



give
THE GIFT OF
EDUCATION

by establishing a Scholarship Fund at the Foundation



HAMILTON
Community
Foundation

Established 1951



ROSS COMMUNITY
FOUNDATION

Affiliate of the
Hamilton Community
Foundation



FAIRFIELD
COMMUNITY
FOUNDATION

CITY • TOWNSHIP

Affiliate of the Hamilton
Community Foundation

CFNS

ACCREDITED
FOUNDATION

How it all Started

Since awarding the first Olive & Herbert Randall Scholarship in 1954, the Hamilton Community Foundation, and affiliated Foundations in Ross and Fairfield, have awarded more than \$14.7 million in scholarships to more than 7,000 area students. Today, The Hamilton Community Foundation manages more than 260 individual, family and company scholarships. More than \$1 million in scholarships are awarded each year.

Students from across Butler County use this funding to pursue education beyond high school, be it vocational training, undergraduate studies, or graduate studies. Our scholarship recipients come from all walks of life and all areas of Butler County. They come from traditional, two-parent families, single-parent homes, and homes where grandparents are raising grandchildren.

We also make awards to nontraditional students - students who did not graduate from high school, but who have earned their GED; single parents who are trying to make a better life for themselves and their children; students who were not ready for college following high school, but who are now ready for the challenge. Some of our scholarships are need based. Others are merit based and still others are a combination of the two. Our scholarship recipients are a diverse group, but they all have one thing in common - the desire and the drive to achieve a higher education.

It goes without saying that these scholarships are possible only because of the generosity of our fund donors and their commitment to education. Our fund donors are individuals, families, civic groups, and businesses who believe in the value of education and have established scholarship funds to provide financial assistance to students pursuing higher education.

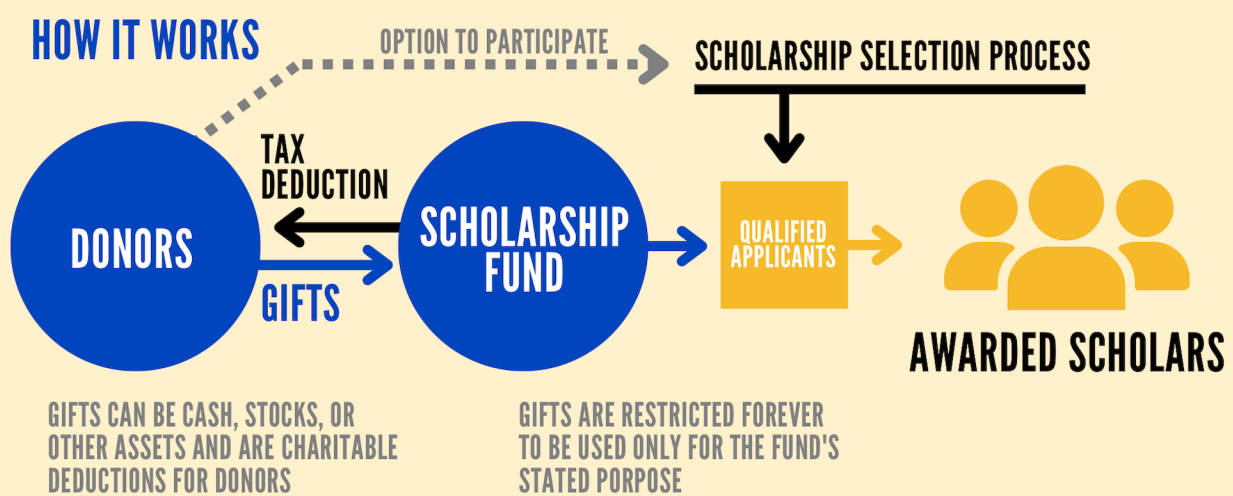
We realize many of these scholarships would not be available if the families or organizations did not have someone to turn to for expertise and assistance in developing, promoting, and administering their scholarship from start to finish. In addition, there is tremendous need among families for assistance in meeting the rising costs of higher education. It is for these reasons - and the belief that education is an investment in our future - that the Community Foundation offers a scholarship program.



Olive & Herbert
Randall

Why Establish a Scholarship Fund with the Foundation

Scholarship Funds provide a tangible link to the future. The gift of education that a scholarship bestows benefits not just to the student, but the community as well. Whether a lasting memorial to a person or to meet current charitable needs, a scholarship fund provides access to educational opportunities for a wide variety of students --- from pre-school to post-graduate; for unlimited areas of study, locally, statewide or regionally, or for specific populations. The Community Foundation offers flexible, affordable options for you to realize your charitable intentions.



