

DATE: March 30, 2001
TO: Selected Presidents
FROM: Steve Scott, Executive Vice President
SUBJECT: College Application for "Golden L.E.A.F. Foundation Scholarships"

Your college is eligible to participate in the Golden L.E.A.F. Foundation Scholarship program. By following the enclosed guidelines and by completing and returning the "College Application for Golden L.E.A.F. Foundation Award" Attachment 4 on or before May 4, 2001 your college will receive a share of the \$300,000 Golden L.E.A.F. Scholarship funds.

History -- In a December 2000 letter to President Lancaster the Board of Directors of The Golden L.E.A.F. Foundation indicated the sum of \$300,000 had been reserved "for scholarships to provide job training to students attending North Carolina community colleges serving tobacco-dependent communities." The letter continued, "In order to move toward a coordinated and comprehensive program that will promote the provision of job training services in tobacco-dependent communities, the Board reserved the amount set forth above for a program to be designed and proposed by the North Carolina Community College System...The Board invites you to submit a proposal for such a program." The System Office, with input from a committee of presidents, submitted a proposal in February, and in a March 6 letter the Foundation informed us that our proposal was approved. The March 6 letter requested that the scholarships be called "The Golden L.E.A.F. Foundation Scholarships." Offered below for your review are specifics regarding participation in the scholarship (financial assistance) program, applicable forms, and other related information:

1. **Determination of the most tobacco dependent counties.** Utilizing a farm-level and manufacturing-level composite index of the economic impact of tobacco on a given county, a listing of tobacco-dependency was obtained from the N.C Rural Center. The 40 counties listed in columns with a composite index of three or greater were the counties considered most economically dependent upon tobacco (see attachment 1). To disburse the dollars, the 30 colleges affiliated with these counties will receive an equal share of the available funds (note Attachment 2). As a result, each participating college will receive a pro rata amount to disburse to eligible students in the form of financial assistance (scholarship). Eligible students could enroll in a short-term job-training curriculum (for credit) or a continuing education (non-credit) program deemed appropriate for them.
2. **Fund disbursement.** It was felt that the best approach to disburse the funds is through a financial assistance (scholarship) approach. Providing funds to students through a financial assistance format would give the participating colleges flexibility to deal with diverse student financial needs. Also, this "scholarship" approach would allow the colleges to begin implementing the program quickly by using existing job-training programs/courses. The scholarship program should be coordinated with the college's financial aid staff.

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S01-011

3. **Determination of student award.** To determine a specific award for an individual student, a “formula” would be applied each semester or summer session as follows:

- Curriculum = 2 x Required course tuition, fees, books, and materials. Maximum award, \$800.
- Continuing Education = 2 x Required course fees, books, and materials. Maximum award, \$400.

Required tuition, fees, books, materials, supplies, and other educationally related costs may be included in the award. Eligible students would receive educational assistance on a first-come/first-serve basis.

4. **Student Application.** To implement this approach, students would apply through the college's Job Link, or Financial Aid Office or other office designated by the college for assistance. Each requesting student would submit an application (see model Student Application, Attachment 3) which includes the following aspects: 1) residence and other demographic information, 2) demonstration how the decline in the tobacco industry in the respective county affected him/her directly, 3) an itemization of financial need, 4) an official letter from the college accepting the student into their program of choice (either curriculum or continuing education), and 5) how the requested funds would benefit the student. The student requesting the grant must be a resident of one of the 40 identified counties for at least six months prior to submitting this application.

5. **Fiscal Notes.** The scholarship provider is The Golden L.E.A.F Foundation and is being awarded through the North Carolina Community College System Office.

- The System Office will forward to each eligible college its pro rata share of available dollars. Unexpended balances on June 30, 2003 would be reverted to the System Office to be returned to the Golden L.E.A.F Foundation.
- The exact amount to be distributed to each college will be determined by the actual number of participating colleges.
- The Golden L.E.A.F. Foundation as per their fiscal guidelines initially allots 80% of a given grant. Therefore, each college will initially receive 80% of the eligible amount. After all colleges have expended the initial allotment, the System Office will request the remaining 20% from the Foundation to distribute to the colleges.
- Scholarships are effective Summer Semester, 2001 through the Summer Semester, 2003.
- Disbursements may be made on or after July 1, 2001 to eligible students officially registered in curriculum or continuing education courses.
- Disbursements cannot be processed after June 30, 2003.
- Funds are restricted and must be established in the college's special funds.
- If funds are deposited into an interest bearing account, the interest earned must be applied to the scholarship fund and awarded to students.
- Funds awarded include tuition; registration fees; required fees, books, supplies and materials; childcare; and other related educational expenses directly related to the course(s)

a student is enrolled in. Justification for other related educational expenses must be retained at the college.

- Funds may not be used for salary and fringe benefits.
6. **Outreach.** In order to better ensure that the tobacco dependent communities are properly informed of the availability of the Golden L.E.A.F. funds, colleges will be permitted to use up to 5% of the award for outreach, advertising and assessment (see item 9).
 7. **Plan Participation.**
 - Prior to the eligible college receiving Foundation funds, the college will be required to complete an application (see Attachment 4) identifying how the college intends to implement the above program including identifying objectives, stating strategies to accomplish objectives, describing the process of dispersing dollars to students, and naming the contact person for the grant at the college. The application should be forwarded to Steve Scott, Executive Vice President, Community College System Office, 5001 Mail Service Center, 200 W. Jones St., Raleigh, NC 27699-5001. The College is also required to submit a copy of the assessment instrument to be utilized (see item # 8 below).
 - To be considered for this program, the college must submit an acceptable application, including the assessment instrument, by 5 p.m. **May 4, 2001**. System staff will review applications.
 - If an eligible college fails to present an application or fails to submit a satisfactory application prior to the above deadline, that college's portion of the Foundation dollars will be disbursed among the other eligible colleges.
 8. **Assessment.** Each recipient college is required to assess the results of the program prior to June 30, 2003. Therefore, it is imperative that the college develops quantifiable objectives, as noted in 7 above, in order to assess the results of the program. The results of the assessment must be submitted with the final report (see number 9 below).
 9. **Final Report.** Each participating college is required to develop a final report, including an assessment, after the grant funds had been expended. The final report must be submitted prior to June 30, 2003 to the Executive Vice President, North Carolina Community College System. The report would include an itemized summary of how the funds were expended, a listing of recipients including their addresses, courses taken, the amount of the award, and the number of individuals completing the respective program or course. The report should not exceed five type-written pages, including the assessment portion.

Please contact Bill Cole or me at 919-733-7051 if you have questions. Also, you can reach us via e-mail at wardd@ncccs.cc.nc.us.

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S01-011