



Use this form for all **EITC** Grant applications from 07/01/2023 - 06/30/2024.

Instructions

Please complete the five steps of this application and return with completed **Student Applications (Form EITC)** and supporting documentation by September 29, 2023.



Step 1

Obtain a completed and signed (by Parent or Guardian) **Student Application (Form EITC)** for each qualified (see the checklist in Step 3) Student who is to receive an **EITC Scholarship** in the 2023-2024 School Year.



Step 2

List each Student and his/her award amount on the Grant Application List (Page 3 of this Form). Attach all Student Applications (Form EITC) and supporting documentation to this Form.



Step 3

Complete the checklist below. To ensure your Grant Application is complete and ready for submission, please review it carefully. **You must be able to answer "Yes" to each of the following questions:**

1. Is each Student Application (Form EITC) complete?
2. Does each Student reside within the legal boundaries of one of the following school districts: Philadelphia, Chester-Upland, or Norristown?
3. Is Line 17 checked "Yes" on each Student Application (Form EITC), indicating that the 2022 Adjusted Gross Income for the Student's household is equal to or less than the PA State income limit for a household of that size?
4. Does each Student Application (Form EITC) include proof of income? Valid proofs of income are: a photocopy of the first page of a 2022 tax return, a FACTS Report from the requesting School indicating the 2022 Adjusted Gross Income, or other proof of income.
5. Is each Student Application (Form EITC) covered by this Grant Application for a student in a grade between Kindergarten and 12th for the 2023-2024 School Year?



Step 4

Read the Conditions of the Grant Agreement (Page 2 of this Form) and sign the Grant Agreement.



Step 5

By September 29, 2023, scan and submit the completed Grant Package, consisting of this Grant Application (Form EG) and completed Student Applications (Form EITC) with proof of income documentation for each Student listed on Page 3 of this Form.

There are four options to submit your Grant Package to Jubilee:

Basecamp	Use your School's dedicated folder in Jubilee's Basecamp Account to drag and drop the scanned Grant Package
Email	Attach the scanned Grant Package to an email and send it to Serlin Devlin, Jubilee Operations Coordinator, at serlin@jubileefund.org
Postal Mail	Mail the complete Grant Package to the Jubilee Office, at the address below. (NOTE: Due to postal mail unreliability, we strongly suggest that you use Priority Mail or Priority Mail Express options from USPS to send your package. Please obtain a USPS Tracking Number for your package. Jubilee cannot accept responsibility for damaged, late, misdelivered, or undelivered mail.) Children's Jubilee Fund 116 Greenwood Ave. 3rd Floor Rear Wyncote, PA 19095
Drop Off	You may physically drop off your Grant Package at the Jubilee Office (see address above). Our typical office hours are 9:00 am - 5:00 pm, Monday through Friday. Please contact Serlin Devlin in advance to advise of drop off.

Have Questions or Need Help?

Please contact Tim Geiger, Jubilee Executive Director, at tim@jubileefund.org or at 215-233-9866, extension 1001.

Conditions of Grant Agreement

Please read the below conditions of your EITC Grant and indicate your agreement by signing below.

As a member of the Jubilee School Network, and in anticipation of receiving a grant from Children's Jubilee Fund for the 2023-2024 School Year, our school understands and agrees to the following:

1. Notice of Accreditation:

- a. By June 30, 2024, each Jubilee member school must be academically accredited by enrolling in the ACSI Star program, or a verified accrediting agency.

2. Notices of Grants:

- a. By June 30 of each year, our school will receive notice of an unrestricted Estimated Grant Amount from Jubilee. This amount is not guaranteed; it is a conservative estimate which is highly probable and which may be used to plan scholarship offerings to parents.
- b. We will use the Jubilee-provided list of the students who received an EITC scholarship from Jubilee in the previous school year to assist in the preparation of the Grant Application List for the subsequent School Year.
- c. We will inform the Jubilee office if there is any change in the person who manages scholarship funds in our school. We will provide the name, email address, and best phone number of the new manager.

