

# 2025 Services and Fees

## SPRINGDALE PUBLIC SCHOOLS EDUCATION FOUNDATION SERVICES

- Informs community of scholarship
- Assists donor with criteria and procedures
- Disseminates scholarship information
- Schedules scholarship selection committee meetings
- Maintains scholarship file
- Honors donors and recipients at annual meeting
- Provides written acknowledgement of donations
- Provides appropriate IRS documentation
- Keeps abreast of IRS regulations concerning scholarships

### SCHOLARSHIP AWARD PROCEDURES

The following actions will be taken to ensure that funds are used to meet the Donor's intent:

- Guidelines are determined
- Criteria is determined
- Scholarship Application is developed
- Guidelines are distributed to applicants
- Guidelines, criteria, applications, and handbooks are given to scholarship committees
- Scholarship committees select recipients using a scoring sheet and submit required information to foundation
- Foundation mails the recipient an award letter with a scholarship agreement, which must be signed before funds are released to the educational institution.
- With renewable scholarships, an official transcript provides documentation of credit hours and GPA, and is required before the release of subsequent scholarship funds.

### MANAGEMENT AND ADMINISTRATIVE FEES

Each scholarship fund will be invested employing an asset allocation that is actively managed and defensive in nature. Annually each Fund will be assessed the following fees:

	Endowed Named One- Time Award Scholarship	Endowed Named Renewable Scholarship	Non-Endowed One-Time Award Named Scholarship	Non-Endowed Renewable Named Scholarship	General Scholarship Pool
Annual Investment Fee	1.0%	1.0%	0%	0%	0%
Annual Administrative Fee	1.25%	1.25%	\$250	\$400	X%**

\*\* The entire pool will be assessed a fee that will be determined annually before the awards are made.

### PASS THROUGH GRANT FEE SCHEDULE

Minimum Fee of \$100.00 on all Pass-Through Grants up to \$10,000

Plus and additional fee to be added

1% on grants from \$10,001 - \$50,000

.90 on grants from \$50,001 - \$100,000

.80 on grants from \$100,001 - \$250,000

.65 on grants from \$250,001 - \$500,000

.50 on all grants over \$500,000

Approved by \_\_\_\_\_ on \_\_\_\_\_