



Below you will find important information regarding our **Children's Fund Scholarship** application. If you have any questions after looking over this document, please email [scholarships@foldsofhonor.org](mailto:scholarships@foldsofhonor.org).

The **Children's Fund Scholarship** program seeks to provide support for dependent(s) enrolled in Kindergarten-12<sup>th</sup> grade. **(NOTE: A child entering Kindergarten must be 5 years old on or before September of the current year.)** Funds may be used for approved/accredited private school tuition, approved/accredited educational tutoring, approved/accredited homeschool curriculum, required books and required school uniforms. **Educational tutoring may not be provided through a private individual - it can only be through an established tutoring company.**

### Eligibility Criteria and Scholarship Details:

- Service member must have a **90% or higher combined, service connected evaluation** from the VA for the dependent to be eligible to apply. \* **We do not use the service member's evaluation percent for compensation.\***
- Maximum scholarship award amount per academic year is **up to \$5,000**, but can vary each year. The amount an applicant is awarded is based on the "Total Unmet Need" entered in the financial need section of the application. The final award amount offered may be impacted by, but not limited to, any of the following: number of submitted, vetted, approved applications and budgeted scholarship funds available. **However, after an awardee submits the "Scholarship Acceptance", if the unmet need on the student's account statement is less than what the scholarship payment was going to be, the payment amount sent will be reduced to cover only the unmet need on the student's school statement, tutoring invoice or homeschool curriculum/book bill.** The remainder will be retained by Folds of Honor.
- Whether a first-time applicant or a previous recipient, **you must apply each year that you wish to be considered for scholarship funds.**
- **If the award is used for private school tuition or homeschool curriculum and books,** the entire scholarship amount is paid at the beginning of the academic year, once the awardee/parent has completed a "scholarship acceptance" and uploaded all the correct, required documents. **If the award is used for academic tutoring,** the scholarship amount is disbursed in two equal payments; one for the fall semester and one for the spring. **No more than \$2,500** can be disbursed per semester and the recipient must complete/submit a **"Mid-Year Check In"** between semesters (December/January) before the spring payment will be sent. The check in will require a copy of the student's report card with fall semester final grades, a letter of progress from the tutoring company and a detailed invoice from the tutoring company which shows the subjects the student will be tutored in, the number of hours of tutoring for the spring (January – May) semester, and the cost per hour for the tutoring.
- Scholarship payments are sent directly to the school/tutoring company/homeschool curriculum/book company; they cannot be sent to an awardee or private individual.

- Once an application is submitted, the intended use of funds (indicated in the application) cannot be changed – i.e. if the application is for tutoring, you can't change the request to private school; if the application is for homeschool, you can't change to tutoring, etc.

**APPLICATION WINDOW:** a link for the on-line application can only be found on the Scholarships page of the Folds of Honor website every calendar year from February 1<sup>st</sup> – March 31<sup>st</sup>. It is not open/available for access at any other time.

**Below is a checklist of REQUIRED DOCUMENTS WHICH NEED TO BE SAVED ELECTRONICALLY ON A COMPUTER (NOT A PHONE) AND READY TO UPLOAD INTO AN APPLICATION. Examples of all documents may be found at the bottom of this document.**

**\*All documents must be saved in PDF or JPEG format; if a document is multiple pages, save ALL pages as ONE file, or SAVE EACH PAGE AS A SEPARATE FILE and upload ONE PAGE PER UPLOAD BAR! Upload bars in application only hold ONE FILE per bar. It is applicant's responsibility to ensure all document uploads are complete (with all pages uploaded) and to ensure one page of a document isn't uploaded over another, causing incomplete documentation in the application! Document uploads can be reviewed by an applicant at any time during the application process and PRIOR to submission.** These documents are used to verify information entered in the application and ensure accuracy of the data.

