



## MGFRA Scholarship Fund FAQ

Maple Grove Fire Relief Association (MGFRA) is a Section 501(c)(4) tax-exempt nonprofit corporation. Consistent with its charitable mission, MGFRA makes scholarships available to the families of our Maple Grove Fire and Maple Grove Police Family Community. The following are MGFRA guidelines for scholarship awards, consistent with applicable law.

### 1. Application Requirements:

- Fill out attached application
- Essay: answer in 500 words or less
  - Why do you want to further your education?
- Two letters of Recommendation:
  - These letters may come from a non-related adult in your life (mentor, employer, teacher, community member).
  - Be sure to include the reference's full name, title and email address or phone number.
- High School Transcript (or college transcripts if attending 2<sup>nd</sup> year or greater)
- Optional: provide a resume of extracurricular activities to include any additional activities you think the committee will find interesting
- **All materials requested are required and used in the selection process in order to be considered.**

### 2. Eligibility:

Qualified applicants must:

- be the legal dependent or grandchild of any active or retired Maple Grove Firefighter or Maple Grove Police Officer
- OR, a current Maple Grove Fire Explorer or Maple Grove Police Explorer
- be a senior in high school or over the age of 16 with a GED, or currently enrolled in a community college, university as an undergraduate or trade school.
- Applicant must be 16-26 years of age or up to 30 years of age if served in the military
- During the academic period for which a scholarship is requested, be either (A) a candidate for an undergraduate or graduate degree at an accredited college or university, or (B) a full-time or part-time student at an educational organization during the academic period for which a scholarship is requested, that is nationally accredited and legally authorized to offer the educational program, including vocational schools.

### 3. Scholarship Awards:

- Scholarship awards are in the amount of up to \$1,000 per student.
- Approximately \$10,000 total awards are expected to be made each year.
- Students may reapply for each year they continue their college education up to 26 years of age (up to 30 years if served in military), **however** first-time applicants will be given priority.
- Scholarship awards may be used only for:
  - Tuition and fees required for the enrollment or attendance at the qualified educational institution (as described above).



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### 4. Application Process:

- Timeline: Applications must be submitted by June 30<sup>th</sup>, 2024 Completed
- applications must include
  - **High School Transcript (or college transcripts if attending 2<sup>nd</sup> year or greater)**
  - **Essay**
  - **Two letters of Recommendation**
    - The Scholarship Committee will review applications and notify recipients by July 31<sup>st</sup>, 2024.
  - **Optional Resume of Activities**
- Scholarship recipients are required to submit a letter of enrollment in order for checks to be processed and mailed directly to the institution.
- The Scholarship Committee targets all checks to be mailed before the start of the school year but no later than September 1<sup>st</sup>, 2024.

### 5. MGFRA Policies & Procedures:

- MGFRA is committed to ensuring that all scholarships are awarded through a fair and impartial process.
- Scholarship Committee members may not benefit personally from the selection of scholarship recipients.
  - For example, Scholarship Committee members may not have family members who are applicants.
- The proceedings of the Scholarship Committee and the scholarship award process are at all times subject to MGFRA's Bylaws and Conflict of Interest Policy and other policies and procedures, and the oversight of MGFRA's Board and President.
- MGFRA will take appropriate steps to protect the personal information and confidentiality of applicants and grantees, in accordance with applicable law.
- Whenever possible, scholarship awards will be paid directly to the school. This is MGFRA's preferred approach.
- Payments may be made in either a single disbursement or in incremental disbursements (such as per academic semester).
- Scholarship awards will be paid directly to the school only if the school agrees to use the scholarship funds only for the student and only if he or she is enrolled and in good standing and only for permitted expenses (described above).
- Scholarships will generally not be paid directly to the individual recipients.
- No services may be required of any scholarship recipient. (In other words, scholarships must not be compensation for any services performed by the recipient.)
- Scholarship funds that have been, or that appear to have been, diverted from their intended purposes will be investigated, and reasonable and appropriate steps will be taken to recover such funds. Scholarship recipients are not eligible for an additional scholarship if they have not demonstrated that the initial scholarship funds were used for the intended purposes, to the extent required.



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- MGFRA will, and is legally required to, retain full control and discretion over all charitable contributions that it receives. Donors may not earmark or require contributions to go towards a scholarship for a specified individual. Any fundraising conducted by MGFRA will not state or imply otherwise.
- Nonetheless, donations and grants to MGFRA may be restricted for use for scholarships, and donors may even recommend certain applicants. However, donations and grants may not be earmarked for specific applicants. MGFRA shall have sole discretion and control at all times over the process for selecting scholarship recipients.
- These scholarship guidelines have been designed to ensure that scholarship recipients will not be subject to federal income tax on the scholarship funds that they receive. However, MGFRA will not provide any personal tax advice to scholarship recipients. Rather, they should consult their personal tax advisors for any needed tax advice.
- Appropriate records of the scholarship process will be retained by MGFRA, including (without limitation) information and documentation utilized in evaluating applicants, the basis on which scholarship recipients are selected, the name, address and school for each recipient, the party to whom the award was paid, transcripts and other information used to ensure that the scholarship funds were used for the intended purposes, and documentation of efforts undertaken to investigate and recover any funds that may have been diverted from their intended purpose.
- These guidelines and the grant application form will be reviewed periodically by MGFRA's Board to ensure compliance with changes to the law and best practices for charities.
- These guidelines are subject to modification from time to time in MGFRA's sole discretion.