



Scholarships & Grants Policy Policy AATO

The Courageous Steps Project is committed to fulfilling its' mission and vision statement. With that said, the organization has guidelines for all scholarships and grants that are given from The Courageous Steps Project, Inc.

1a.) The Courageous Steps Project will give educational grants to organizations furthering their organizational endeavors, through an application process found on our website. The Courageous Steps Project will also provide scholarships out to graduating high school seniors (individuals) who take the time to apply through the necessary application.

1b.) The grant recipient must follow the guidelines mentioned in their application, and their criteria must aline with the mission and vision statement of The Courageous Steps Project. The amount of each award will range from \$300-\$1,000 for each scholarship, and \$500-\$5,000 for an educational grant.

1c.) See the attached Scholarship Fund & Charitable Giving applications

2.) Yes we do maintain case histories showing recipients of our scholarships, and educational grants. All information is kept with the CEO/Executive Director and the Board of Directors including, but not limited to: names, addresses, purposes of awards, amount of each grant, manner of selection, and relationships. Any relationships with officers, trustees, and donors of funds, are recorded on a document, and with the board of directors.

3.) Any non-profit organization or public school is allowed to apply for an educational grant through The Courageous Steps Project, within it's charitable giving grant. Any graduating high school senior, is welcome to apply for a scholarship through The Courageous Steps Project's Scholarship Fund.

4a.) Selection process of a scholarship through The Courageous Steps Project's Scholarship Fund includes, but is not limited to:

- I.) Prior academic performance
- II.) Extra-curricular activities
- III.) Financial need
- IV.) Pursuing a Post-Secondary Education

4b.) The number of grants and scholarships annually will be determined by the board of directors and/or CEO/Executive Director based on financial situation and budget of The Courageous Steps Project, during that fiscal year.



Scholarships & Grants Policy Policy AATO

4c.) The amount of grants will be determined by how much they are requesting, and the budget of The Courageous Steps Project, for that fiscal year.

4d.) All organizations will have to apply each year for a grant or scholarship. Scholarship recipients are only allowed to receive a scholarship ONCE. Any organizations applying for a grant, can apply for UNLIMITED grants, with a limit of ONE grant per year.

5.) Our procedures for supervising scholarships and educational grants, includes, but is not limited to:

- I.) Sending letters to recipients throughout the year
- II.) Having an individual, or a member of the organization send details and pictures (if possible) about how the grant/scholarship benefited that individual or individuals within the organization.

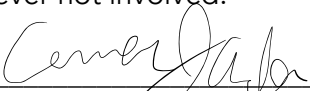
The Courageous Steps Project will obtain records of reports, transcripts, and other documentation from recipients of those who apply through our different programs.

For scholarships, anyone who still is in good standing, will receive their scholarship AFTER the first semester. The Courageous Steps Project will mail that stuff out, but will also contact the school to check on the status of the recipient.

If anyone is to change or not violate any terms of the Charitable Giving grant, The Courageous Steps Project's board of directors have the right to investigate that more. All actions will be taken by the board of directors, if needed.

6.) The scholarship committee will be comprised of two members, including the CEO/Executive Director. Those three individuals will make the final decisions. Any members who should be removed of the committee, shall be approved with a majority vote.

7.) Any relatives of members of the selection committee, are allowed to receive an award, but those recipients MUST follow the criteria described in the applications. Officers, Trustees, and substantial contributors that have relatives, are not allowed to receive a grant. If there is no direct conflict of interest, the board of directors have the right to make the final decision on this matter. The CEO/Executive Director is however not involved.

Approved Signature of Executive Director:  _____

Updated on Saturday September 3rd, 2016 at 11:57pm