



## JEWISH COMMUNITY ENDOWMENT NEWHOUSE FUND SCHOLARSHIP GUIDELINES

Through a grant from the Jewish Community Endowment Newhouse Fund, the JVS Scholarship Committee awards grants to Jewish women and men for vocational training.

### I. ELIGIBILITY REQUIREMENTS

- A. Applicants must be Jewish residents of San Francisco, Marin, Sonoma or the Peninsula.
- B. Applicants must demonstrate financial need.
- C. Training programs must be short-term, and focused on a clearly defined vocational goal, for which there are ready employment opportunities in the Bay Area. Funds can be used for tuition payments, for living expenses while attending a tuition-free program, for equipment, or testing fees. Applicants may request funds for up to a one-year period in duration. *If a course of study extends beyond one year, applicants may apply for funds during the last year of study.*
- D. Grants are limited to \$1,800.

### II. APPLICATION PROCESS

- A. Applicants complete and submit before the deadline\* the application form, including a budget, all supporting documentation\*\* and a written statement of purpose (no longer than 500 words) stating background and reasons for the vocational decision, description of training program and goals for employment after completion of the program.  
*Non-JVS clients must pay a processing fee of \$25.00.*
- B. All applications are reviewed, rated, and ranked based on the criteria listed below in III. Those applicants who were ranked high- or mid-priority are recommended to the Committee.
- C. The final award decisions are made by the Scholarship Committee. This committee meets three times per year.
- D. Scholarship recipients are notified, they meet with JVS to sign a reporting agreement and get their award check.

### III. DECISION: The decision to award scholarship grants is made at the Scholarship Committee meeting based on the discretion of the committee in consideration of the following criteria:

- A. Financial need.
- B. Employment status of applicant and family/household members.
- C. Use of other financial resources.
- D. Soundness of vocational decision.
- E. Likelihood of completion and success.
- F. Demonstration of commitment to goals and training.
- G. Demonstration of commitment to be financially independent.

The committee may grant an applicant less money than requested. Applicants may reapply if refused, or if they need additional funds – with a total award maximum of \$1,800.00.

### IV. PAYMENT: Grants are payable directly to training institutions, when applicable. Scholarship recipients receiving funds directly must submit all required documentation and will pick up their checks in person, in increments agreed upon by the staff and the committee. Recipients are required to maintain regular contact with their counselor and the committee on their progress, and are encouraged to contribute to the scholarship fund once they are employed.

\* October 10 and March 10

\*\* Counselor's or Instructor's recommendation letter, employment plan, registration form, proof of eligibility to work in U.S., proof of income and family size.