Cleve Holloway Memorial Scholarship Fund Guidelines

Tribute: Mrs. Maudine Holloway established the Cleve Holloway Memorial Scholarship Fund on April 19, 2000, the anniversary of Mr. Holloway’s birth. During his life, Mr. Holloway did not have an opportunity to attend college. At age six his mother died and his life of work and family support began. This continued as he was employed with U.S. Pipe at age fourteen and later began his own business interests which evolved into several companies and real estate holdings.

During his life Mr. Holloway provided both encouragement and financial support to insure that nieces, nephews and extended relatives had a college education. Mr. Holloway died on November 18, 1997 doing what gave him joy all of his life - working so others could better their lives and care for their families.

Award: The Cleve Holloway Memorial Scholarship is designated to graduates of Anniston High School. The Scholarship is renewable and is intended to provide full or supplemental funding for full-time enrolled students, over a period not to exceed four years, to an accredited college, university or technical institution within the United States. If the need is documented, and funding is available, the award may include room and board (institutional), books and fees.

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 is renewable and may include institutional room and board, books, and fees. Even though a scholarship is listed as “renewable” this does not guarantee a future award. Moreover, the award amount can change each year or semester based on available assets; therefore, recipients are encouraged to apply for other available financial resources.

Due to the renewable nature of the fund, it may not be available on an annual basis. Please contact the Foundation to inquire about award dates.

Eligibility: Graduating seniors of Anniston High School, or its successor institution, are eligible to apply for the scholarship without regard to race, religion, gender, national origin, or disability. Priority will be given to seniors with documented economic need, strong moral character, and promising academic ability.
Members of the Holloway family, and 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 Advisory 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.

Essay: An essay is required with the application. The student is asked to describe his or her personal aspirations, educational, and career goals. The applicant should conclude the statement with the main reason why the Scholarship Committee should award him or her the scholarship.

Scholarship Advisory Committee: In compliance with federal law, scholarship recipients shall be selected by the Community Foundation’s Scholarship Advisory Committee, solely appointed by the Foundation’s Board of Trustees. The committee may include one (1) advisor from Anniston High School. The committee will submit their recommendations to the Foundation’s Board of Trustees for their final approval.

Review Process: Students are required to submit the application packet on-line 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 payment 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.

It is the hope of the donor and the Community Foundation that recipients will continue to qualify for the Cleve Holloway Memorial Scholarship. If the total available assets in any year is less than the full amount of scholarship awards approved for such year by the Advisory Committee, awards to renewal applicants will be fully funded prior to awarding new scholarships. Factors that are evaluated in renewing or terminating the award are as follows:

- Maintaining high personal standards and moral character;
- Meeting the minimum academic requirement of a 2.5 or “C” average on a 4.0 scale;
- Remaining enrolled as a full-time student;
- Progressively completing academic courses of substance aligned with a specific major or degree;
- Graduating within 4 years unless there are extenuating circumstances; and,
- Funding available to provide scholarships in any award cycle.

Continuing scholarship payments are made based on regular (quarterly or semester) reviews. The scholarship recipient must provide the Foundation with an official college or university transcript at the end of each academic term (quarter or semester). Failure to maintain the above standards will result in the termination of the Scholarship.

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.

An Award may not be renewed beyond the customary time period required for the completion of a degree: two years for an associate degree and four years for a bachelor’s degree. An Award to a part-time Scholarship Recipient may not be renewed beyond six years of progressive study.

**Acknowledgments:** Communications of gratitude for this award from scholarship recipients can be sent to Mrs. Maudine Holloway in care of the Community Foundation’s address.

**Responsibility of Recipient:** Each scholarship recipient is responsible for fulfilling requirements for admission to the educational institution of his or her choice. The scholarship recipient must enter a post-secondary institution 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 school to reimburse the Community Foundation of Northeast Alabama for any funds eligible for refund because of separation from the academic program.

**Conditions:** The Cleve Holloway Memorial Scholarship 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.

*Revised March 30, 2009*
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