

2010 New GRACE Scholars Process

1. On January 13th: Schools will receive electronic copies of GRACE Application forms and First Time candidate summary form.
2. By January 13th: each school will be sent the available GRACE funding as of 12/31/2009.
 - a. Available funding will be equal to 95% of the total amount designated as of 12/31/09.
 - b. 95% of the donations received from 1/1/2010 through 5/31/2010 will be eligible for 2010 awards.
3. Schools will be responsible for distributing application forms and ensuring they are returned to school completed, signed and with all necessary attachments by March 1.
4. Schools will direct applicants to work with external financial services firm (i.e. FACTS, PSAS, or SMART) to calculate “Financial Need” by March 1.
5. By March 12, 2010: Schools will complete GRACE First Time Candidates Summary Form and mail together with each individual application form (and attachments) to G.R.A.C.E.
 - a. Incomplete applications won’t be funded.
 - b. Form to be signed by Business Manager and Principal
 - c. Extended total for all students should not exceed available funding.
6. By March 19th: GRACE will send award letters to schools. Schools should generate GRACE waitlist letters to eligible students that were not recommended.
7. April 1: Schools include GRACE award and waitlist letters in the enrollment package sent to parents.
8. Mid-April: Parents sign and send award letter back to the school.
9. April 30th: School sends all forms collected back to GRACE and recommended “replacements” for declined awards.
10. May: GRACE issues checks and sends them to school
11. By May 25th: School arranges for parent to endorse check over to school.