Clay Brown, Jr. Scholarship Fund Guidelines

Tribute: Clay Brown, Jr. “Clay Jr” was a caring and loving man. He loved his family and friends. He never met a stranger, and he enjoyed music, sports, and people. He loved Tanner High School and everything about Tanner. He was a member of the Class of 1982, where he forged lifelong friendships with his classmates and believed in supporting his alma mater long after graduation. Clay attended college for a short time. He believed in higher learning, and he supported friends and family who chose to pursue that path for their lives. His second favorite institution was Auburn University. He enjoyed cheering for the football program and attending games... “War Eagle!”

Award: The scholarship benefits individuals pursuing an associate, bachelor’s degree or State of Alabama approved workforce training program certificate. The award is for either part-time or full-time enrolled students to attend any accredited institution of higher learning in the United States. The award is not renewable.

The Community Foundation will project and allocate the assets available for scholarship awards depending on the Fund’s annual income. This scholarship is strictly funded based on available assets. The award may include institutional room and board, books and fees. Recipients are encouraged to apply for other available financial resources.

Eligibility: Graduating seniors at Tanner High School (in Limestone County, Alabama) are eligible to apply for the scholarship without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or amnesty. Priority will be given to seniors with a minimum 2.5 GPA; who demonstrates exemplary character, is involved in community service, and/or extracurricular activities, and has been accepted into a two-year or four-year college/university.

All donors and relatives of those donors, who contribute more than two percent of the Fund’s assets, are ineligible to receive a scholarship from the Fund. In addition, the Foundation’s Board of Trustees, former trustees, staff and Scholarship Review Committee members, including their spouses, children, adopted children, grandchildren, and great-grandchildren, are prohibited from applying or receiving any scholarship, grant or financial award from the Foundation. Based on IRS
regulations, this disqualifying exclusion exists for three (3) years after concluding volunteer service or employment.

**Application:** Application and Guidelines are available online at www.yourcommunityfirst.org. The Community Foundation will maintain and revise as necessary the guidelines and application documents. Applications must be electronically submitted to the Community Foundation by March 1 of each year.

**Scholarship Review Committee:** In compliance with federal law, scholarship recipients shall be selected by the Community Foundation’s Scholarship Review Committee, solely appointed by the Foundation’s Board of Trustees. The committee will submit its recommendations to the Foundation’s Board of Trustees for their final approval.

**Review Process:** Students are required to submit the application packet online at www.yourcommunityfirst.org by **March 1**. Foundation staff will screen the application for clarity and completeness. The applications deemed by Foundation staff to be clear and complete will be presented to the Scholarship Advisory Committee for review and scoring. The Committee will have four weeks to review and score the applications. The scores and recommendations will be compiled by the Foundation’s staff and submitted to the Foundation’s Board of Trustees for final approval.

**Award Distributions:** The Foundation will make scholarship payments at the beginning of each academic semester. Distributions will not be made until the Foundation receives all required documentation, including but not limited to: (1) certified proof of enrollment from the institution, (2) confirmation that the recipient is enrolled in a program; and, (3) school transcripts. Checks are made directly to the financial administration office at the college or institution. No distribution will be made to any individual for any reason.

Students must notify the Foundation of any additional educational or financial aid grants or awards immediately. In addition, the Foundation is to be notified if there is any change in the student’s financial support.

**Acknowledgments:** Communications of gratitude for this award from scholarship recipients must be sent to the Kingston Family in care of the Community Foundation’s address.

**Responsibility of Recipient:** Each scholarship recipient is responsible for fulfilling requirements for admission to the college or university of choice. The scholarship recipient must enter a post-secondary institution of higher learning no later than the fall term following the selection and award; otherwise, they forfeit the award. No award shall be carried over beyond twelve months from the date of acceptance. Recipients not completing the full academic year must request the institution to reimburse the Community Foundation of Northeast Alabama for any funds eligible for a refund because of separation from the academic program.

**Conditions:** The Clay Brown Jr. Scholarship Fund Guidelines are not a contract. No obligation or liability of any kind will be imposed upon a scholarship recipient; nor will the Community Foundation of Northeast Alabama, except as expressly stated in this document, assume any obligation or liability. These guidelines are subject to change; therefore, applicants should inquire
if revised guidelines have been issued. Changes may impact the due date of the application documents. The Foundation respects the privacy and confidentiality of all personal information.

The Community Foundation will not; (1) accept applications that are presented after the due date; (2) contact students to locate missing documents such as letters of recommendation, (3) contact students to return the Letter of Acceptance form; or, (4) contact students to provide proof of enrollment in order to receive payment.

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