

Checklist for Providing Scholarships for Kids in Need Project

Planning and Preparation

1. Define Objectives and Goals

- Identify the purpose of the scholarship.
- Set short-term and long-term goals.

2. Establish Eligibility Criteria

- Determine age groups and grade levels.
- Define financial need requirements.
- Set academic performance criteria (if applicable).
- Specify any special requirements (e.g., extracurricular involvement).

3. Budget and Funding

- Secure funding sources (donors, grants, fundraising events).
- Establish a budget for scholarships (amount per scholarship, number of scholarships).
- Allocate funds for administrative costs.

4. Partnerships and Collaborations

- Partner with schools, community organizations, and local businesses.
- Seek endorsements and support from influential community members.

Application Process

5. Design Application Forms

- Create a clear and concise application form.
- Include sections for personal information, academic records, financial need documentation, and personal statements.

6. Set Application Deadlines

- Determine start and end dates for the application period.
- Communicate deadlines clearly to potential applicants.

7. Promote the Scholarship

- Use social media, school newsletters, community bulletin boards, and local media.

- Host informational sessions or webinars.

Selection Process

8. Form a Selection Committee

- Assemble a diverse committee with members from different backgrounds.
- Ensure committee members are unbiased and trained.

9. Review Applications

- Screen applications for completeness and eligibility.
- Use a standardized scoring system to evaluate applications.

10. Interview Shortlisted Candidates

- Conduct interviews (in-person, phone, or virtual).
- Ask consistent questions to assess candidates fairly.

11. Make Final Decisions

- Hold committee meetings to discuss and finalize scholarship recipients.
- Document reasons for selection or rejection of candidates.

Awarding Scholarships

12. Notify Recipients

- Send out acceptance letters/emails with congratulations and next steps.
- Communicate with non-recipients and offer feedback if possible.

13. Organize Award Ceremony

- Plan a ceremony to celebrate the scholarship recipients.
- Invite families, donors, and community partners.

Follow-Up and Support

14. Provide Ongoing Support

- Offer mentorship programs and academic support.
- Create a network for scholarship recipients to connect and share experiences.

15. Monitor Academic Progress

- Track recipients' academic performance and progress.

- Provide additional resources if needed.

16. Collect Feedback

- Gather feedback from recipients, parents, and committee members.
- Use feedback to improve the scholarship program.

Reporting and Evaluation

17. Document and Report

- Keep detailed records of all applications and selection processes.
- Prepare reports for donors and stakeholders on the impact of the scholarship program.

18. Evaluate Program Effectiveness

- Assess whether the scholarship goals are being met.
- Adjust criteria and processes based on evaluation results.

Sustainability and Growth

19. Plan for Future Funding

- Identify long-term funding strategies.
- Engage with current and potential donors for continued support.

20. Expand the Program

- Consider increasing the number of scholarships or the scholarship amount.
- Explore opportunities to expand the program to other communities or age groups.

By following this checklist, you can ensure a well-organized and effective scholarship program that makes a meaningful impact on the lives of kids in need.