

## **AWARDING SCHOLARSHIPS THROUGH THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

Affiliated NAWIC Chapters, companies, or other interested contributors may award academic scholarships through the NAWIC Founders' Scholarship Foundation (NFSF) by making tax-deductible charitable contributions to it. The following guidelines, along with some commonly asked questions and answers, have been prepared for those wishing to use this service.

1. The NFSF Administrator (whose name is available from the NAWIC Office, the Leadership Directory and end of this document) must be notified of the intent to use this method of award by February 15<sup>th</sup> of each year accompanied by the appropriate forms and applicable fees.
2. Donors may specify the school and field of study for the award.
3. Donors must specify the amount of the award(s) and submit a check sufficient to cover the scholarship grant and the administration fee. Administration fee is \$100 for the first grant and \$25 for each additional award (i.e., submit a check in the amount of \$1,100 for a \$1,000 grant; for two \$1,000 grants, submit \$2,000 plus \$100 for the first grant and \$25 for the second grant, for a total of \$2,125). The minimum scholarship which will be administered is \$1,000, with additional increments of \$100, \$200, \$300, etc.
4. If a NAWIC chapter solicits funds for a scholarship grant by telling donors their contributions are tax-deductible as **charitable** donations, then the money raised must be kept in a separate bank account, with a separate ledger to identify the funds. These moneys must be sent to NFSF, which is a 509(a)(3) designated organization. This is necessary in order for donors to take a deduction on their income tax for the year in which they gave the money.
5. Donors may suggest a name for the award, although the NFSF retains the right to reject any suggestion that does not seem appropriate. Appropriate suggestions for scholarship names would be in the name of the chapter, a distinguished past member or officer of the chapter, or a local employer who has been very supportive of the chapter.
6. The standard NFSF application forms, available on the NFSF website (NAWIC.org/NFSF), will be used to apply for the award. The award will be made in adherence to EEO guidelines and according to the qualifications of the applicants. While NAWIC members and their families are welcome to apply for consideration, no preferential treatment will be given to them due to their relationship with a NAWIC chapter.
7. NFSF will endeavor to make the award according to the criteria provided by the donor. If this is not possible, NFSF will confer with the donor contact in an attempt to select another qualified applicant as close to the criteria as possible. In the event the donor and the Foundation are unable to award a scholarship that meets the specified criteria, the donor may instruct NFSF if the funds are to be held until the following academic year or if the donation should be added to the body of the NFSF Trust (NOTE: Non-awarded funds ARE NOT returned to the donors due to the IRS ruling that this is in violation of the tax-exempt status of the Fund.)

Expanding The Construction Industry One Student At A Time

## COMMONLY ASKED QUESTIONS:

1. What are the advantages of awarding a scholarship through NFSF?
  - Donations received can be tax-deductible due to the Foundation's 509(a)(3) status.
  - NAWIC members and families, who would not be eligible for scholarships from NAWIC chapters under current IRS regulations, can apply for NFSF-administered scholarships.
  - An experienced committee, acquainted with a broad variety of schools, programs and evaluation techniques will handle the administration.
  - Increased base of candidates for award selection.
  
2. Must the entire amount of our scholarship account be turned over to the NFSF?
  - No. You need only to fund the amount of the award(s), plus administration fee(s), that you wish to award in any particular year. Note: All funds that are solicited as charitable contributions must be turned over either to NFSF or some other qualified tax-exempt organization.
  
3. What does the administration fee cover?
  - Costs of distribution of applications to Awards Committee.
  - Postage, photocopying, and other administrative functions.
  - Bank charges for handling funds.
  
4. If we decide to participate, do we have to award a scholarship every year through NFSF?
  - No. A continuing award is certainly an option, but the NFSF will administer one-time awards.



**APPLICATION FOR NFSF ADMINISTRATION OF SCHOLARSHIP AWARD**

Date \_\_\_\_\_

Name of NAWIC chapter or individual/company \_\_\_\_\_

Name of Award(s) \_\_\_\_\_

Amount of Award(s). See Guidelines for award amounts, increments and administration fee.

1. Award Amount\$ \_\_\_\_\_ + Administration Fee\$100.00 = TOTAL \$ \_\_\_\_\_

2. Award Amount\$ \_\_\_\_\_ + Administration Fee\$25.00 = TOTAL \$ \_\_\_\_\_

3. Award Amount\$ \_\_\_\_\_ + Administration Fee\$25.00 = TOTAL \$ \_\_\_\_\_

4. Award Amount\$ \_\_\_\_\_ + Administration Fee\$25.00 = TOTAL \$ \_\_\_\_\_

**TOTAL ENCLOSED:** \$ \_\_\_\_\_

We wish to have the award made at (school or state of award) \_\_\_\_\_

PLEASE BE SPECIFIC. Geographic references such as counties or regions within particular states are not enough information for the Awards Committee to locate eligible students. If at all possible, please name the schools. Realize that it is up to the chapter/individual/company to solicit students to apply for the scholarship.

A. We wish to award an Undergraduate Award to a student with this additional criteria: \_\_\_\_\_

**AND/OR:**

B. We wish to award a Construction Trades Award to a student with this additional criteria: \_\_\_\_\_

**OPTIONAL:**

Please deduct the administration fees from our scholarship fund and award scholarships as directed above each year until the fund is depleted.

We understand that NFSF will make every effort to award a scholarship according to the criteria that we have set out in this application. In the event it is unable to do so, we understand that NFSF will contact us about the possibility of using our funds to award a scholarship to another qualified recipient as close to our original intent as possible.

\_\_\_\_\_  
Chapter President or Company Contact

\_\_\_\_\_  
Scholarship Chairman or (Person to conduct interview of semifinalists)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

**Check must accompany Application and received by February 15th.  
Mailing Address:**

**NAWIC  
ATTN: Crissy Ingram, CAE  
327 S. Adams St.  
Fort Worth, TX 76104**