



GUIDING MARION COUNTY'S WORKFORCE

POLICY OF EMPLOYINDY

Policy Name	Jessica Brown Memorial Scholarship
Policy Number	2018-004
Program Funding Stream	Jessica Brown Memorial Scholarship

REV	Description of Change	Author	Effective Date	Review Date
	Initial Release	K. Duffy	8/2/2018	8/2/2019

1. Purpose

To provide guidelines on the administration, awarding, and perpetuation of the Jessica Brown Memorial Scholarship.

2. Scope

This policy governs the use of staff and funds specific to the Jessica Brown Memorial Scholarship.

3. Summary of the Law, Rules, and Governing Policies

[IRS Publication 4221-PC \(Rev.3-2018\): Compliance Guide for 501\(c\)\(3\) Public Charities](#)¹ outlines recordkeeping requirements for awarded scholarships.

4. Responsibilities

EmployIndy Executive Leadership Team or designees shall be responsible for the following:

- Determining the range of eligibility for the scholarship during an award cycle.
- Appointing award panel judges that best reflect the range of programs through which applicants are eligible.

¹ <https://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

- Determining the number and amounts of awards to be awarded in cycle

EmployIndy program managers shall be responsible for collecting and maintaining necessary records from applicants enrolled in their programs.

The Department of Finance and Administration is responsible for processing and payment of scholarship awards to recipients and for maintaining recipient records.

5. Policy Statement

Recipients

The Jessica Brown Memorial Scholarship is an annually awarded scholarship intended to assist Marion County high school seniors financially with meeting their post-secondary education goals.

Permitted recipient uses for scholarship funds include any necessary expenses to ensure the recipient is able to fully engage and pursue their educational goals, including:

- Post-secondary tuition, books, fees, or other necessary equipment or materials
- Transportation
- Child care and dependent care
- Housing
- Health care
- Payments and fees for applications, tests, and certifications

Administration

Total annual expenditures may not exceed earnings on principal in a given fiscal year. The number and dollar amount of scholarships awarded will be based on availability of funds.

In addition to scholarship awards, permitted expenses associated with this fund include recognition plaques or trophies, non-monetary awards, and costs associated with administering and perpetuating the scholarship fund.

EmployIndy shall keep records on each scholarship recipient, including:

- Application and supporting materials
- Scholarship amount
- Scholarship purpose
- Manner of selection
- Relationship (if any) that the recipient has with any EmployIndy staff, officers, board members, or donors
- Follow-up information showing whether the scholarship funds were used for their intended purpose²

² IRS Publication 4221-PC (Rev.3-2018), "Compliance Guide for 501(c)(3) Public Charities".
<https://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

6. Exceptions

None.

7. Definitions

None.

8. Related Policies and Documents

Policies:

[EmployIndy Records Retention and Document Destruction Policy](#)

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