



APPENDIX 1

Policies and Procedures for Granting Awards from **The Frierson Foundation**.

These Policies and Procedures include:

- A. Award Categories and Purposes
- B. Public Announcements
- C. Recordkeeping Procedures
- D. Criteria and Eligibility Procedures for granted Awards –
Recipients
- E. Recipient Selection Process Criteria
- F. Procedure for Supervising Awards Granted
- G. The Selection Committee Members Processes

The Frierson Foundation will comply with the seven conditions of the percentage test and/or facts and circumstances test for our scholarships and awards to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and Revenue Procedures 76-47, 1980-2 C.B. 772.

In the general ruling of our Awards, we will not be partial to an educational institution or to any particular employer. We are an independent Foundation in its determination and distribution of our Award. Companies are free to donate to our Mission and Purpose as a Sponsor of our Foundation. The benefits of a Sponsor will be outlined in our Policies and Procedures for granting awards to our Recipients.

APPENDIX 1

A. Awards Categories and Purposes

The types of educational awards **The Frierson Foundation** will be distributing are scholarships, donations of instruments, performance equipment/supplies for dancers, etc. assistance for music programs for our “Give-Back” Program especially to the elementary, middle school aged-youth and including High School Students who is pursuing their career in the Arts.

The Purpose of **The Frierson Foundation** making the above mention awards is to provide for youth in the areas of the Arts what they would need to pursue a career in the Arts of their giftings and talents wherein they would not have been able to pursue due to a limitation of funds, resources and opportunities that **The Frierson Foundation** can assist in making a reality in their lives. The amounts are determined by a needs-based evaluation and application process. The application is reviewed by the Board officers and members of **The Frierson Foundation**, meeting outlined requirements to receive the awards.

B. Public Announcements

Our Program will be publicized through all forms of media: **The Frierson Foundation** Website- predominately, local newspaper, platforms of social media – Facebook, Twitter, Instagram, media posts/spots, blogs, commercials, radio spots, video spots, cable – community pages, flyers, word of mouth, expos, advertisements in approved locations, vendor opportunities.

Printed materials for the purpose of solicitation and announcements will be prepared and distributed as an on-going procedure of **The Frierson Foundation**.

APPENDIX 1

C. Recordkeeping Procedures

The Frierson Foundation's Intake Process of receiving applications for consideration of granting awards will be maintained relating to each individual potential Recipient obtained for the sole purpose of evaluation for granting the request made. We will identify whether a Recipient is truly eligible for the award requested through our Selection Procedures. In our general proceedings we will also determine eligibility for distribution of awards, disqualifications, establish the amount and purpose of all awards granted, supervise and investigate all distributions of awards as outlined maintaining our Purpose for which awards are given to worthy Recipients.

The Frierson Foundation will arrange to receive and review potential Recipients' reports annually to assure that the awards granted are being used in the purpose for which the award are granted. Our Procedures will perform periodic investigations for the purpose of preventing diversions of funds from their intended purposes.

The Awards Committee has the required checks and balances in place with the ability to take all reasonable and appropriate steps to assure that the funds are being used for the purposes intended and will take the necessary measures to recover diverted funds, ensure other awarded funds held by a Recipient(s) are used for their intended purposes, and with proper authorization, withhold further payments to Recipients until we obtain Recipients' assurances that future diversions will not occur also assuring that the Recipient will take extraordinary precautions to prevent future diversions from occurring.

APPENDIX 1

D. Criteria and Eligibility Procedures for granting Awards to Potential Recipients

The Eligibility Criteria for granting Awards to Potential Recipients are as follows:

Youth must be an Elementary, Middle or High School student (public or private) in The Foundations' County of choice for each Award Term

Potential Recipient must complete the Application in its entirety and is looking to pursue a career in the Arts of their gifting and talents. This is a critical requirement in distributing awards; for the purpose of the Foundation's existence is to aid youth in keeping the Arts alive in our communities, our schools, our country and around the world.

The Potential Recipient is of a low or middle income household

The Potential Recipient exemplifies good conduct, character, maintains a strong C average in their grades. Exceptions will be made on a case-by-case basis

The number of grants awarded will be determined first by the amount of funding that is acquired by the Foundation in a given year. An annual monetary goal is established by the Foundation to determine how much the Foundation will award for that particular year; what area of the Arts will be awarded in a given year, and the needs assessments of the Applicants. Once these factors are in place, awards will be given by unanimous vote of the Awards Committee and the Officers of **The Franklin Foundation.**

APPENDIX 1

D.Criteria and Eligibility Procedures for granting Awards to Potential Recipients

The amount to be awarded to each Recipient from **The Frierson Foundation** will be determined on the following basis:

The potential Recipient's Application to **The Frierson Foundation**

Recommendations from their Teachers – academic, character, assessment of their gifts and talents

Recommendations from their Peers – personality, character, gifts and talents

Submitting an Entrance Essay from the potential Recipient

Entrance Video Interview – questions will be given to the potential Participant to answer in the Entrance Interview Video

The amounts awarded will be based upon their request outlined within their Application to the **Foundation**. The request will be measured based upon the above mentioned resources and what is being allotted that year in the areas of the Arts that the potential Recipient is applying for assistance.

