



Hilton Education Foundation

Steps in establishing a scholarship

Items to consider:

Purpose and target students
Amount annually to be given
Endowed or monies collected annually to support scholarship
Setting criteria (see example) “Graphics Communication”
Who will select or judge the applications, by your committee, the school district or the Foundation
Set up the application form: printed copies, website form or both
Time frame: application due by _____
When / where to be presented: Bravo Night, graduation (amount must be over \$1000), athletic banquet, etc.

HEF can do the following for you:

Help with the entire process from start to finish
Answer questions as you work or establish a scholarship
Financially handle the monies involved or just answer questions, make suggestions for your scholarship
Completely manage all aspects of your scholarship
Remember the Foundation is designed as a vehicle for a scholarship to endure time.

Contact us at anytime for assistance:

Hilton Education Foundation
P.O. Box 232
Hilton, NY 14468

(585) 392-1078

www.hiltoneducationfoundation.org

EXAMPLE of simple application

Title of Scholarship

Purpose/ Objective of Scholarship:

Award:

Amount and the number of scholarships given out annually
Total monies to be used. Annually or Endowed

Requirements:

Criteria to match your purpose of the scholarship

Process:

Time line
Application to be submitted by
Awarding scholarship where and when
Who will do the awarding of scholarship
Applications printed or web.
Who will collect application
Who will select the recipient

EXAMPLE of simple application

Please fill out the following information:

Name: _____ DOB: _____

Address: _____ Phone: _____

E-Mail _____

College/University you plan to attend:

Extra Curricular activities:

Hobbies/Interests/Work Experience:

Community Service/Volunteer Activities: