



SCHOLARSHIP FUND ADMINISTRATION

Establishing a Scholarship

- The minimum amount to establish a scholarship is \$10,000
- The fund is comingled for investment purposes and invested in units of any common investment of the Foundation.
- There are two components of the Fund: Permanently Restricted and Temporarily Restricted.
- Permanently Restricted is the original dollar amount (\$10,000) which cannot be expended for scholarships.
- Temporarily Restricted is considered the “Checkbook” side of the fund. Gifts, investment earnings and losses are designated to this portion of the fund which may be expended for scholarships. However, if the Temporarily Restricted component of the fund becomes depleted then investment losses will be attributed to the Permanently Restricted Component.
- All Gifts to the Fund shall be irrevocable once accepted by the Foundation.
- The minimum scholarship award payout is \$1,000

Administration of the Fund

- Ensures all IRS Regulations are followed
- Ensures scholarship is used in accordance with the Donor’s wishes
- Processes payments to colleges
- Maintains relationship with student and college to ensure that funds are being used in accordance with the Donor’s wishes and IRS
- Plans an annual awards ceremony in which scholarship is highlighted and Donor meets the recipient.
- Manage, review and selection of applicants. (See Selection of the Scholarship on page 2.)

Investment of the Fund

- Scholarship funds are managed by a very engaged, conscientious and knowledgeable investment committee here at John Randolph Foundation who is advised by Colony Group, a Richmond-based investment firm.
- All funds are “pooled” for investment purposes so the returns earned by each scholarship fund are the same as those received by the Foundation on its funds. Not only is this an efficient method of investing it has the added advantage of allowing a broad diversification of the assets over a wide range of types, classes and maturities of securities.
- Quarterly fund statements are mailed to scholarship benefactors

Processing and Administrative Fees

- Processing Fee of \$300.00 will be charged for each scholarship awarded
- Commencing with the Fourth year after the establishment of the scholarship and continuing every year thereafter, the Foundation will charge an Administrative Fee of \$100.

Marketing of the Fund

- Scholarship funds are marketed through the Foundation's website, Newsletter, area high school/college's websites, high school scholarship listings. This ensures a qualified and large applicant pool.
- Letters and Scholarship Brochure are mailed out to all students in the service area who have a GPA of 2.5.
- Letters are sent out to members of the organization to inform them of the scholarship and how to apply at the Foundation.

Fundraising

- Plans Annual Golf Tournament to raise funds for the Scholarship Programs
- Oversee personal letter writing campaigns for targeted scholarships
- Guides and supports any other creative fundraising activity for individual scholarship programs

Selection of the Scholarship

- Online applications are submitted online starting November 15 each year and required attachments and online application must be received by February 15 of the following year by 4:00 p.m.
- In 2015, the Foundation received 622 applications totaling over 9,000 requests for individual scholarships. Each year this increases.
- Scholarship Selection Review Committees are created annually.
 - Scholarship Benefactors will serve on the Scholarship Selection Review Committee
- Application and required attachments are disseminated to the Committees for Review and Selection of scholarship recipient(s)
 - Scholarship Benefactors will have one vote the day of the Committee meeting.
- Recipients are notified and invited to attend Awards Program.
 - Scholarship Benefactors are invited to attend Awards Programs at the High School and at the Foundation to assist in presenting the award.

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