

GUIDELINES FOR THE M. THOMAS MOORE FAMILY SCHOLARSHIP AWARDS FOR ELEMENTARY SCHOOLS

- History* In 2008, M. Thomas and Beatrice L. Moore established an endowed scholarship fund at the Catholic Community Foundation as a generous act of philanthropy.
- Purpose* To provide scholarships to students in financial need attending Catholic elementary schools in the Diocese of Cleveland.
- Awards* **Four annual \$500 scholarships** will be awarded in **Catholic Elementary Schools** in the Diocese of Cleveland.
- Eligible* Catholic elementary school students currently in grades 1 through 7 who will be entering grades 2 through 8. The scholarship shall be a one-time award to a student without renewal.
- Criteria* **Financial**
- The scholarship is required in order to attend the school.
 - The student's family or relative(s) will provide a meaningful contribution to the tuition in relation to their resources.
 - **The family must have completed/submitted a Smart Aid application.**
- Merit**
- As recommended by the elementary school principal and the Office of Catechetical Formation and Education based on these factors:
- Scholastic achievement in accordance with the student's potential
 - Involvement of student in school life
 - Positive character traits
- Letter* The parent/guardian and/or the student are required to write a letter (one page maximum length) stating why he/she believes the student fulfills the eligibility requirements.
- Nominations* Each elementary principal is asked to review his/her student population for potential candidates for the scholarships. Candidates are selected based upon the criteria stated above.
- Each principal is given applications for four families nominated by the principal to compete for the scholarships.
- Review* The Grants Administration Office of the Office of Catechetical Formation and Education will review the nominations and make the final recommendations to the Diocesan Tuition Assistance (DTA) team for the Office of Catechetical Formation and Education.

Awards

The DTA team of the Office of Catechetical Formation and Education will have final approval of the recipients. The M. Thomas Moore Family Scholarship Fund Committee will be notified of the scholarship recipients by the Grants Administration Office of the Office of Catechetical Formation and Education.

Deadlines

March 1 - Parents/Guardians must return their completed applications with their letters and a copy of their Smart Aid application, to their Catholic elementary school principal by March 1.

March 15 - Principals will send their selected four nominations to the Grants Administration Office of the Office of Catechetical Formation and Education by March 15.

April - The DTA team from the Office of Catechetical Formation and Education will select the four scholarship recipients.

May - The M. Thomas Moore Family Scholarship Fund Committee will be notified of the scholarship recipients.

Notification

In **May**, the Grants Administration Office of the Office of Catechetical Formation and Education will send written notification to each of the four scholarship recipients with a copy to the respective Catholic elementary school principals.

Questions

Call the Grants Administration Office of the Office of Catechetical Formation and Education at:
216-696-6525 Ext. 2830 or 1-800-869-6525 Ext. 2830

DIOCESE OF CLEVELAND
ELEMENTARY SCHOOL APPLICATION FOR THE
M. THOMAS MOORE FAMILY SCHOLARSHIP FUND For
the 2017-2018 School Year

(A copy of your Smart Aid application for 2017-2018 must be attached to this application.)

Parent/Guardian Name _____

Street Address _____ Home Phone () _____

City/State/ZIP _____ Work Phone () _____

Name of Child Applicant _____

School Now Attending _____ City _____

School to Attend Next Year _____ City _____

Child's Date of Birth _____ Currently in Grade _____

List the School Activities in which the Child Participates _____

Parent/Guardian, please use the reverse side of this application for writing your letter.

This Section to be Completed by the School Principal

Scholastic Achievements of the Child _____

GPA _____	Current Tuition	\$ _____
	Current Scholarships	\$ _____
	Paid by Family	\$ _____
	Balance owed by Family (total all years)	\$ _____

Comments _____

Signature _____ Date _____

Parents: Deadline to return completed applications to your principal is March 1, 2017.

Principals, please send your four completed applications to M. Thomas Moore Family Scholarship Fund, c/o Cindy Williams, Assistant Grants Administrator – Office of Catechetical Formation and Education - 1404 East 9th Street - 2nd Floor - Cleveland, Ohio 44114 by **March 15, 2017.**