The general steps to setting up a scholarship.

1 You plan a gift to the Community Foundation.

You can give cash, stocks, real estate, other assets, or plan to fund your scholarship with an estate gift (bequest). The minimum gift to establish a scholarship fund is \$10,000. However, we also have options to build your fund over time. Additionally, you receive tax benefits in the year your gift is made!

2 Determine the name and eligibility requirements of your Scholarship Fund.

The name of the scholarship could be related to your family or business, or in honor of any person or organization you choose. Our professional team will help you develop the parameters of your scholarship based on your wishes. A signed fund agreement finalizes this step.

3 Start your scholarship and be engaged how you want to be.

We handle all the administrative details—and award scholarships to deserving students in the name of the fund you establish. You and your loved ones have the opportunity to review scholarship applications and attend events if you would like to.

Considerations for Establishing a Scholarship Fund

When opening a scholarship fund at the Community Foundation, a donor has enormous flexibility in designing the scholarship program to reflect the donor's preferences, but that flexibility also brings the need to thoroughly consider the structure of the fund and the scholarship award process. In order to ensure the scholarship can be administered efficiently and continue to be useful over time, we encourage you to choose only those criteria that are essential. The 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 the criteria become irrelevant or difficult to administer.

Things to consider

Scholarship Name | When establishing a scholarship, donors have the unique opportunity to honor their own legacy or pay tribute to someone or something significant in their lives. Whichever name you choose, we encourage you to provide a short biography of the individual or the essence of the entity the scholarship is named after. This biography helps explain the spirit and purpose of the scholarship as well as guide the selection committee in fulfilling the donors intentions, ensuring your charitable intent is upheld in perpetuity.

Eligibility Criteria | These criteria define the pool of potential applicants generally, and should be broad enough to ensure an ample number of qualified applicants and a fair selection process. It is the Community Foundation's policy that student's must have at least a 2.5 GPA to apply for any scholarship; however, the donor may increase this requirement if desired. Additional examples of eligibility criteria include:

The type of student to support	Graduating High School Seniors, Current College Students, Non-Traditional Students, Graduate Students, Recent Graduates, or even tuition assistance at Private K-12* Schools?
Award Duration, Student Merit, & Financial Need	Will your scholarship be for one year or more? Will it be reserved for students of higher financial need or academic performance?
Source or Destination Schools	Will your scholarship be restricted to students graduating from or going to a specific school or type of school? Should the student live in a specific community?
Field of Study & Student Involvement	Will your scholarship be targeted towards students pursuing a specific field or type of degree/certificate? Should they have a background in community service, school/personal extracurricular activities, or be employed?

Application Process

This section delves into the essential details of the scholarship process, particularly for graduating high school seniors who are looking to further their education.

The Community Foundation plays a pivotal role in publicizing scholarships. They employ scholarship search services and other suitable means to reach potential applicants. Additionally, donors may choose to promote their scholarship through internal channels such as company or association newsletters, especially if the scholarship is confined to a specific organization or school.

Regarding the handling of scholarship applications, the Community Foundation acts as the central collecting point. All applications are processed through the Foundation's online scholarship management system, ensuring a streamlined and efficient approach with one application.

The composition of the scholarship selection committee is another critical aspect. Donors have the privilege to recommend members for the committee and may also participate themselves. However, to comply with federal tax laws, the committee must predominantly consist of non-donor/family members. The Hamilton Community Foundation Board is responsible for approving these committees, ensuring a fair and unbiased selection process.

Scholarship funds are advised to be utilized for basic educational expenses, such as tuition, room and board, fees, and books. The awarded amount is paid directly to the educational institution, contingent upon the student's confirmed enrollment. This direct payment system ensures that the funds are used precisely for their intended educational purposes.

Please note*

The process for students other than graduating high school seniors varies from this general format. If you are considering one of these Scholarships let us know so that we can share the details of those with you.

For scholarships designated for tuition assistance at the junior high or high school level, typically the funds are distributed directly to the school to determine recipients. An objective committee at the school typically selects these recipients based on criteria set forth by the donor.

THE GENERAL SCHOLARSHIP TIMELINE

for graduating High School Seniors

December

Scholarship application period opens

January

Scholarship period closes, application review begins

April

Scholarship winners are notified

May

Scholarship and reception is held, providing a unique opportunity for donors to meet their scholarship recipients



Scholarship FAQs

How will the Foundation invest the assets of my fund?

