



The Onsite Foundation

P.O. Box 92247

Nashville, TN 37209

Scholarship Application Instructions

The purpose of this program is to provide partial scholarships to individuals who want to attend a personal growth program. Please read this information carefully before signing the application.

Detach the instruction sheets before mailing the application form to The Onsite Foundation.

Award Values: Each year, The Onsite Foundation Board of Directors reevaluates the scholarship program to make adjustments in the number of scholarships and the value of each awarded. Scholarships, which vary according to each program, are generally awarded at approximately 50% of costs. Some funding may be subject to sponsor's guidelines. The funding policy is reviewed semi-annually.

Criteria For Selection

Finances: Over one half of the criteria for selection is based on financial need and one's ability to contribute a share of the program costs. The majority of recipients (90%) have

- annual household income less than \$40,000 (extenuating circumstances considered)
- request support for personal growth (not professional development).

Rating Criteria: The Board of Directors for The Onsite Foundation developed the following rating system which represents the Board's priorities for the current fiscal year. *(The corresponding section on the application is shown in parenthesis.)*

1. Financial Assistance statement. *(section IIA)*
2. Financial needs as determined by income statements and explanation of special circumstances. *(sections IIC and IV)*
3. Applicant's ability to contribute portion of fees. *(section IIB)*
4. Statement of reasons to attend. *(section IIIA)*
5. Promise of follow-up in recovery. *(section IIID)*
6. Quality of Support Letters. *(section IIC)*

Support Letters: We require two letters of support from people who are aware of your financial and recovery situations, at least one must be from a counselor. For example: Your doctor, counselors, clergy, program leaders, and others in your community or family who recognize your recovery efforts and financial issues.

Previous Treatment: Individuals who have not previously attended a codependency/ chemical dependency treatment program are given priority in the selection process.

Program Selection: Applicants must be processing an application – or in dialogue with the registrar – to the specified recovery program before a grant can be considered. Some indication that the program has an opening for you is important. Reserved funds help no one when a recipient fails to register.

The Onsite Foundation cannot monitor or ascribe to all recovery programs throughout the United States. Therefore, we first consider grants for those programs approved by the Board of Directors. When requested by a qualified applicant, additional programs will be reviewed for endorsement. Please remember: endorsing a program may delay the committee's decision.

The Selection Committee Process

Scholarship recipients are chosen by the Board of Directors' Selection Committee. This committee is comprised of professionals in mental health, continuing recovery treatment, and financial review.

Qualifying Candidates: First time applicants are given priority. Previous recipients, without referrals for revisits, may be considered for additional awards after two years. Funding is not available to employees, board members, or relatives and friends of either The Onsite Foundation or its endorsed treatment centers. Scholarships are non-transferable to other persons or programs. The Onsite Foundation does not reimburse for programs you have already attended.

Processing Applications: The Committee meets quarterly (four times a year) to review applications. Most applicants are notified within six weeks after submitting a completed application. The committee is sensitive to program dates. Non-approved applications may be held for re-examination when new funds become available or an award expires.

Submitting Your Application

All of the following information must be received before an application is forwarded to the Selection Committee. Please send a complete package to avoid delays. Mailing address is shown on the last page of the Application Form.

1. A completed and signed application.
2. Two letters of support from people who know your financial and recovery situation(s).
3. Copies of your most recent pay stub, a recent tax return, W2 or 1099 forms, and/or other proof of income and need for yourself (and your spouse, when applicable).

Scholarship Recipient Requirements

By signing the application, all award recipients agree to the following conditions and terms.

Notification: The Onsite Foundation will contact both the award recipient and the program registrar immediately by telephone and/or written confirmation.

Time Frame: Scholarships must be applied to the specified program within six months or will be retracted and reassigned. *Attendance* may fall past the six-month period, but the *commitment* to the requested program must be finalized (with required deposit) within six months.

Circumstances beyond the control of the applicant that delay *registration* will be considered only if documented in writing to The Onsite Foundation prior to expiration date.

Payment: Scholarships are endorsed to both the recipient and the program site. Checks are mailed directly to the program site and held until registration day. Picture ID may be required to redeem an award. Scholarships may not be used for deposits. Any fees not covered by the scholarship are the responsibility of the recipient and *must be paid in full before the scholarship is applied*. Grants are *not* transferable to the recipient as reimbursement for non-refundable deposits or incidental costs.

Follow Up: After completing the program, each recipient is asked to send a thank you letter to Possibilities Inc. The letters are shared with contributors and may be used, anonymously, in future fundraising campaigns.



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Scholarship Application

Please refer to instructions before completing application. Detach instruction sheet before mailing.

Please Print!

Date: _____

Female

Male

Name: _____

Date of Birth: ____/____/____

Address: _____

SS#: _____-____-_____

City: _____

State: _____

Zip: _____

Telephone(s) Home: _____

Work: _____

Cell: _____

E-mail: _____

How did you hear about The Onsite Foundation?

This is my first application.

I received a grant on: ____/____/____.

I. Program Information

A.) Which program do you wish to attend?

Onsite: Living Centered Healing Love Addiction

Healing Trauma _____

Other: _____

Treatment Center

Program/ Workshop

Contact: _____

Date: _____

Cost: \$ _____

B.) Where are you in the registration process for this program?

(i.e.: Space reserved? In dialogue with registrar?)

II. Financial Information

A.) Why is financial assistance required?

B.) Please list any financial resources available for program costs.

(The three month grace period provides time to collect your portion of costs.)

C.) Attach to application:

Proof of Current Income for self and spouse (ie: pay stubs)

Tax Return Most recent (include W2 or 1099)

Two Letters of Support

III. Recovery Efforts

A.) Why do you wish to attend this program?

B.) Previous program(s) attended: *(Use additional paper if necessary.)*

Name: _____ **Date:** _____

Location: _____

C.) Briefly describe past efforts to improve your physical and emotional health.

D.) Do you plan to continue in recovery? How?

IV. Special Circumstances

Is there any additional information you wish the committee to know?

V. Comments by Reviewer of Application
(For office use only. Applicant may leave this section blank.)

I understand and agree to all requirements listed on the attached Instruction Sheet.
Save Instruction Sheet for your record. Mail only Application Form.

Signature

Date

Please allow six weeks for processing. You will be notified by mail, email, or telephone.
Please submit your application by mail to:

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