3. Student Eligibility to Receive EITC Scholarships:

- a. Any eligible Student must legally reside within the boundaries of one of the following School Districts: Philadelphia, Chester-Upland, or Norristown.
- b. A returning Student who has received an EITC Scholarship in any previous School Year may continue to receive a scholarship provided they remain enrolled in our school and meet all other residency and income requirements.
- c. The Parent(s) or Guardian of each Student must have an Adjusted Gross Income that does not exceed the PA State income limit for a household of their size as indicated by the criteria on Line 17 of the Student Application (Form EITC).
- d. Students belonging to households with an Adjusted Gross Income (Line 15) less than or equal to the Maximum Adjusted Gross Income for a household of that size (Line 18) receive preference over other applicants for an EITC Scholarship. The amounts in the table on Line 18 of Form EITC represent 185% of the federal poverty level for 2022. A household's Adjusted Gross Income is determined by a Federal tax return from 2022, the data from a FACTS report generated by the school, or other allowable income documentation.
- e. EITC Scholarship funds may be used for scholarships for Students in Kindergarten through 12th Grade only.

4. When an EITC Scholarship Recipient Withdraws Midyear from Our School:

- a. If the Student receiving an EITC Scholarship leaves our school during the school year, we may reassign the scholarship to another qualifying student OR we must return the unused portion of the scholarship to Children's Jubilee Fund within 30 days of the Student's departure.
- b. Within the EITC Scholarship eligibility guidelines, our school has the freedom to assign scholarship grants in any way we choose—including reassigning funds from one qualified student to another during the School Year--*as long as notice and a new Student Application is sent to the Jubilee office* . **We agree to contact Jubilee prior to reassigning any scholarships.**

5. Amounts of Scholarship Awards to Students:

- a. Our school will assign the dollar amount of EITC Scholarship funds to each selected qualified Student and inform Jubilee of the amounts of each award when we submit the applications to Jubilee.
- b. Our School will provide the Jubilee office with a completed Student Application (Form EITC), signed both by the Parent/Guardian AND the Head of School by September 29, 2023. Acceptable proof of household income must accompany each Student Application.
- c. Each Jubilee member school must deliver its completed Grant Packages by electronic, postal, or physical means to the Jubilee office by September 29, 2023. Late submissions may result in a delay in award payment to the school.
- d. Our school will list each Student to receive a scholarship award and the corresponding amount of that Student's award on the Grant Application List (Page 3 of this Form).

6. Payment of Grants by Jubilee:

- a. If, as a school, we allocate less than the full Estimated Grant Amount allocated for our school, as described in our Grant Letter, our school will receive only the amount that we actually allocated.
- b. Jubilee will disburse Grant funds to the school after receiving, reviewing, and approving completed Grant Application packages from the school. This process generally takes 30-45 days. If there is any missing, questionable, or incorrect information in the Grant Application package, Jubilee will contact the school to resolve the issue. Significant issues for correction may delay the processing of the entire package and thereby delay the payment of the Grant to the school.
- c. Unrestricted EITC Scholarship Grants are disbursed in two equal installments. The first payment will be made by November 15, 2023. The second payment will be made by March 29, 2024. Restricted EITC Grants (those designated by the donor to go to a single school) are generally paid out within one year of receipt.

Signature of Head of School	Date
Printed Name of Head of School	Printed Name of School

EITC Grant Application List

On the lines below, please list the names and corresponding individual award amounts for each student your school nominates to receive an EITC Scholarship. Please legibly print all information.

School Name: _____

	Student Name	Grade	Individual Award Amount
1.			
2.			
3.			
4.			
5.			
6.			
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19.			
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21.			
22.			
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24.			
25.			

(Use additional sheets if more space is needed.)

Total Amount Awarded by the School: \$ _____