Nonprofit Scholarship Checklist

1. ELIGIBILITY & CRITERIA

- Define target student population
- Outline eligibility requirements
- Determine selection criteria

2. APPLICATION MATERIALS

- Create application form
- List required documents
- Set essay or personal statement prompt
- Request letters of recommendation

3. TIMELINE PLANNING

- Set application open/close dates
- Establish review period
- Determine award notification date

4. PROMOTION & OUTREACH

- Design outreach materials
- Promote through website and social media
- Contact schools/community partners

5. REVIEW & SELECTION

- Assemble review committee
- Develop scoring rubric
- Collect and organize applications
- Select recipients

6. AWARD & FOLLOW-UP

- Notify recipients and non-recipients
- Disburse funds
- Collect recipient feedback/reporting
- Gather program results