

# I CAN DO THAT!

## PERFORMING ARTS CENTER

### Tuition Assistance Fund: Policies and Procedures

#### I. Scholarship Purposes

1. **Purpose.** The I Can Do That! Performing Arts Center (the “Center”), as part of its organization, earmarks funds to provide scholarship grants to deserving individuals and enable them to attend ICDT programming. This fund is called the Tuition Assistance Fund.
2. **Compliance.** The Center’s Board of Directors (“BOD”) are required to ensure that all scholarship grants are awarded on an objective and nondiscriminatory basis. Scholarship grants must be made in accordance with all policies, procedures, and criteria contained in this document, which has been approved in advance by the Board of Directors. Nevertheless, the Board of Directors has the right to review, edit, and revise this document at any time, at their sole discretion. All scholarship grants must satisfy categories of permitted grants to individuals and IRS reporting and recordkeeping requirements.

#### I. Application Process

1. **Publicity.** The Center’s website shall serve as the primary vehicle to provide detailed scholarship information and applications to interested students, parents, and the community at large.
2. **Eligibility.** At this time, scholarships will only be awarded to minors (persons under 18) within 50 miles of the Center, and with a financial need that otherwise would not enable them to participate in programming. Directors and officers of the Center, substantial contributors to the Center, and family members of such individuals are not eligible for a scholarship. For this purpose, a family member is defined as an individual’s spouse, parent, child, or any member of the individual’s household (whether or not related).
3. **Application.** Applications will be accepted on an as needed basis throughout each year for classes, workshops, productions, and tickets etc.
4. **Application.** Applicants will be required to submit the application form to [info@icandothatpac.org](mailto:info@icandothatpac.org), with “Tuition Assistance Application” in the subject line. During the application process, if an application is incomplete, applicants will be notified electronically. If applications are incomplete or inaccurate an ICDT! Representatives will inform the applicant and the application may be fixed and resubmitted.

#### I. Selection

1. **Nondiscrimination.** Members of the Scholarship Review Committee, and the Center’s BOD shall not discriminate on the basis of race, color, ethnic background, national origin, religion, sex, sexual orientation,

gender identity or expression, marital or pregnancy status, or handicap. If any member of the Scholarship Review Committee, or any person on the Center's BOD has reason to believe that any person involved in the scholarship selection process is acting in a biased or discriminatory manner, such person shall report the alleged biased or discriminatory act to the Center's Board of Directors, which shall investigate all such reports. If the Board of Directors determines that a person involved in the scholarship selection process has acted in a biased or discriminatory manner, the Board of Directors shall remove the offending person from participation in the process and appoint a substitute person to act in place of the offending person.

2. **Scholarship Criteria.** The scholarship criteria used in selecting recipients must be appropriate to accomplishing the purpose of the scholarship and shall include, but not limited to, financial need and/or family health complications contributing to current hardship.

3. **Review of Applications.** The Scholarship Review Committee will review applications without compromising the content of the application materials. The staff will, to the best of their ability, eliminate names and indications of gender, race, or other protected characteristics to avoid discrimination. The application will be reviewed by the Scholarship Review Committee.

4. **Scoring of Applications.** The Scholarship Review Committee will evaluate applications and make recommendations for scholarship recipients, and monetary amounts, based on the approved selection criteria requirements.

#### I. **IV. Awarding of Scholarships**

1. **Determination of Number and Amount.** Based on funding available for the year, the Board of Directors will determine the number of scholarships and the amounts available to be awarded in each calendar year.

2. **Award of Scholarships.** The Scholarship Review Committee shall recommend appropriate funds for each qualifying applicant, based on each individual's situation and need. All recommendations will then be forwarded to the BOD.

3. **Final Approval.** The Center's Board of Directors will be responsible for final approval of all scholarship recipients, and all distributions of scholarship funds.

4. **Notification.** The Scholarship Review Committee will notify each applicant whether they have, or have not, been awarded a full or partial scholarship.

5. **Delivery of Scholarship Awards.** The Center will internally transfer all scholarship grants from the Tuition Assistance Fund directly to the Center's Operating Fund. Distributions will not be made directly to scholarship recipients. Scholarship grants may be used only for tuition and fees required for enrollment, or to purchase tickets for ICDT! productions.

6. **Investigation and Recovery.** If the Center receives any information indicating that any part of a scholarship grant is not being used for its intended purposes, including if the student has withdrawn their enrollment, the Center will investigate, and the Tuition Assistance Fund shall take all reasonable and appropriate steps to recover the granted funds.

As an applicant for the Tuition Assistance Grant I understand the purpose and procedure toward a Grant and will not falsify any information in my request.