendation for the equipment from a pediatrician, licensed therapist, or doctor.

C. Scholarship goals

a. Applicants must provide at least one goal that is to be accomplished that will directly benefit the applicant through the services and/or equipment provided.

D. Signature on application

a. If the application is signed by someone who is not a legal representative of the applicant (i.e. Marcus representative, therapist, nurse), the legal representative of the applicant (i.e. applicant, caregiver) must submit a signed letter of approval consenting to the submission of the scholarship application

E. Application review

a. Before the application is sent to the Board for approval, the Program Director, Executive Director, or Office Manager should review the application.

F. Out-of-state applications

a. Anchor of Hope Foundation awards 10% of the scholarship budget to out-of-state applicants (applicants residing outside the state of Georgia) as set by the annual budget for that year. Once that 10% has been awarded, the board will no longer consider any additional applications from outside the state of Georgia (rev. 01/2017)

G. Time restrictions

a. Reapplication: each applicant may apply to receive scholarship funds up to \$250.00 annually

b. If a scholarship is incomplete and Anchor of Hope Foundation requests additional information, the applicant is granted 3 months to provide the requested information. If the information is not received in those 3 months, the application will be filed as incomplete and the applicant must reapply.

c. Scholarship funding must be utilized within 6 months of the date the check was issued. If not, remaining funds should be returned to Anchor of Hope Foundation.

1. It is the sole responsibility of the scholarship applicant to inform Anchor of Hope Foundation if funding was either not received or not utilized within six months of the payment date.

2. After six months the applicant must submit a new application for review if the calendar year is different from the original date applied and funding will be applied to the current calendar year budget. If within the same calendar year a modification form may be completed, however applicant will be added to the end of the waiting list if one is present.

3. If the check has not cleared within six months of its written date, it will be voided.

IV. Request for Board Approval

A. Once the scholarship is complete and has been processed in office, it must be brought before the board for approval, either by email or at the next board meeting

a. Board Members:

1. Carrie Owen

2. Juli Reynolds

3. Ed Haas

4. India Crumpton

5. Stacy Starr

6. Stacie Hughes
7. Debbie Harbin
8. Jill Darden

- B. The Board will be provided the applicant's assigned scholarship number, age and sex, city and state of residence, requested service or equipment, provider name, and the applicant's goal for the requested service or equipment
- C. The Board may request more information from the applicant
- D. Scholarship must receive majority vote in order to be approved

V. Following Approval

- A. Budget floor (rev. 01/2018)
 - a. In order to maintain and protect office overhead expenses, no scholarships are to be awarded if doing so would leave a balance of \$3550.00 or less in Quickbooks.
 - b. Monthly allowance for scholarships should not exceed \$1354.17 monthly. If the monthly budget was not used in full for the month the additional funds will roll over to the next month. Once the monthly funding has been awarded, completed applications not awarded will be added to the waiting list and awarded the next month as funding is available.
 - c. A total of 16 scholarships will be available to be awarded each quarter as funding is available. Once 16 completed scholarship applications have been received the scholarship application will close online and no more applications will be processed via mail or online until after the 1st of the month for the following quarter. If less than 16 scholarships are awarded in a quarter the difference will be rolled over to the next quarter up to the annual budget of 65 scholarships.
- B. Anchor of Hope Foundation may receive grant funding designated to supply scholarship requests made by individuals from certain geographical areas. Anchor of Hope Foundation awards scholarships in the order completed and approved, however: if grant funding is available to an applicant, those funds will be utilized prior to the general scholarship budget.
- C. Scholarship modification
 - a. Applicants may submit a modification form to designate funds for a different service provider and/or need at any time after the application has been submitted.
 - b. If applicant's needs change after funding has been sent, they may submit a modification form to designate funds to a different service provider and/or need; however, sent and received funds must be returned to Anchor of Hope Foundation before additional funding will be sent.
 - c. The scholarship modification must be approved by the Board.
 - d. Modifications will only be considered if submitted within 6 months of the issue of the check.
- D. Waiting list
 - a. Once a scholarship is complete and approved by the Board, it may be added to the waiting list. Scholarships will be awarded as funds are received in the order that they were approved.
 - b. Before a scholarship on the waiting list is awarded, confirm with the applicant that they still need funding for the requested service or equipment. If the applicant would prefer to use the funding for another service or item, they must complete a Scholarship Modification Form within a week to keep their place in line; otherwise they will be sent to the end of the waiting list.

VI. Communication & Storage

- A. All scholarship related emails are to be sent through the designated email account (scholarships@anchorofhopefoundation.com) in order to protect confidentiality of the applicant
- B. The email signature may be edited to carry the name and title of whomever is sending the email
- C. Scholarship applications received in office must remain in a locking cabinet. Electronic applications will be saved on the secured Anchor of Hope Foundation server.
- D. Applications received from individuals residing outside the state of Georgia that are *not* awarded that calendar year will be stored for data purposes but not processed.
- E. Electronic spreadsheets are maintained to record the following information:
 - a. A master list of all processed applications
 - b. Applications processed and approved that have been placed on a waiting list for lack of funding available
 - c. All out-of-state applications received but not processed
 - d. All applications awarded with grant funding

VII. Changes to the policy

- A. Any changes to this policy must be discussed by the board and voted on for approval. Changes to this policy must be reflected in this document as soon as possible following the approval of such change and the revision date must be modified at the bottom of this document.