



OSTC Grant Application

2019-2020 Academic School Year

INSTRUCTIONS

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

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

STEP 2: List each student [and his/her OSTC award amount] on the *OSTC Grant Application List*. Attach all OSTC 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 within the attendance boundary of a low-achieving public school in either Philadelphia, PA; Chester-Upland, PA; or Norristown, PA?

Is the Adjusted Gross Income of the parent(s) or guardian of each student no greater \$44,000?

Does each *OSTC Student Application* include a 2018 tax return as proof of income? OR, if the income is below the income-tax paying threshold, does the applicant include proof of family income?

Is each student in a grade between Kindergarten and 12th (inclusive)?

STEP 4: Sign the OSTC Grant Agreement:

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

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

OSTC GRANT AGREEMENT

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

Notice on 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 OSTC Grants:

- Each spring, we will receive a notice of an estimated OSTC grant amount. This amount is not guaranteed; it is a conservative estimate which is highly probable and which can be used to plan the OSTC 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 the OSTC scholarships only to students who are qualified by the following policies of the Children Jubilee Fund:

- Each student resides within the attendance boundary of a low-achieving public school in either Philadelphia, PA; Chester-Upland, PA; or Norristown, PA.
- Each student who is in the first year of his or her Jubilee OSTC grant 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.
- OSTC funds granted by Jubilee to our school must be used only for OSTC scholarships for children in Kindergarten to 12th grade.

When a Jubilee OSTC Scholarship recipient withdraws from School:

- If a student receiving a Jubilee OSTC scholarship leaves school, we may either 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 OSTC Scholarship eligibility guidelines, our school has freedom to assign the OSTC scholarship funds in any way we choose—including reassigning funds from one student to another student during the year—so long as notice and a new OSTC application is sent to the Jubilee office. We agree to contact Jubilee before reassigning any OSTC scholarships.

Amount of Awards to Students:

- Our school will assign the dollar amount of Jubilee OSTC scholarship funds to each chosen student and inform Jubilee of the amounts of each award when we submit the OSTC applications to Jubilee.
- Our school will also provide to the Jubilee office a completed application for each student award. Each OSTC 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).
- If we fail to return the completed application packet by October 1, our receipt of the grant may be delayed.
- The OSTC applications will be sent by mail in a single envelope along with the *OSTC Grant Application List* indicating the amount awarded to each individual student.

Payment of OSTC 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 OSTC funds after receiving completed *Student OSTC Applications* and the *OSTC Grant Application List* and after the Jubilee staff has reviewed and approved the entire application.
- The OSTC 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

