

Adrienne L. Green Scholarship Policies and Procedures

Introduction: Scope and Intent of the Policy

Face the Future Foundation ("the Foundation") holds and administers funds (the "Funds") for the Adrienne L. Green Scholarship, which provides scholarships to individuals, including high school, college and graduate school students. Adrienne believed strongly in the importance of education, and was an influential board member of the Foundation. On her behalf, the Foundation is pleased to award a scholarship to deserving recipients. These scholarships will enable the recipients to complete an undergraduate or graduate education in the field of their choice at the college or graduate school of their choice.

The Foundation has established the following procedures pursuant to which scholarships will be awarded from funds where donor/advisors have any advisory privileges or participation in the selection of grant or award recipients. The following procedures shall be interpreted so as to ensure the Foundation's compliance with all applicable requirements of the Internal Revenue Code, accompanying Treasury Regulations and guidance from the Internal Revenue Service, and these procedures may be amended from time to time.

The Foundation values and encourages the interest and involvement of donors. Donor involvement may include developing criteria for awards, serving on grant selection committees and recommending others for places on selection committees. Because donor advised funds are not permitted to make grants to individuals, it is important that all persons involved in the process of selecting individuals for grants covered by this policy adhere carefully to the procedures and policies incorporated in this document.

Definitions

Donor – an individual or organization, including a corporation, partnership or trust, that makes a contribution to the Foundation for the purposes of funding the Adrienne L. Green scholarship.

Educational Institution – An institution that has a regular faculty, a curriculum, and an organized body of students in attendance at the place where the educational activities are held.

Qualified Expenses – Certain expenses incurred in attending an educational institution. They are:

- Tuition and fees for enrollment and attendance.
- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.
- Room and board, travel, research, clerical assistance. Payments for expenses in this group are not exempt from income tax.

Related Persons – The term includes both a donor family members and businesses they control:

Family Members – An individual’s parents, grandparents, great grandparents, spouse, siblings, children, grandchildren, great grandchildren and the spouses of all of the above.

Controlled Businesses – Corporations, partnerships, and trusts or estates if the donor or advisor and family members own more than 35 percent of the total combined voting power (corporations), 35 percent of the profits interest (partnerships), or 35 percent of the beneficial interest (trusts or estates).

Scholarship Amount and Term

The scholarship amount is \$5,000, and will be awarded annually to one recipient. Recipients may only receive the scholarship award once. The scholarship will continue as long as sufficient funds exist to continue the program, with a minimum of four scholarships awarded.

Selection of Recipients and Selection Criteria

Recipients of the scholarship are to be selected on an objective and nondiscriminatory basis. The scholarship is open to all current and former patients of the UI Health Craniofacial Center. Scholarship applicants will be asked to tell their story through a creative medium. Submissions can be made in the form of a simple poem; a photo collage; a podcast; a short video; a brief essay; or another creative platform of the applicant’s choosing. Applications will be evaluated on creativity, innovation, aspiration and clarity of purpose – all qualities held in high regard by Adrienne Green. Applicants do not have to be artists.

Recipients must be undergraduate or graduate students at a college or university who are pursuing studies or conducting research to meet the requirements for an academic or professional degree; or students – whether full-time or part-time – who receive a scholarship for study at an educational institution that provides an educational program acceptable for full credit toward a bachelor’s or higher degree, or offers a training program to prepare students for gainful employment in a recognized occupation and is authorized under federal or state law to provide such a program and is accredited by a national recognized accreditation agency.

The scholarship must be used for qualified educational expenses (see definition) at an educational institution (see definition). The Foundation reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of the scholarship and the administration of such grants. Any substantial or material changes will be made only with approval of the Foundation’s Board of Directors.

Selection Committee

The selection committee will be comprised of the current officers and directors. Every member of the selection committee must adhere to the relevant policies of the Foundation as they may be adopted and amended from time to time, including without limitation the Foundation's conflict of interest and confidentiality policy. Each member of any selection committee covered by this policy must disclose any personal knowledge of and relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others.

Scholarships covered by this policy may not be awarded to any member of the Foundation's Board of Directors, any substantial contributor to the Foundation, any employee of the Foundation, or any other disqualified person with respect to the Foundation. Scholarships also may not be awarded to any donor or substantial contributor to the Fund making the award, to any member of a selection committee for such award, or to any members of their families. Finally scholarships covered by this policy may not be made for a purpose that is not charitable.

Each selection committee established under this policy shall forward its recommendations to the Foundation staff in such form and on such schedule as the staff shall establish. The Foundation Board shall approve each award made under this policy. The Foundation Board may authorize Foundation staff to approve any or all of the grants made under this policy.

Application and Nomination Process

Applicants for shall be required to submit such application forms and supporting materials as the Foundation may deem appropriate on a schedule to be determined by the Foundation.

Supervision

Scholarship Grants Paid Directly to the Educational Institution

The Foundation will pay scholarships directly to the educational institution for the use of the scholarship recipient. The educational institution must agree in writing to use the funds to defray the scholarship recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his or her standing at such educational institution is consistent with the purposes and conditions of the scholarship.

A condition of each scholarship is that it will be used only for qualified educational expenses. An additional condition is that no part of the scholarship shall be used as payment for teaching, research, or other services by the scholarship recipient required as a condition for receiving the scholarship.

Investigation of Jeopardized Scholarships

The Foundation is not required to investigate the use of scholarship grants paid directly to an educational institution unless the award is used to pay for something that is not a qualified educational expense. However, the Foundation does have a duty to investigate possible diversions of scholarship grants paid directly to the recipient and all grants to individuals to achieve a specific objective.

Where the reports submitted or other information (including the failure to submit reports), indicate that such a grant is not being used for its intended purpose, the Foundation is under a duty to investigate. While conducting its investigation, the Foundation will withhold further payments to the extent possible until any delinquent reports required under these procedures have been submitted. The Foundation also will take reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the scholarship.

However, if the grantee has not previously diverted grant funds, the Foundation may elect to continue further payments to the grantee if it receives the grantee's assurance that future diversions will not occur, that the grantee has restored the missing funds and that the grantee will take extraordinary precautions prescribed by the foundation to prevent future diversions from occurring. If a further diversion takes place, the Foundation will take steps to recover the grant.

The phrase "all reasonable and appropriate steps," includes legal action where appropriate, but may not include legal action if such action would in all probability not result in the satisfaction of execution on a judgment.

Recordkeeping Requirements

The Foundation shall retain the following records in connection with all grants covered by this policy:

- All information obtained by the Foundation to evaluate the qualifications of potential grantees,
- The identification of grantees (including any relationship of any grantee to the Foundation or to a director or officer of the Foundation),
- The purpose and amount of each grant, and any additional information the Foundation obtains in complying with its grants administration procedures.

Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants. Records pertaining to any grant made pursuant to this policy shall be kept for no less than three years after the filing of the Foundation's annual tax return for the period in which the last installment of such grant was paid.