### Required Document Checklist

- Document #1: Service Member "Proof of Service":** copy of service member's most current or final DD214 with correct branch, rank and character of service on it. **IMPORTANT: if your service member is fallen, you will need a copy of their DD1300 in place of a DD214. If the service member is in the Guard or Reserves and their most recent DD214 doesn't reflect their current rank, you may use the additional upload bar to provide a copy of the front of the service member's military ID to verify the accurate rank.** This document is used to verify the service member's full name, branch of service, rank, years of service, decorations (specifically Purple Heart) and character of service.
- Document #2: Service Member "Proof of Disability":** copy of service member's VA Benefits Summary Letter from the current calendar year for verification of combined, service connected evaluation by the VA (example below along with instructions for how to log in to [ebenefits.va.gov](http://ebenefits.va.gov) to obtain a copy of this letter if you don't have one from the current calendar year). This is the ONLY document we will accept to verify the service member's disability rating. MED, PEB or other VA letters will not be accepted. **IMPORTANT: if service member is fallen, you may upload a copy of their DD1300 in place of the VA Benefits Summary Letter. \*IF the service member passed away after separating from the service, you must provide a copy of their state-issued death certificate in place of the VA Benefits Summary Letter. Additional documentation to verify a disability rating prior the service member's passing may be requested as well.** This document is used to verify the service member's classification as well as their combined service connected evaluation (disability rating) from the VA.
- Document #3: Dependent "Proof of Dependency":** a copy of state-issued birth certificate (which has the service member's name on it as one of the birth-parents) OR a copy of the FRONT AND BACK of a current, dependent military ID, showing the service member you are applying under as your sponsor. **If you are a step-child, adopted child, or the ward of a legal guardian** and DO NOT have a current, dependent military ID tying you to the service member,

you must provide a copy of your state-issued birth certificate **AND** a legal document verifying **ONE of the following** 1.) marriage of a birth parent to the service member (state-issued marriage license), 2.) adoption by the service member **OR**, 3.) official transfer of guardianship to the service member.



**Document #4: Applicant "Proof of School Enrollment" **\*\*Only required for Children's Fund****

**applicants\*\***: **ALL** the following information must be listed, regardless of which type of "proof of enrollment" document is uploaded: **Student's full name and grade level for the upcoming academic year**. Applicant must provide **ONE** of the following: **1.) copy of an enrollment verification letter from the private school child will be attending**. If child isn't currently enrolled in a private school, a letter of intent to attend or a letter of acceptance to the private school may be provided **OR**, **2.) detailed invoice or estimate from a tutoring company that lists the subjects the student will be tutored in, number of hours the student will be tutored from August to December, and the rate per hour that will be charged for the tutoring OR**, **3.) detailed invoices/shopping carts from ALL homeschool curriculum and book vendors parent wishes to purchase from. These invoices/carts must include quantities and prices for everything student will need, if you are planning to homeschool. PLEASE NOTE: it is possible that not all requested vendors or materials will be approved. It is the PARENT'S RESPONSIBILITY to establish an account with each vendor, Folds of Honor does not do this. If approved, the scholarship checks are sent directly to the curriculum/book vendor. The proof of school enrollment document allows our third-party community foundation to vet the private school, tutoring company or homeschool curriculum/book company prior to any awarding. You should also be prepared to provide a reliable contact person's name, phone number and email as well as a website address for the school, tutoring company or homeschool curriculum/book vendor. This will make the vetting process flow more smoothly and quickly without significant delays.**

Applications completed AND submitted between February 1 and March 31, 2018, will be for the 2018-19 academic year. **Folds of Honor will begin to notify all applicants of the final status of their Children's Fund Application via email the first full week of June**. Once an awardee parent completes and submits the "Scholarship Acceptance" section on their application dashboard (with all the correct, required document uploads), it takes approximately 14-21 business days to put a check in the mail to the school, tutoring company, or homeschool curriculum/book vendor. If you have questions, please email [scholarships@foldsofhonor.org](mailto:scholarships@foldsofhonor.org).