

# **AUTRY**

**TECHNOLOGY CENTER**  
**EDUCATIONAL FOUNDATION**

## **AUTRY EDUCATIONAL FOUNDATION APPLICATION GUIDELINES**

### **AUTRY EDUCATIONAL FOUNDATION OFFERS TWO FORMS OF ASSISTANCE:**

- Emergency grants for immediate emergencies
- Grants for other needs

### **EMERGENCY GRANTS OR “EGRANTS”**

The purpose of egrants is to provide emergency assistance to current students to allow them to continue their educations at Autry Technology Center. Applications can be obtained from the front desk. They will also be available online.

### **Guidelines**

- Egrants are a “last-resort” option. Staff will work with the student to exhaust all other funding options, as well as work with students to connect them with area agencies who might be able to better provide assistance before suggesting applying for an egrant.
- Funding is for non-tuition related emergencies only. Examples include transportation, utility and medical needs. Checks will be made out to the provider of service, not to the applicant. Documentation supporting the request will be required.
- Maximum award is \$250.
- A majority of the full board can approve additional funds in special circumstances.
- Once a student has received an egrant, that student may not reapply for an egrant for 12 months.

### **Qualifications**

- Autry Technology students currently enrolled in at least one class
- Must have a good attendance record
- No discipline problems
- Passing grades (if applicable)
- Be in good standing with the school
- Must live in the Autry district

Applicants must turn in an egrant application along with a letter of support from the Director of Student Services, Director of Curriculum or BIS Coordinator to the front desk. That staff member will email their recommendation to the Foundation Executive Director and give the application to the Superintendent’s Secretary for filing.

The award of the egrant requires approval of two of the following individuals:

- Autry Superintendent
- Foundation Executive Director
- One of the two board members who sit on the Grant Approval Committee

Approval can be given via email, phone or in person. Check request will be turned into the Executive Director or Autry’s Business Office for processing within 48 hours or sooner if possible.

## GRANTS

The purpose of Foundation grants is to provide financial assistance to potential and current students to allow them to begin or continue their education at Autry Technology Center. Applications can be obtained from the front desk or any staff member should have access to them. They will also be available online.

### Guidelines

- Foundation grants are one option for students in need of financial assistance. The Foundation is designed to assist students who have exhausted other outlets for assistance.
- Funding is for tuition, transportation, supplies, uniforms or other expenses that may be required for a student to successfully complete a class at Autry Technology Center. Full-time and part-time students both qualify.
- Applicant is required to fill out application completely. If a student needs assistance, the staff in the Financial Aid office is available to assist by appointment, please.
- Maximum award is determined based on the applicant's need. Typically, the applicant will be required to pay at least a portion of the expense.

### Qualifications

- Autry Technology students currently enrolled in at least one class (full-time or part-time) or accepted into a program. If a student is interested in enrolling and meets all pre-requisites, he is eligible to apply. Grants will not be awarded to a student who does not meet the basic requirement to succeed in a class or program.
- If grant funds are needed to pay in order to enroll in a class, a student must have her request completed and turned in by the deadline (there are usually two meetings per month) to be considered. No exceptions will be made.
- Must live in the Autry district
- Current students who are applying for assistance:
  - Must have a good attendance record
  - No discipline problems
  - Passing grades
  - Be in good standing with the school
- Applicant may only receive one grant per calendar year. If there are multiple needs, students should consolidate all requests into one application. For example, if there are testing fees, follow-up classes or supplies, all expenses should be included in the initial request.
- Family members of Autry staff may only apply for tuition or supply expenses.

## DEADLINES FOR GRANTS

Applicants must turn in their completed application to the front desk. **Application deadlines are the 1<sup>st</sup> and 15<sup>th</sup> of the month by 4 pm for consideration at the following week's committee meeting. *If the 1<sup>st</sup> or the 15<sup>th</sup> falls on a weekend, applications may be turned in the following Monday by noon.*** Applications arriving after the deadline will be considered at a later meeting. There are usually two meetings a month, but **if requests are time-sensitive, students should confirm meeting dates.**

**Grant committee consists of:**

- One Foundation board member
- One Autry administrator
- One Autry counselor
- Two Autry instructors
- One BIS representative
- Financial Aid Officer
- Foundation Executive Director

The award requires approval of a simple majority of the Grant Committee in attendance:

Meetings will usually be held twice a month. The Superintendent's secretary will coordinate the meeting reminders and design a rotation schedule. In order to maintain objectivity and fair representation, at least five people must be present to represent a quorum. Individuals within a category may fill in for each other. Checks will be signed at the meeting, if possible, or a check request will be turned into the Executive Director or Autry's Business Office for processing within 7 days.

**NON-DISCRIMINATION POLICY**

Neither membership or full participation in the activities of the Foundation shall be denied to any person based on race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

