

# Blue Water Theatre Company

## Scholarship Policy

### Scholarship Information and Request Process

Information about the availability of scholarships will be prominently displayed on the organization's website and in the advertisement of youth programming. Scholarship applications will be posted on the organization's website and will also be made available upon request. Information and applications will be removed from the website in the event that scholarship funds have been exhausted for the fiscal year or until additional funds become available.

Scholarship applications will include, at minimum, family contact information, youth name/age/grade, class or show for which scholarship assistance is being requested, number of persons in household, annual household income, whether or not a member of the household receives free or reduced-price lunch in the public school setting, and the amount that could comfortably be paid for show or class tuition if not eligible for a full- or half-scholarship. Applicants will not be asked whether or not they would be willing to volunteer at the theatre if awarded financial assistance. A copy of the family's most recent tax information (1040 or W2) must accompany the scholarship application in order for it to be considered to be complete.

Scholarship applications may be submitted to the Managing Director by postal mail, email, or placed in the locked metal tuition box located in the theatre's lobby. Such applications must be received by the Managing Director within five days of the posting of a show's cast list. If a family or youth intends to request scholarship assistance for a class, they are to notify the Managing Director so that a spot can be reserved for the youth in the desired class until an award determination can be made. The completed scholarship application must be received by the Managing Director by the class registration deadline in order for a spot in the class to be held.

If a family or youth wishes to request scholarship assistance for additional shows or classes within the same fiscal year (October 1st - September 30th), they need only to provide the Managing Director a written request for a scholarship at or prior to the youth's audition (for a show) or registration (for a class).

### Award Process

The Federal Poverty Guideline (FPG) based on household size guides scholarship eligibility decisions. The Managing Director will determine scholarship eligibility (full/half/partial) based on the following criteria which will accompany the application:

- Full tuition scholarship: Annual household income (before taxes)  $\leq$  185% FGP .
- Half tuition scholarship:  $185\% <$  Annual household income (before taxes)  $\leq$  250% FGP .
- Other scholarship amount: at the discretion of the Managing Director and Artistic Director based on information provided and available funds

The Managing Director will notify applicants in writing via email of the award decision within five business days of the receipt of the application or written request.

### Scholarship Award Tracking

The Managing Director will maintain a spreadsheet documenting all scholarships awarded (including student name, scholarship amount awarded, and show or class name) along with the number of applicants denied scholarship awards and the reason for the denial. The Managing Director will inform the Board Treasurer and other members of the Board's Finance Committee of scholarship activity during regularly scheduled meetings. The Finance Committee will monitor the balance of scholarship funds based on awards and the organization's annual budget.



## Scholarship Application Form

**Scholarship requests must be received by the class registration deadline or within five days of the posting of a show's cast list.**

Please return this application with a copy of your most recent tax information (1040 or W2) to:

*Blue Water Theatre Company, % Managing Director, P.O. Box 662, Wayzata, MN 55391, [lela.olson@bluewatertheatre.com](mailto:lela.olson@bluewatertheatre.com), or place it in the locked metal tuition box in the theatre's lobby.*

Name of class/show for which scholarship assistance is requested:

Youth Name:

Age:

Grade:

Youth Email (if applicable):

Primary Address:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Phone:

Number of Persons in Household:

What is your annual household income before taxes?

Does a member of your household qualify for free or reduced-price lunch in the public school setting?

If not eligible for a full- or half-scholarship, what amount could the household comfortably pay for the youth to participate in this class or show?

Additional information or considerations?

*I certify that all of the above information is true and correct.*

Applicant Signature:

Date:

*All information provided is confidential and will be kept on record at Blue Water Theatre Company only.*