



Process to Establish a Wilberforce University Endowment Fund or Standard Scholarship

(Updated: July 2021)

1. Determine whether you want to start an **Endowment Fund** or a **Renewable Standard Scholarship**.
 - a. *Standard Scholarships minimum is \$500 and may be continuous as funds are gifted, or as a one time award. Awarding of Standard Scholarships will commence on the first anniversary of Scholarship conception.*
 - b. *Name a scholarship to support a student and continue your legacy, (\$5,000 minimum gift amount)*
 - c. *Endowment Fund minimum is \$25,000, to be paid within two years from signature date. Total amount required before gift is considered endowed. Only accrued interest from an Endowed Fund is used towards the award given. Award amount may vary based on the market.*
 - d. *Contact the Office of Institutional Advancement to confirm there is not an active Endowment or Scholarship established in the name you seek to implement. *contact information is below.*
2. Complete the guideline form in its entirety.
 - a. *Choose the criteria that will best suit your desires or needs.*
 - b. *Please make sure criteria is legible, or process could be delayed.*
3. Return the financial gift and completed guideline form to The Office of Institutional Advancement.
 - a. **Wilberforce University * Office of Institutional Advancement**
*** 1055 N. Bickett Rd. P.O. Box 1001 * Wilberforce, OH 45384**
 - b. *Payment should be made payable to "Wilberforce University".*
 - c. *List the name of the Endowment or Scholarship in the memo section.*
4. An official Scholarship or Endowment statement will be prepared by the Office of Institutional Advancement.
 - a. *Signed by the president*
 - b. *Two copies will be mailed to you for your signature.*
 - c. *Keep one and **mail** the other to the Office of Institutional Advancement.*
 - d. *Endowment Fund or Standard Scholarship will not begin until all documents are completed in their entirety, including signatures.*
 - e. *Alumni Endowed funds will be communicated with the National WUAA Scholarship Committee for the recipient selection process, per pre-established Association guidelines.*
5. Donor will be notified by the University when award has been issued.

Office: 937-708-5710 / **Fax:** 937-376-2627 / **Contact:** ccope@wilberforce.edu



Wilberforce University Endowment and Renewable Scholarship Guideline Form

(Updated: Sept 2019)

1. Is this an **Endowment Fund** or **Renewable Standard Scholarship**? (circle one) *Scholarships begin at \$500. Endowment Fund minimum is \$25,000 - to be paid within two years of signature date. Total amount required before gift is considered endowed. Only accrued interest from an Endowed Fund is used towards the award given. Award amount may vary based on the market.
2. Name of Scholarship or Endowment _____ (write name).
3. Starting amount of fund \$ _____ (insert dollar amount).
4. Donor Name _____.
5. Class Year _____ (if applicable).
6. Is this fund in memory of someone _____ (insert name and graduation year, or enter "N/A").
7. Proposed Distribution **Fall Semester** or **Spring Semester**? (circle one)

Criteria for receiving award;

(please enter specific information below or enter "N/A" if the category does not apply)

Return to: ccopec@wilberforce.edu

Include your own Scholarship Application with this completed form

_____ GPA (enter minimum required)
 _____ Financial Need (enter Yes/No)
 _____ Renewable (enter Yes/No if past calendar year recipient may receive the grant in future years, if criteria is met)
 _____ Class year: Freshman, Sophomore, Junior, Senior (circle one)
 _____, _____ Specified Major (enter major(s) to consider when awarding grant)
 _____, _____, _____ Geographic Location(s) (enter State(s) of preference)
 _____, _____, _____ Specified Extracurricular Activities

Other Instructions or criteria not listed _____

(use back of document if needed).

_____ **Contact Mailing Address**

_____ **Phone**

_____ **Email**

_____ **Donor/Contact Print Name**

_____ **Donor/Contact Signature**

_____ **University Representative Print Name**

_____ **University Representative Signature**