

## HOW TO CREATE A SCHOLARSHIP

A meaningful way to give back to your community, or honor a loved one.

Improving the future for students.



### GUIDELINES FOR CREATING SCHOLARSHIP FUNDS

Scholarship funds at the Community Foundation of Southern Wisconsin, Inc. are an appealing way for individuals, families, businesses or other groups of people to strengthen their community, and lives.

Many people recognize that the key to their success in life is due to the education they received and they want to make it possible for others to benefit from a good education. The Community Foundation of Southern Wisconsin, Inc. makes it possible for generous, caring community members to fulfill their dream of establishing scholarship funds—and for people who want an education, to get one.

#### GENERAL INFORMATION

Because the Foundation serves Crawford, Grant, Green, Iowa, Lafayette, Rock, Sauk, Vernon and Walworth counties, we encourage the creation of scholarship funds that benefit students from a designated school or a particular locale of our service area.

We also welcome scholarship funds that will help students from our area attend a specific school, college or university, regardless of its location, or pursue a particular course of study.

Donors may establish scholarship funds for any level of study, from preschool to postgraduate. Donors may specify other selection criteria for recipients, including but not limited to academic achievement and financial need.

A scholarship fund can carry the name of the donor, family, company, or someone the donor wishes to honor. All grants from the fund are made in the name of the fund, in perpetuity. Donors who prefer anonymity can choose names that reflect their fund's charitable purposes.

As is true of all funds of the Community Foundation of Southern Wisconsin, scholarship funds are integral components of the Foundation. They are subject to the terms and conditions of the Foundation's Bylaws, Articles of Incorporation and policies.



#### POLICIES FOR SCHOLARSHIP FUNDS

All scholarship awards must be given for charitable purposes, and selection of recipients must be made on an objective, non-discriminatory basis. There must be broad dissemination of eligibility requirements and application deadlines for scholarship awards. The Foundation makes scholarship awards on the basis of written criteria only to qualified educational institutions for the benefit of selected students. The Foundation encourages minimum scholarship awards of \$1,000.

#### SELECTION PROCEDURES

Recipients of scholarships that benefit students attending or graduating from a specific school or district will generally be selected by a committee of faculty and staff of that school or district, as well as community members and a representative of the Foundation as appropriate.

Scholarships not for students from a specific school or district but benefiting students from a specified geographic region or intended for a particular interest, field of study, or other specified criteria may require a special selection committee whose make-up will be determined by the Foundation in consultation with the donor.

In any case, donors or their family members may not make up the majority of any selection committee. There must be no benefit to a donor, relative of a donor, or individual selected solely by the donor. Members of a selection committee must disclose any familial relationship with any applicant and must refrain from awarding a scholarship to that particular applicant.

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The following guidelines will be observed by the selection committee:

- Applications will be reviewed and scholarship recipients selected in accordance with the written criteria established by the donor of each award.
- All qualified applicants will be considered.
- Financial need will be considered as appropriate to the specific scholarship.
- For each scholarship recipient selected, the name, home address, telephone number, institution that the student will attend, institutional address to which the scholarship check should be sent, and scholarship amount will be forwarded to the Foundation for confirmation and handling.

### FUND SIZE

The minimum size for a scholarship fund is \$25,000.

If a scholarship fund is to be established over a period of time, activation of the fund will occur when the principal reaches \$20,000. If, after three years, the principal of the fund has not reached \$20,000, the amount in the fund will be transferred to a scholarship fund held by the Foundation that most closely matches the donor's original intentions.

### TAX CONSIDERATIONS

The tax laws passed by Congress make charitable giving attractive for many people. Contributions to a scholarship fund at the Foundation provide tax benefits in the year the gift is made. Contributions of appreciated property can be deducted at their full fair market value. Appreciated assets given to a fund at the Foundation are free of capital gains taxes. To protect and maintain the Foundation's non-profit status, efforts to interpret these guidelines shall reference applicable regulations under the Internal Revenue Code.

### STARTING A SCHOLARSHIP FUND

Scholarship funds at the Community Foundation can be established quickly and easily. As donor, you need to make some decisions: the purpose of your fund and its name, and which assets you will donate.

The Foundation will prepare a fund agreement that you can customize to meet your own needs. Completing this agreement can often help donors clarify their charitable objectives. You may wish to have your own attorney review it, and you should consult your advisor about the tax consequences of making any sizable charitable contribution.

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### FOR MORE INFORMATION

The Foundation's staff is ready to help you by answering any questions you might have about a scholarship fund. For more information, please call the Foundation's office at (608) 758-0883, e-mail [info@cfsw.org](mailto:info@cfsw.org), or write to the Community Foundation of Southern Wisconsin at P.O. Box 8125, Janesville, WI 53547.

