

## **1.0 Eligibility for Foundation Scholarship**

The child or un-remarried spouse (“applicant”) of a Veteran who has committed suicide may apply for a Skate for the 22 Foundation LtCol Charles W Whittlesey Scholarship. (Veteran is defined as someone meeting the requirements on the Foundation website).

The purpose of the scholarship is to help children/un-remarried spouse of a Veteran who has committed suicide meet the financial obligations of college or trade school education. The Scholarships are awarded on an annual basis, and payment will be made directly to the educational institution. The number of awards and dollar amount of the awards is at the sole discretion of the Board of Directors.

To be eligible to apply for a Skate for the 22 Foundation LtCol Charles W Whittlesey Scholarship, the applicant must:

1. Be the child (biological or adopted) of a Veteran who committed suicide, or be the un-remarried spouse of a Veteran who committed suicide
2. Download, complete and submit the application form on the Foundation’s website See Attachment 2).
3. A child must provide a valid copy of his/her birth certificate or proof of adoption, showing the relationship to the deceased Veteran. An unremarried spouse must provide a valid copy of the certificate of marriage to the deceased Veteran.
4. Provide a valid copy of the deceased Veteran’s death certificate
5. Meet with the Foundation Board of Directors for an interview, review of required documentation, and to discuss the completed application form.
6. Prior to disbursement of funds, the awardees must provide proof of enrollment in the identified educational institution.
7. Allow the Foundation to post on its website, an appropriate memorial to the Veteran and description of the support provided.

Foundation Directors and Officers and their families are not eligible for Scholarship.

### **2.1 Board of Directors Evaluation Process and Evaluation Factors**

The purpose of the evaluation process and criteria is to establish a methodology and factors for evaluating and granting scholarship applications. The process and criteria are intended to be totally transparent, and will be posted on the Foundation’s website.

#### **2.1.1 Process:**

1. Application must be made between January 1 and the last day of June each year. Late applications will not be accepted.

2. The application shall consist of an Application letter (not to exceed 3 pages in length) , which includes schools attended, extracurricular activities, jobs held, volunteer activities and the school(s) applied to. The letter must also address why we should award a scholarship to the applicant, along with the applicant's goals, and commitment to completing his/her education, and honoring the deceased veteran. Two letters of recommendation must be submitted with the application. The letters should be individuals who have insight into the applicant's character and commitment. Ideally, the letters should be from individuals at the schools, places of employment or volunteer organizations in the applicant's cover letter.
3. Each application will be evaluated solely against approved factors as described herein. Incomplete applications will not be evaluated.
4. Each application will be reviewed by the Director of Foundation Grants and Giving, who will communicate with the applicant to ensure the application is complete, that all required documentation will be available prior to the applicant's meeting with the Board.
5. A two-thirds majority vote is required to approve the scholarship
6. Funds must be available in sufficient amount to make the award.
7. Applicants will receive feedback whether or not the Foundation decides to make grant a scholarship.
8. Scholarships awarded are contingent upon the recipient enrolling in the college/trade school. Payment will be made directly to the educational (or educational lending) institution.

### ***2.1.2 Evaluation Factors***

1. The applicant meets all eligibility criteria.
2. The Board will determine the successful applicants based upon an integrated assessment of:
  - a. The insight into the applicant's character, goals and commitment to complete his/her education and to honoring his/her deceased parent (or spouse) as conveyed by the applicant in a cover letter and short (not to exceed 3 pages) paper explaining why we should award him/her a scholarship)
  - b. Insight into the applicant's character as conveyed by the letters of reference
  - c. The applicants demeanor and sincerity in a face to face interview with the Board