



# Shurn Family Education Grant Application Policy



**Purpose:** Policy to define a process the Shurn Family scholarship fund will use to disburse funds collected exclusively to financially assist college bound family students.

## Applicant Duties:

The applicant must be a blood relative of the Shurn family or related through marriage. The applicant **MUST** be enrolled or have an acceptance letter from a trade school or two or four year college institution. Each grant applicant shall submit to the family an application and short essay – 200 words or less (Topic: “What This Education Grant Would Mean to Me”) for a Shurn family grant. The grant will not be need or scholastic based. The request **MUST** be completed on-line or on the Shurn Family “Trade School or College Grant Application”. Grant applications open season for accepting applications is July1, through October 31.

## Application Decision:

All applicants must submit an Online application or submit a paper application to the Grant Committee. The Shurn family membership will approve the amounts and the number of awards at each year’s family business meeting. Although not required, attendance and support of the Shurn family by paying dues annually **MAY** be considered in the approval process.

## Repeat Applications:

Applicants are allowed to submit applications on an annual basis; first time grant recipients will be given a higher priority in the disbursement. A maximum of two grants are allowed per person.

## Grant Disbursements:

The national Treasurer will be responsible for all deposits and disbursements from this fund. The grant fund may not be used for any other purpose other than college grants, without an approval at the annual family reunion meeting. The grant will be awarded each year in conjunction with the Shurn family reunion meeting. In the event of extenuating circumstances, grants may be awarded at a time other than the annual meeting, providing the Executive committee receives in writing a application and a letter requesting consideration of a hardship case. No recipient may receive more than two grants. Grant amounts may vary each year and are dependent upon the amount of available funds. The Shurn Family Executive Committee may authorize the transfer of funds from the Shurn family reunion general account to the education grant account. If a transfer is approved it may be treated as a grant which will not require repayment or a loan which will require repayment. Each year's disbursements must be disbursed equally, to all qualified and approved applicants. There is a \$500.00 grant cap; no applicant may receive amounts above the cap. The grant cap may only be changed at the annual Shurn Family reunion.

## Treasury Duties:

The National Treasurer will keep records of funds received and disbursed from this fund, through book keeping or a separate account, which ever the treasury elects as the most efficient. The treasurer will maintain records of all grant applications request and grants awarded. The treasurer will be responsible for scheduling and disbursement of the grants. The treasurer will disburse funds by December 1<sup>st</sup> of each year.

## Family Duties:

The family must approve any recommendations for change of this policy/process.

## Grant Committee Duties:

The family Grant Committee will review grant applications, essays and make recommendations for individual disbursements of amounts approved in accordance with the amount approved at the last annual meeting and or grant disbursements in this policy. The committee will meet by October 15 of each year.