



Policy on Youth Program Scholarship Fund

New 11/21/2022

Objective

One of Project Imo's highest priorities is to make programs accessible to youth who's financial situation would otherwise be a barrier to high quality experiential learning and mentorship programs. This policy will serve to provide clear guidance on the application criteria, selection process, and fund management for youth program scholarships.

Scope

This policy applies to the Project Imo Youth Program Scholarship Fund and accompanying financial lines in the Chart of Account managed as donor restricted donations.

Definitions

Youth Program Scholarship Fund- A restricted fund of money to be utilized to enroll youth in individualized programs hosted by Project Imo.

Needs-based Financial Assistance- Monies directed to the registration of a specific youth into a Project Imo program to support participants from low-income households and/or those who have high financial barriers to access.

Low-income Household- Any household that qualifies for free or reduced-rate lunches within public schools, are Pell Grant eligible, and/or have a household income at or below 150% of the federal poverty level at the date of the application.

Donor-restricted funds- Youth Program Scholarship Program- Any donation made to Project Imo with the express purpose of providing access to youth for the qualifying programs and not to be utilized for another purpose.

1. Policy

It is the policy of Project Imo to work with under resourced families to provide financial support for youth entry into individualized programs. Programs eligible for financial support are any program open to youth enrollment on an individual level and not otherwise funded by an organization such as a school, youth group, or similar group.

2. Procedure

2.1 Programs eligible for Youth Program Scholarship funds

This fund is intended to assist individualized enrollment into educational programs for youth who face financial barriers to enrollment and/or reside in a low income household. Such programs include, but are not limited to:



- Community workshops such as excursions and wilderness skills instruction,
- Certification and instructional courses such as American Red Cross and facilitator trainings,
- Youth leadership and storytelling programs, and
- The Duke of Edinburgh's International Award

Programs otherwise funded by a sponsoring organization such as a school, faith group, youth group, scouting program or similar group are not typically eligible for assistance from this fund. Situations where a recognized 501c3 charitable entity offers a portion of enrollment fees into a Project Imo program, support from this fund can be used if all normal application criteria are met.

2.2 Application

Project Imo is committed to a fair and transparent application and selection process. Applicants will self-select eligibility criteria as outlined and complete an attestation confirming the criteria. Project Imo will not ordinarily require proof of financial eligibility to avoid shame and embarrassment. The application for support from the Youth Program Scholarship Fund must include the following:

1. Biographical information of the applicant and applicant's parents, guardians, and/or caretakers,
2. Eligibility criteria supporting the request and an attestation statement,
3. Commitment by the youth to engage in the program and the parents, guardians, and/or caretakers to support the youth's participation, and
4. Total requested amount of financial assistance.

2.3 Selection Criteria

The following criteria are indication of financial barriers to access:

1. Free or reduced-cost lunches in public schools
2. Pell Grant eligibility
3. Household income at or below 150% of the federal poverty level at the time of application
4. Other situations deemed a significant financial barrier to enrollment as determined by the Board of Directors or any Youth Advisory Committee.

For the purposes of the Youth Program Scholarship Fund, youth are considered to be 25 years old or younger.

Each application will be reviewed for basic criteria eligibility by the Executive Director. Should an application meet criteria 1-3, the Executive Director will consult the President of the Board of Directors. If both agree, the scholarship funds shall be awarded. In the case of criteria 4, awards will be determined by majority vote of the full Board of Directors at its next regularly scheduled meeting or a Special Meeting if needed.

2.4 Scholarship fund management

Any solicitation for funds to be directed into this Fund will specifically identify the purpose of the monies and include information on how to find this policy as well as the Annual Report. The Annual Report will



have a specific section for this Fund and generalized information about application numbers/ selections/ and fund transactions.

Funds directed into this program are considered to be donor restricted and cannot be used for purposes other than outlined in this policy. The Youth Program Scholarship Fund will be listed as a separate line in any bookkeeping or accounting Chart of Accounts.

When a youth is selected to receive monies from the Fund, the Executive Director or their designee shall move the monies from the Fund Account in the Chart of Accounts to the proper program line with notation of the program fund recipient name. All such transfers of monies shall be reported at the next meeting of the Board of Directors and follow best practices for nonprofit accounting.