



Scholarship Reporting Form

Instructions: This form is to be completed by the committee chairperson. The deadline to submit this form to the California Community Foundation is Friday, June 30, 2010.

Scholarship Fund: _____ Fund Code: _____
Scholarship Year: 2010-2011

Section 1: Selection Process

Total number of applicants: _____

Total number of applicants recommended for scholarship: _____

How were applicants reviewed? **Please check all that apply:**

- Written application Student transcripts Recommendation from school or non-profit organization staff
- Interviews with all committee members present Other recommendation: _____
- Financial Need (documents used?) _____ Other materials: _____

Section 2: Recommendation

Please complete the excel worksheet, titled Scholar Recommendation Form. Worksheet can be found on the CCF Web site, myccf.org/scholarship_forms.

Section 3: Supporting Documentation

Include supporting documentation used in the selection process including a copy of the committee's deliberations minutes as well as application materials for the recommended applicants with this form.

Committee Chairperson Certification:

The California Community Foundation is required to ensure that all scholarship programs are in compliance with IRS regulations including the Pension Protection Act of 2006 and paragraphs (1), (2), and (3) of IRS code section 4945(g). For more information on these provisions please refer to your Conflict of Interest policy or contact the scholarship manager. The following information is being requested to affirm and document the compliance of this scholarship fund.

I hereby certify that if this grant is distributed:

- It will fulfill a charitable purpose.
- The scholarship recipient was selected by a selection committee whereas the donor does not have majority vote or control.
- The fund's selection committee followed the community foundation's guidelines for scholarship funds and honored the fund's selection criteria in its deliberations. See conflict of interest policy for more information.
- I acknowledge that no member of the selection committee or anyone related to a member of the selection committee will receive any material benefit from this grant if distributed.

I understand that scholarship recommendations are subject to the review and approval of the California Community Foundation. Grants must comply with the policies detailed in the California Community Foundation's Charitable Fund Guidelines. I understand that this is a recommendation only and award will not be final nor will student's be notified of their selection until CCF performs the necessary due diligence of the charitable disbursement to ensure compliance with federal regulations.

Name: _____ Date: _____

E-Mail: _____ Daytime Phone: _____

The foundation does not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on objective criteria.

Please email this completed form, scholar recommendation form and all supporting documentation to:
Scholarships@ccf-la.org

Questions?

Contact : Kerry Franco, Scholarship Manager
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