



Grant Application

2019-2020 Academic School Year

INSTRUCTIONS

Please complete the four steps of this application and return your *Student Applications* and *Grant Application List* to the Jubilee office by **September 30, 2019**.

STEP 1: Obtain a completed and signed (by the parent or guardian) *Student Application* for each qualified (see the check list in Step 3) student who is to receive a Jubilee scholarship in the 2019-2020 school year.

STEP 2: List each student [and his/her award amount] on the Grant Application List. Attach all student applications to this form.

STEP 3: Complete this checklist:

To ensure your application is ready for submission, please review it carefully. You must be able to answer “yes” to each of the following questions.

- Is each *Student Application* complete?
- Does each student reside in the school district of either Philadelphia, PA; Chester-Upland, PA; Norristown, PA; or Camden, NJ?
- Is the Adjusted Gross Income of the parent(s) or guardian of each student no greater \$44,000?
- Does each Student Application include a 2018 tax return as proof of income? OR, if the income is below the income-tax paying threshold, does the application include proof of family income?
- Is each student in a grade between Kindergarten and 12th (inclusive)?

STEP 4: Sign the Grant Agreement:

Indicate your agreement to the terms for receiving and awarding the Jubilee scholarship grant for the 2019-2020 school year.

If you have questions or need clarification, please contact the Jubilee office: (215) 233-9866.

GRANT AGREEMENT

As a member of the Jubilee network of schools, and in anticipation of receiving a grant from Children's Jubilee Fund for the 2019-2020 school year, our school understands and agrees to the following.

Notice of Accreditation:

- By 2022, each Jubilee member school must be academically accredited by enrolling in the ACSI star program, or a verified accrediting agency.

Notices of Grants:

- Each spring, we will receive a notice of an estimated grant amount. This amount is not guaranteed; it is a conservative estimate which is highly probable and which can be used to plan the scholarship offerings to parents.
- We will use the Jubilee provided list of the students who received a scholarship from Jubilee in the previous school year to assist in the preparation of the current list.
- We will inform the Jubilee office if there is any change in the person who is to manage the scholarship funds in our school. We will provide the email address, phone or cell phone number of the new manager.

Student Eligibility to Receive Jubilee Scholarships:

We agree to assign scholarships only to students who are qualified by the following policies of the Children Jubilee Fund:

- Each student must reside in one of the following school districts: Philadelphia, PA; Chester-Upland, PA; Norristown, PA; or Camden, NJ.
- Each student who is in the first year of his or her Jubilee scholarship must be new to the school.
- A returning student, one who has received a Jubilee scholarship in any previous year, may continue to receive a scholarship as long as he or she remains in our school.
- The parent(s) or guardian of each student must have an Adjusted Gross Income of \$44,000 or less as reported on 2018 IRS Form 1040, 1040A or 1040EZ.
- Funds granted by Jubilee to our school must be used for scholarships for children in Kindergarten to 12th grade only.

When a Jubilee scholarship recipient withdraws from School:

- If a student receiving a Jubilee scholarship leaves school, we may reassign the scholarship to another qualifying student or we must return the unused portion to Children's Jubilee Fund within 30 days of the student's departure.
- Within the Jubilee scholarship eligibility guidelines, our school has freedom to assign the scholarship funds in any way we choose—including reassigning funds from one student to another student during the year—as long as notice and a new application is sent to the Jubilee office. We agree to contact Jubilee before reassigning any scholarships.

Amount of awards to Students:

- Our school will assign the dollar amount of Jubilee scholarship funds to each chosen student and inform Jubilee of the amounts of each award when we submit the applications to Jubilee.
- Our school will also provide to the Jubilee office a completed application for each student scholarship. Each application will be signed by the Head of School and by the parent or guardian of the student before October 1. Proof of family income will be a part of each application. (See guidelines on the application).
- Each Jubilee member school must deliver its student applications—in mailed form—to the Jubilee office by September 30 of each year. Should a member school fail to comply with this deadline, the school will not receive a fall award payment; the school can expect to receive the full award payment in the spring.
- The applications will be sent by mail in a single envelope along with the *Grant Application List* indicating the amount awarded to each individual student.

Payment of Grants:

- If, as a school, we allocate less than the full amount set aside for our school, as described in our grant letter, our school will receive only what we actually allocated.
- Jubilee will disburse the funds after receiving the completed *Student Applications* and *Grant Application List* and after the Jubilee staff has reviewed and approved the entire application.
- The scholarship grant will be disbursed in two installments. The first payments—to those schools which have submitted timely, complete applications—will be made by November 1, 2019. The second payment will be disbursed in early 2020, between February 29th and April 15th.

Signature of Head of School

Date

Print name of Head of School

Print name of School

