

# **FORT BEND FRIENDS AND NEIGHBORS FOUNDATION**

## **SCHOLARSHIP POLICY AND GUIDELINES**

### **General Principles**

These general principles are to be used for all scholarship funds held by Fort Bend Friends and Neighbors Foundation (hereafter “Foundation”).

The purpose of these scholarships is to assist students who reside in Fort Bend County, Texas and attend a public institution of higher learning in Fort Bend County with the costs of their higher education or training.

Scholarship awards are not intended to cover the full cost of school for any applicant. Several scholarship awards may be made in any single year dependent on the number of qualified applicants and the amount of money available as determined by the Foundation.

The Scholarship Committee (hereafter “Committee”) shall be established by the Board of the Foundation. The Board of the Foundation shall annually ratify the members of this Committee.

### **Principles Guiding Awards for Scholarship Funds**

To be considered for a scholarship, an applicant must:

- Graduate or have graduated from a Fort Bend County public high school. Graduates of a Fort Bend County public high school who are students of a Fort Bend County campus of Houston Community College, Wharton County Junior College, Texas State Technical College, or University of Houston-Sugar Land are also eligible to apply.
- Plan to enroll in and attend a Fort Bend County campus of Houston Community College, Wharton County Junior College, Texas State Technical College, or University of Houston-Sugar Land.
- Enroll for a minimum of 9 semester hours per semester. Failure to maintain a schedule of 9 hours per semester will result in the forfeiture of the scholarship.
- Have proof of United States citizenship.
- Not have been awarded the scholarship twice prior.

Scholarships shall be awarded on an objective and nondiscriminatory basis. The Committee shall consider financial need, prior academic performance, test scores, activities, recommendations, and the applicant’s personal letter. *Perceived financial need is the first priority.*

No member of the Foundation Board or the Committee, or their relatives, can personally benefit from the selection process (e.g., relatives of members of the Foundation Board or the Committee cannot apply for a scholarship).

The award of scholarships is contingent upon the qualifications of applicants and the availability of funds.

## **Application Process**

To be considered for a scholarship, the applicant must submit a completed application to the Committee by the deadline designated by the Committee. The application shall include:

- A personal letter stating the applicant's educational goals, reasons for applying for this scholarship, why the applicant feels she/he should receive the scholarship, and any other information relevant to the award of this scholarship.
- An official copy of the applicant's transcript, copy of current report card and official copy of SAT or ACT test scores (if available and not provided on transcript). For current college students, and official copy of the applicant's college transcript and a copy of the applicant's midterm report, if available (must include class enrollment for spring semester).
- Copies of the applicant's birth certificate, as well as naturalization papers, if applicable.
- Letter of recommendation from a current academic teacher (e.g., English, math, science, history, economics). For current college students, a letter of recommendation from a current professor or instructor in the applicant's field of study.
- Letter of recommendation from the applicant's current employer or previous employer, if the applicant has been employed in the past two years.
- Any other letter of recommendation from community members/teachers who have information the applicant deems helpful to the Committee.
- All items submitted need to include applicant's name and contact information (email & address)

The applicant must have applied to the applicant's school of choice and must provide documentation of acceptance before an award is confirmed.


A new application for and required materials must be submitted each time the applicant applies for a scholarship. If a successful applicant wishes consideration for a subsequent year, the applicant must meet the application criteria for that year and include a statement of progress toward completion. If a previously unsuccessful applicant wishes reconsideration in another year, the applicant must meet the application criteria and include a statement of interim progress.

The Committee may require an interview with applicants. Applicants will be notified by telephone, email or letter of their interview date and time. All interviews shall be conducted prior to the deadline for the applicable application year.

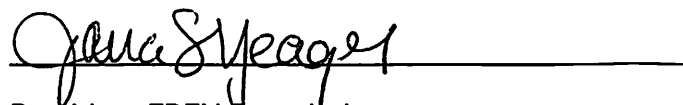
Scholarship awards shall be determined in April of each year. Each scholarship recipient shall be notified.

Scholarship distributions will be made directly to the educational institution.

Adopted \_\_\_\_\_ October 7<sup>th</sup>, 2024 \_\_\_\_\_

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Vice President, FBFN Foundation Scholarship Committee

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President FBFN Foundation