

Jewish Community Endowment Newhouse Fund Scholarship Guidelines

Through a grant from the Jewish Community Endowment Newhouse Fund of the Jewish Community Federation, the JVS Scholarship Committee awards grants to Jewish individuals for vocational training based on the following guidelines:

❖ Eligibility Requirements

- Applicants must be Jewish residents of San Francisco, the Peninsula, Marin or Sonoma Counties
- Applicants must demonstrate financial need
- Training programs must be short-term
- Training programs must focus on a clearly defined vocational goal for which there are employment opportunities in the Bay Area
- Funds can be used for tuition payments, living expenses while attending a tuition-free program, equipment or testing fees
- Applicants may request funds for up to a one-year period. If a course of study extends beyond one year, applicants may apply for funding in the final year of study
- Grants are limited to \$1800 each

❖ Application Process

- Applicants complete and submit an application by the deadline, including:
 - General information
 - Budget
 - Supporting documentation
 - Written statement of purpose (no longer than 500 words) that states
 - Background and reasons for the vocational decision and career goal
 - Description of the training program
 - Goals for employment after completion of the program
- All applications are reviewed, rated and ranked by JVS staff based on the criteria listed below in the "Decision" section. Those applicants who ranked highest are recommended for consideration to the Scholarship Committee.
- The final award decisions are made by the Scholarship Committee. This committee meets during each scholarship cycle.
- Scholarship recipients are notified and must meet with JVS to sign a reporting agreement and corresponding documentation paperwork (I9 and W9) before receiving their scholarship funds.

- ❖ 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:
 - Financial need
 - Employment status of applicant and family/household members
 - Use of other financial resources
 - Soundness of vocational decision
 - Likelihood of completion and success
 - Demonstration of commitment to goals and training
 - Demonstration of commitment to be financially independent
 - The JVS Scholarship Committee highly encourages scholarship applicants to also complete the FAFSA application form

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 \$1800.

- ❖ Grant Recipients – Scholarship recipients receiving funds must submit all required documentation before picking up their check in person. Disbursement of funds may be made in increments agreed upon by the staff and the committee; grants are paid directly to training institutions, when applicable. Recipients are required to maintain regular contact with their employment specialist and the committee on their progress. Contributions to the scholarship fund and JVS following employment are encouraged.

Required documentation includes the following:

- Scholarship Agreement Form (received with official letter of congratulations to those who receive a scholarship) completed and returned with I9 and W9 tax forms before scheduling a date to pick up grant funds
 - Reporting Form A to be completed following completion of training program
 - Reporting Form B to be completed following employment
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- ❖ Deadline for Application: December 1, 2011
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- ❖ For more information, visit our website: www.jvs.org/scholarships.shtml or contact Raza Handan, at rhandan@jvs.org or 415.782.6263