The Foundation funds are pooled for purposes of investment management. This permits professional management, a diversified portfolio and low management fees. Investment returns are closely monitored by the Hamilton Community Foundation's Investment Committee. The Foundation seeks growth in principle over time to preserve the "purchasing power" of each fund relative to inflation. Thus, the income generated by the fund will grow each year.

How will the Foundation manage my fund?

The Foundation strives to keep fees to a minimum by pooling funds for investment purposes and taking advantage of other opportunities to share costs. All funds are assessed an annual fee to satisfy the administrative costs. Scholarship funds are assessed a flat fee. Currently, the fee charged is 1% annually. The administrative fee includes all services provided by the Community Foundation.

How much is available for scholarship awards each year?

The Foundation has recommended the charitable disbursement rate of 5% of the market value (using 36 month rolling average) of the fund. The Foundation adopted this spending policy because of overwhelming evidence that spending all earned income will cause an endowment to lose value against inflation over time. Earnings in excess of the spending limit are reinvested in the fund's principle. As the fund's market value increases, so too will the amount available for awards. If your fund does not earn enough during a certain year, you may, a) either make another tax-deductible gift to the fund for that year to make up the difference, or b) wait a year to allow your fund to grow.

Generally, new scholarship funds shall be held for a period of at least one year before the initial distributions are made to students. Funds can award multiple scholarships but we ask that the award be at least \$500 per year.



Can you tell me about the Scholarship Selection Committee?

The Community Foundation has established a non partial group of volunteers to participate in the scholarship selection process. This group is made up of education professionals and community members and all members are approved by the Hamilton Community Foundation's Board of Trustees annually. The committee makes selections based on the criteria set forth by the donor at the time the fund is established and makes recommendations to the board for their approval.

May I select the students who will benefit from my scholarship?

You have the role of defining the parameters used by the Foundation's Selection Committee at the time the fund is established. You are permitted to be a part of the selection committee; however you will represent one vote on the committee. ***In accordance with the Pension Protection Act of 2006, the donor and/or other related parties are not permitted to be perceived as the deciding vote or in control of the selection committee.***

Can a scholarship fund be changed once it has been established?

The IRS requires gifts to the Foundation be irrevocable. It is important for you to work with the Foundation at the outset to define the purpose of your fund so that it will remain useful for students in perpetuity. In some cases, the purpose may be broadened, but in no case may a purpose be further restricted. If you want to spend down your scholarship fund, we will need to establish this at the time the fund is set up. However, the Foundation's goal is to have funds that will be here to support education forever.

What happens if we do not get an adequate number of qualified applicants?

The donor might want to specify that the scholarship selection committee is not required to award a scholarship if it is dissatisfied with the quality or quantity of applicants. Alternatively, you may request that eligibility criteria be broadened to reach an adequate number of qualified applicants.

What is a renewable scholarship?

You may want to consider whether you want to support a student for a single year, or, for example, through all four years of college, or something in between. To renew scholarships, students are required to submit an essay describing their year in school and also supply their official transcript. The essay is shared with the donor each year the student receives the scholarship, allowing the donor to stay abreast of their recipient's progress in school.

For our renewable students, the Foundation recommends students should be rewarded for maintaining a reasonable GPA (2.5) unless there are circumstances beyond their control. The student must communicate with the Foundation staff regarding these situations. If they do not comply with the criteria they are typically ineligible to receive further awards.

Can my company set up a scholarship for our employees?

Yes! As long as the eligibility criteria meet the IRS rules stating that an environment of open and fair competition must be preserved, and that the applicant pool should be large enough so that company scholarships do not become an employee benefit. For corporate scholarship funds, you should consider:

- Will employees themselves be eligible, or only their children or grandchildren?
- Are there any groups of employees whose children or grand children will be ineligible?

Creating a scholarship fund is a powerful way to invest in the future of our community. By providing educational opportunities to promising students, you're not only supporting their individual dreams but also contributing to the broader goal of fostering an educated and empowered society. Scholarships can unlock doors for those who may not have access to higher education due to financial constraints, thereby nurturing a generation of leaders, innovators, and thinkers. We sincerely thank you for considering this impactful option. Your foresight in giving the gift of education is a testament to your commitment to our community's growth and prosperity.

READY TO GET **STARTED?**

CALL US TODAY!

To get started with your own Scholarship or learn more about our Scholarship Program, contact:

Kasey Rouse

Scholarship Program Manager
krouse@hamiltonfoundation.org
(513) 270-3844

For more information on how the Hamilton Community Foundation can help you with your charitable giving, contact:

Jacob Stone-Welch

Director of Donor Services
jstone@hamiltonfoundation.org
(513) 341-6985
hamiltonfoundation.org

