



## Scholarships – Grants Program

### 1. GENERAL

- 1.1. This operating procedure (OP) establishes guidelines for Square Dance Minnesota, Inc. (SDM) and its associate organizations (under its Federal group exemption) to offer scholarships or grants to SDM members or associate organizations in order to promote square dancing.

### 2. REFERENCES

- 2.1. SDM OP 17-01, "Standards of Conduct," January 29, 2017.

### 3. SUPERSESSION

- 3.1. SDM OP 16-03, "Scholarships – Grants Program," January 16, 2016.

### 4. RESPONSIBILITIES AND PROCEDURES

#### 4.1. General

Square Dance Minnesota, Inc. (SDM) was established as a nonprofit organization for educational and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code to promote and teach square dancing in all its heritage forms (by promoting square dancing and training new people in the activities of square dancing). SDM has established a scholarship/grant program for its members and associate organizations in order to attain this goal. Each request will be decided individually and will not set precedent for any other request. All requests are dependent on the availability of funds.

A notice of intent to apply for a scholarship/grant may be submitted by an eligible individual or associate organization at any time (check the appropriate box on the application form and complete as much as possible). A notice of intent to apply is not binding on the applicant or SDM. Once specifics are known, a scholarship/grant application must be completed and sent to the Education Director. Information will be used for planning purposes and assist in allocation of available funds.

#### 4.2. Scholarships/Grants

*New Dancer Scholarship* – assist individuals with tuition to attend basic and/or mainstream classes, hosted by SDM or associate organizations, if they have a financial hardship (SDM Form 014, "New Dancer Scholarship Application").

*Instructor Scholarship* – assist SDM members interested in learning how to call and teach square dance movements by offering financial assistance to help defray the cost of travel and/or tuition to attend instructor classes and workshops (SDM Form 015, “Instructor Scholarship Application”).

*Class Grant* – assist SDM members and/or associate organizations to host minimal-cost and/or free square dance classes by reimbursing facility rental or instructor fees (SDM Form 016, “Class Grant Application”).

*Equipment Grant* – assist SDM members and/or associate organizations to obtain new or replacement instructor electronic equipment (SDM Form 017, “Equipment Grant Application”).

#### 4.3. **Individual Responsibilities**

All applicants must submit the appropriate application for the scholarship/grant desired.

All applicants must submit an explanation of what was accomplished within a week of completion of lessons or an event or a description of the equipment purchased.

For instructor scholarships, class grants, and electronic equipment grants, the applicant must provide receipts for reimbursement of approved expenses.

All applications for scholarships/grants must be submitted to the Education Director.

#### 4.4. **Organization Responsibilities**

An associate organization may fund a scholarship/grant and will inform SDM concerning the specifics of the scholarship/grant.

If funding is not available locally, an associate organization may forward the request for scholarship/grant to SDM for consideration.

#### 4.5. **SDM Responsibilities**

SDM will review applications and inform associate organizations and members of the funds that will be available to support a specific request.

SDM will oversee the use of disbursed funds to ensure that they are used only for the educational and charitable purposes intended.

### 5. **OP MANAGEMENT**

- 5.1. This OP may be amended by a majority vote of the board directors. The maintenance of this OP is the responsibility of the SDM Education Director, who will answer questions and make any required changes.