



<b>For Office Use Only</b>	
Fund ID#	_____
Initials	_____

## Annual Scholarship Form

Thank you for donating a scholarship at the Santa Monica College Foundation. The required minimum level for an annual scholarship disbursement is \$1,000 plus an additional 4% administrative fee upon receipt of the donation. Please provide the following information along with your contribution for us to award the fund in accordance with your wishes. Please inform us of any changes in writing by emailing [foundation@smc.edu](mailto:foundation@smc.edu).

**Published Name of Scholarship:** \_\_\_\_\_

**Primary Contact:**

**Secondary Contact:**

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Is this scholarship established in honor of someone? If yes, provide:**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Funding**

Target amount of the scholarship(s)? (at least \$1,000): \_\_\_\_\_ Target quantity of scholarship(s) annually: \_\_\_\_\_

Total Amount to be paid by donor (including 4% administrative fee): \_\_\_\_\_

**Student Eligibility Criteria**

**Choose (1) One:**

Unrestricted: Allow the Foundation to direct scholarship funds to the greatest student need (*if selected, you should not fill out items A-F below*)

Restricted: Awarded to a student meeting the criteria selected below, with the knowledge that the College may apply expanded consideration if the criteria cannot be met by the pool of candidates. *Select Criteria:*

**A. Minimum GPA (not lower than 2.5):** \_\_\_\_\_

**B. Academic Major:** Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Open \_\_\_\_\_

**C. Enrollment Status:** First-Year      Continuing      Transfer      Continuing or Transfer

**D. Full-Time or Part-Time?** Part-Time      Full-Time      Either

**E. Additional Criteria:** \_\_\_\_\_

**F. Financial Need?**      Yes      No



**Student Eligibility Criteria.** In accordance with the United States Department of Education, Office for Civil Rights, Title IX prohibits discrimination on the basis of sex, and Title VI prohibits discrimination based on race, color or national origin in any education program or activity operated by a recipient of federal financial assistance. Santa Monica College and Santa Monica College Foundation are subject to Title VI and Title IX and are committed to a fair and equitable experience for all SMC students.

The donor is not required to stipulate eligibility criteria. Unrestricted scholarships allow the Foundation to direct monies where the need is greatest among our student body in any given year. Scholarship recipients are selected by committees comprised of appropriate SMC faculty and staff.

**Enrollment Status.** Since the timelines differ between First-Year scholarships and Continuing/Transfer scholarships, a single scholarship intended for all three of these enrollment status groups cannot be created.

**Sustainability.** The Santa Monica College Foundation is an independent 501(c)(3) nonprofit corporation and must therefore generate its own operating budget. These operating funds allow the Foundation to raise and manage all resources with the highest level of efficiency, transparency, and accountability. The Foundation provides hundreds of thousands of dollars per year for student success programs, scholarships, emergency funds, and other needs of the College. The Foundation generates this revenue through a variety of strategies, including the assessment of sustainability (gift) fees on restricted gifts.

**Administrative Fee.** Fees shall be set by the Foundation Board of Directors and reviewed periodically. Currently, the Foundation charges a 4% administrative fee upon receipt of the donation.

**Additional Comments/Instructions from Donor**

**My signature below indicates I agree to the terms set forth by this scholarship agreement and I will notify the Foundation of any changes in writing.**

***Santa Monica College Foundation:***

***Donor:***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date