

Scholarship Committee
Easter Seal Rehabilitation Center of Greater Waterbury, Inc.
22 Tompkins Street
Waterbury, CT 06708

(203) 754-5141

Grant Making Procedures of the Community Workshop Scholarship and Aid Fund

Pursuant to 4945(g) of the Internal Revenue Code and 53.4945-4 of the Regulations, the following are the procedures of the Community Workshop and Aid Fund (the Fund) in the awarding of grants to individuals.

1. **Candidates for Grants:**

Candidates include individuals with disabilities who reside in the central Naugatuck valley and northwest Connecticut communities:

Bantam, Beacon Falls, Bethlehem, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Goshen, Harwinton, Kent, Lakeville, Litchfield, Middlebury, Morris, Naugatuck, New Hartford, New Milford, Oakville, Prospect, Roxbury, Salisbury, Sharon, Simsbury, Southbury, Terryville, Thomaston, Torrington, Warren, Waterbury, Watertown, Winsted, Wolcott, Woodbury, and adjacent towns.

To be eligible for aid, candidates must be attending an accredited college or university and pursuing a degree within their field of study. The fund does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, veteran status or any other characteristic protected by law.

2. **Types of Aid Provided:**

In addition to providing tuition assistance (scholarships), the Fund provides personal financial assistance to needy individuals in connection with their education at an accredited institution specializing in a field of study (major) leading to employment within that field.

3. **Application Process:**

Eligible candidates may request an application by calling the human resource department at (203) 754-5141 or by writing to: Scholarship Committee, Easter Seal Rehabilitation Center of Greater Waterbury, Inc., 22 Tompkins Street, Waterbury, CT 06708.

No member of the Board of Directors of the Easter Seal Rehabilitation Center of Greater Waterbury, Inc., member of the Scholarship Committee, family member of such person or any other person identified as a “disqualified person” under 4964 of the Internal Revenue Code shall be eligible to receive assistance. As used herein, “family member” refers to an individual’s spouse, ancestors, lineal descendants and spouse of lineal descendants.

Applications should be accompanied by suitable proof of financial need. A copy of the candidate’s individual income tax return for the year preceding the application or a statement (contained in the application) that the candidate was not required to file a federal income tax return will ordinarily suffice. Parents of a dependent applicant should provide copies of their federal income tax return(s) for the preceding year or a statement that no return was required to be filed. Where the candidate is unable to produce an income tax return, the Scholarship Committee shall require such other evidence of financial need as it deems necessary.

Applications of candidates under the age of 18 years, or other individuals for whom a personal representative has been appointed, should be made by the individual’s parent or by the individual’s appointed personal representative. Applications received from the Connecticut Bureau of Rehabilitative Services or similar state or local agency on behalf of the candidate will also be accepted, provided the information contained in the application is verified by the candidate (or his or her parent or personal representative) before the grant is disbursed. Members of the Scholarship Committee or staff will assist candidates in the preparation of applications, when requested to do so or when otherwise necessary.

Upon submission of the completed application, the application will be forwarded to the Scholarship Committee for a determination in accordance with the procedures outlined in the scholarship plan. Candidates and/or the persons or organization submitting the application on behalf of a candidate will be notified by letter of the

action taken on the application and of the terms and conditions of the grant. The trustee will then be directed to disburse the grant money to the appropriate party on behalf of the candidate. Grants for tuition assistance shall be made payable to the educational institution attended by the grantee. The educational institution, in turn, must agree to use the grant funds for tuition at the school.

4. **Other Requirements:**

As a condition of receiving aid, successful candidates will be required to provide proof that the grant was used for the intended purpose. Evidence of attendance or of satisfactory completion of the course(s) from the candidate's school will be required. The candidate (or other appropriate person) will be notified that unless sufficient cause is shown, failure to provide the required information will result in the candidate being ineligible for further aid.

5. **Recordkeeping Requirements:**

The Scholarship Committee will keep copies of applications and all correspondence and other documents concerning the grant. The Committee will also keep such other records as may be required under 53.4945-4 of the Treasury Regulations.