

GUIDELINES FOR THE M. THOMAS MOORE FAMILY SCHOLARSHIP FUND

History In 1999 M. Thomas and Beatrice L. Moore established an endowed scholarship fund in honor of their daughters Teresa, Stephanie, Jennifer, and Elisabeth.

The *M. Thomas Moore Family Scholarship Fund* is composed of two segments: (1) Magnificat High School in Rocky River, Ohio and (2) Catholic elementary schools in the Catholic Diocese of Cleveland.

Purpose To assist students in financial need with their Catholic school tuition at Magnificat High School and Catholic elementary schools in the Diocese of Cleveland.

Awards Scholarships are:

Four annual \$1,000 scholarships will be awarded at Magnificat High School. For information, contact the Finance Office at Magnificat at 440-331-1572.

Four annual \$500 scholarships will be awarded in **Catholic Elementary Schools** in the Diocese of Cleveland. For an application, see your Catholic elementary school's principal.

Year The first scholarships from the M. Thomas Moore Family Scholarship Fund were awarded for the 2001-2002 school year.

Scholarship The scholarship shall normally be a one-time award to a student, without renewal. However, special circumstances may warrant consideration for a renewal.

The following information pertains to the elementary school scholarships. Information and criteria for the Magnificat High School scholarships are specific for Magnificat and are not addressed here.

Eligible Catholic elementary school students currently in the **1st through the 7th Grades** who will be entering the **2nd through the 8th grades**.

Criteria

Financial

- The scholarship is required in order to attend the school.
- Student's family or relative(s) will provide a meaningful contribution to the tuition in relation to their resources.
- Family must first have completed/submitted a PSAS application.

Merit

- As recommended by the elementary school and the Office of Catechetical Formation and Education based on such factors as: Scholastic achievement in accordance with the student's potential.
- Involvement of student in school life.
- Positive character traits.

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- Letter Required*** The parent/guardian (and/or the student) is required to write a letter (one page maximum length) stating why he/she believes the student fulfills the eligibility requirements.
- Selections*** Each elementary principal is asked to review his/her student population for potential candidates for the scholarships. Selections are to be based upon the criteria stated above.
- An application is to be given to each of the **four** families selected.
- Nominations*** A selected family must have first completed a PSAS/DOC application.
- Each elementary principal may nominate one candidate for each available scholarship. Example: For the **2015-2016** school year there are **four \$500** scholarships to be awarded. Therefore, **each principal may nominate four candidates.**
- Review*** The Grants Administration Office of the Office of Catechetical Formation and Education will review the nominations and make the final recommendations to the Director of Finance for the Office of Catechetical Formation and Education.
- Awards*** The Director of Finance for the Office of Catechetical Formation and Education will have final approval of the recipients. The M. Thomas Moore Family Scholarship Fund Committee will be notified of the scholarship recipients by the Grants Administration Office of the Office of Catechetical Formation and Education.
- Timeline***
- February 25, 2015** - Parents/Guardians must return their completed applications with their letters and a copy of their PSAS/DOC application, to their Catholic elementary school principal by March 3.
- March 2-6, 2015** - Principals will send their selected four nominations to the Grants Administration Office of the Office of Catechetical Formation and Education by March 19.
- March-April** - The Grants Administration Office and the Director of Finance, both from the Office of Catechetical Formation and Education, will select the four recipients.
- May** - The M. Thomas Moore Family Scholarship Fund Committee will be notified of the recipients.
- Notification*** In **May** the Grants Administration Office of the Office of Catechetical Formation and Education will send written notification to each of the four **recipient** families with a copy to the respective Catholic elementary school principals.
- Questions*** Call the Grants Administration Office of the Office of Catechetical Formation and Education at:
216-696-6525 Ext. 2830 or 800-869-6525 Ext. 2830

**APPLICATION FOR THE
M. THOMAS MOORE FAMILY SCHOLARSHIP FUND
For the 2015-2016 School Year**

(A copy of your PSAS/DOC application for 2015-2016 must be attached to this application.)

Parent/Guardian Name _____

Street Address _____ Home Phone _____

City/State/ZIP _____ Work Phone _____

Name of Child Applicant _____

School Now Attending _____ City _____

School to Attend Next Year _____ City _____

Child's Date of Birth _____ Currently in Grade _____

List the School Activities in which the Child Participates _____

Parent/Guardian, please use the reverse side of this application for writing your letter.

This Section to be Completed by the School Principal

Scholastic Achievements of the Child _____

GPA _____	Current Tuition	\$ _____
	All Scholarships	\$ _____
	Paid by Family	\$ _____
	Owed by Family	\$ _____
	Uncollectible	\$ _____

Comments _____

Signature _____ Date _____

Parents: Deadline to return completed applications to your principal is March 2, 2015.

Principals, please send your four completed applications to M. Thomas Moore Family Scholarship Fund, c/o Peggy Lipinski, Assistant Grants Administrator – Office of Catechetical Formation and Education - 1404 East 9 Street - 2nd Floor - Cleveland, Ohio 44114 by **March 2-6, 2015.**

