

This excerpt of this policy is found in the below full policy:

Grantmaking Policies and Due Diligence Procedures

4. Board Approved Policies and Procedures

- a. Expenditure Responsibility and Expenditure Equivalency
 - b. Approval of Grants for Individuals and Grants from Donor-Advised Funds
 - c. Resolution for Grants to Individuals
 - d. Procedures for Grants to Individuals
- d. Procedures for Grants to Individuals, Approved by Board of Trustees March 15, 2007; Amended by Board of Trustees, February 19, 2009

Procedures for Awarding Scholarship, Fellowships and Other Grants to Individuals Scope and Intent of the Policy

III. Grant Selection Committees

The Foundation shall appoint all members of any selection committee charged with the evaluation of candidates for Scholarship or Student Aid Grants and Individual Achievement Awards. Appointments shall be made by designated staff of the community foundation with oversight by the Board of Trustees. Selection committee meeting dates shall be determined by designated staff of the community foundation and where possible designated staff will accommodate committee members while allowing sufficient time, but no less than seven (7) days, for committee members to review each application prior to committee meetings. However, from time-to-time committee meeting dates will be at the sole discretion of designated staff of the Foundation.

No combination of Donor-advisors, persons recommended or designated by Donor-advisors (or persons related to any of these persons) to a Fund that makes Scholarship Grants or Individual Achievement Awards may, directly or indirectly, control any selection committee established in connection with such Fund. For example, Donor-advisors, persons recommended or designated by Donor-advisors and persons related to any of these persons shall not constitute a majority of any such selection committee (persons may include individuals, partnerships, corporations or trusts). Where a Donor-advisor recommends a person for appointment to a selection committee, Foundation staff will review such person based on objective criteria related to the expertise of such person for potential committee placement, such person will not be deemed to be appointed or designated by the Donor advisor.

Donor-advisors and related persons may provide advice with respect to the selection of grant or award recipients solely as members of a selection committee. Every member of any selection committee charged with the evaluation of candidates for Scholarship Grants and Individual Achievement Awards shall adhere to the relevant policies of the Community Foundation as they may be adopted and amended from time to time, including without limitation a conflict of interest and confidentiality policy. Every member of any selection committee charged with the evaluation of candidates for Scholarship Grants and Individual Achievement Awards shall be obligated to disclose any personal knowledge of and relationship with any potential grantee under consideration and to refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others. No grant covered by this policy may be awarded to any member of the Community Foundation's Board of Directors, any substantial contributor to the Community Foundation, any employee of the Foundation, or any other disqualified person as defined in IRC § 4946(a) with respect to the Community Foundation, or, with respect to grants from a particular Fund, any Donor-advisor or substantial contributor to such Fund or any member of a selection committee to such Fund, or for a purpose that is inconsistent with the purposes described in IRC § 170(c)(2)(B).

All award programs, including scholarship and student aid awards, shall require that every application be reviewed by every committee member individually prior to the selection committee meeting. If this is not feasible due to the number of applications received, the alternative is for committee members to utilize a grading rubric that is designed to ensure every application is being evaluated on the same standards. All scholarships/student aid distributions must be awarded on an objective and nondiscriminatory basis using a procedure that has been approved in advance by the Board of Directors of the Foundation and that has been designed to ensure that all such awards meet the IRS requirements for scholarship programs found in paragraphs (1), (2), or (3) of section 4945(g) of the Internal Revenue Code, to ensure the Foundation will remain in compliance with Community Foundation National Standards.

Each selection committee established under this policy shall forward its recommendations to the Albuquerque Community Foundation staff in such form and on such schedule as the staff shall establish.

IV. Application and Nomination Process

Applicants for Scholarship Grants and Awards and Prizes to Achieve a Specific Objective shall be required to submit such application forms and supporting materials as the Foundation may deem appropriate on a schedule to be determined by the Foundation. Individuals and organizations wishing to nominate others for Individual Achievement Awards shall also be required to submit such nomination forms and supporting materials as the Foundation may deem appropriate on a schedule to be determined by the Foundation. Scholarship applications will be considered complete once the applicant has submitted the application through the proper channels. However, from time-to-time revisions to applications may be necessary and appropriate and can be made if the predetermined deadline has not passed. Applications shall not be made available to committee members until such deadline has passed. At no time shall a committee member contact an applicant regarding their application with the intent to seek more information including but not limited to race, gender, age, sexual orientation, or other personal familial information, or reasoning behind why an applicant has or has not applied to, or was denied from, additional scholarships/student aid.