It is the ultimate goal of **The Frierson Foundation** to award every Recipient that applies and meets the major criteria of the **Foundation**, to keep the Arts alive in our Youth so it is imperative that awards be granted to those Youth who show a serious pursuit in the Arts and that they receive the proper training to become success in their Arena of Arts choice.

APPENDIX 1

E. Recipient Selection Process Criteria

We have a system put in place where we will chart the case history of our Recipients, with film/video footage of their individual bios, telling their story of their interests, goals, dreams, gifting and talents within in the Arts industry. In the format of documentaries for the purpose of encouraging Youth that will become behind them will be encouraged to pursue their gifts and talents in the Arts.

Within these documentaries it will be made clear their name, place of residence, purpose of the award granted, how and why they were selected. If there are any Recipients that are related to the officers, trustees or donors our conflict of interest policy will be enforced and they will have to go through the process of selection like any other candidate.

Most of the awards that will be granted from **The Frierson Foundation** will be one-time awards. Awards granted on a renewal basis will be determined on a case-by-case basis and voted unanimously by the Officers of **The Frierson Foundation**.

For a Recipient of **The Frierson Foundation** to continue to obtain, maintain or qualify for renewal of an award they must meet the following criteria:

- a. Maintain a C average in their studies
- b. Matriculate in their area of the Arts – elementary to middle school, middle to high school, high school to a 4 year college or specialty school
- c. Internship/mentorship in the school system from where they graduated

APPENDIX 1

F. Procedures for Supervising Awards granted:

The Recipient is required to submit a transcript of their grades and be a student in good standing (enrolled) to determine eligibility to receive a renewal of another award from the **Foundation**. The renewal granted will be based upon the case-by-case and considering the Award Schedule for the current year

If the award granted is toward the furthering of the Recipient's pursuit of their gifting in the Arts at an educational institution, the award will be made payable to the institution in the name of the Recipient

If the award granted is to meet a direct need for the Recipient – materials, equipment, instruments, supplies, etc. an itemized receipt is to be submitted to **The Frierson Foundation** to attach to the Recipient's application as proof of distribution whether the Foundation purchases the items personally or if the Parent/Guardian makes the purchases

If a Recipient is awarded an Arts educational trip opportunity/Internship and is in need of Assistance, the application will be reviewed and considered by the Awards Committee and the Board of **The Frierson Foundation** and taken into account the Award Schedule for the current year

If it is determined that the Recipient was not forthright in their dealings in receiving the Award granted, no longer a student in good standing or has chosen not to pursue a career in the area of the Arts of their gifting and talent, the actions taken will be carried out on a case-by-case basis. If the Award was substantial, a pursuit for reimbursement will be considered, also on a case-by-case basis.

If an award is granted from a Sponsor Corporation, the award will be based upon the criteria outlined in the Constitution and By-Laws of **The Frierson Foundation**. Sponsors will be given a Sponsorship Marketing Package for donating to **The Frierson Foundation**.

APPENDIX 1

G. The Selection Committee Members Processes

Selection Committee Members: The following members of **The Frierson Foundation** comprises the Selection Committee for the purpose of granting Awards gifted by the **Foundation**:

- a. The Officers of **The Frierson Foundation**
- b. Selected members of the Arts community in the County of the awards
- c. Community Service Leaders and Teachers

The **Selection Committee Members** are selected by the following criteria:

1. All Committee Candidates must complete and application with the Board of **The Frierson Foundation**
2. Their applications are considered and will be voted upon by a majority vote of the Board of **The Frierson Foundation**
3. The Committee Candidates must be noted and accomplished in their field of the Arts –having exemplified a good character, honesty, integrity and impartiality
4. Community Service Leaders and Teachers – citizens of good standing within the community, positively influential to Youth and their development and also of a good character, honesty, integrity and impartiality
5. All Committee Members selected must adhere to our Code of Conduct, Conflict of Interest Policies and sign a Confidentiality Statement
6. Any Committee Member found to have violated any of the Policies and Procedures of **The Frierson Foundation** will be immediately terminated and if applicable, will be pursued by legal actions. At which time the Officers of The Frierson Foundation will consider other Candidates via the application process/waiting list, to replace the terminated Committee Member. If their absence does not affect the continuance of the Foundations activities, considerations will be made as to whether the seat needs to be filled, left vacant or removed all together