



California Transportation Foundation

Scholarship Program Policy

The California Transportation Foundation's (CTF) Scholarship Fund program was established to support interest in transportation related fields and efforts to increase the pool of qualified talent for transportation organizations in California. Through its Scholarship Program, CTF encourages the creation of transportation related scholarships which assist transportation students, current transportation employees or unpaid interns, and children of transportation employees. Those eligible for scholarships are students in undergraduate, graduate or trade school programs that apply to employment in transportation. In those cases where non-transportation related studies are involved, CTF may financially manage a scholarship program but will not contribute funds to the grant awarded. Students must be U.S. citizens, permanent residents or documented international students. CTF retains the right to approve or reject all scholarship establishment applications.

CTF supports three categories of scholarship programs: (1) Endowed Scholarships, (2) Partnered Scholarships, and (3) Foundation Scholarships. On an annual basis, each Scholarship program is evaluated to determine whether it meets the Scholarship Program Standards.

General Scholarship Standards

All CTF Scholarship programs must:

1. Adhere to an open, competitive selection process, which, at a minimum, requires:
 - a. That no member of the selection committee be the parent, grandparent, child sibling, aunt, uncle, or other lineal descendant or antecedent (either biological or adoptive) of any current scholarship applicant; and
 - b. That no member of the selection committee be a person under the economic control of a parent, grandparent, child sibling, aunt, uncle, or other lineal descendant or antecedent (either biological or adoptive) of any current scholarship applicant. An individual is under the economic control of a person if that person is such individual's direct or indirect superior or if there is otherwise a significant economic relationship, either employment related or not.
2. Be administered as described in an approved program establishment request form which contains the following information:
 - a. Scholarship Name.

- b. Contact Person/Program Coordinator. The name, address, phone number and e-mail address of the designated contact person.
- c. Awards. A statement setting forth the number and value of the scholarship awards. If actual data are not available, the statement should indicate that it is a best estimate. The statement must indicate whether the scholarship is an annual scholarship or a one time grant.
- d. Eligibility Criteria. A statement setting forth the scholarship eligibility criteria. The eligibility criteria must include the school or professional designation of qualified recipients (i.e. high school seniors, organization interns, etc.), the discipline being supported and the academic standards that are a prerequisite to scholarship consideration.
- e. Selection Process. A statement describing who will select the scholarship recipients and how they will do so. The statement should set forth the criteria that will be considered and the relative weight given to such criteria.
- f. Presentation. A statement regarding when, where and how scholarship awards will be given. This statement should include information regarding the appropriate payee (i.e. "The award recipient's undergraduate institution.")
- g. Funding. Please provide evidence of scholarship funding availability including plans for fund raising when required.

Endowed Scholarships

Any person, corporate entity or government unit may seek to establish an Endowed Scholarship by submitting a scholarship program request form. In order to establish an Endowed Scholarship program, in addition to the General Scholarship Standards, the requesting party must deposit funds that are considered adequate to produce annual income equal to or in excess of the scholarship amount with CTF and agree to either deposit additional funds or reduce the scholarship amount if annual income is not adequate to fully fund the scholarship(s) in accordance with a resolution approved by CTF Board and acknowledged by the party seeking to establish the Endowed Scholarship. CTF will not accept any endowment amount of less than \$10,000.

Partnered Scholarships

Any corporate entity or government unit or agency may seek to establish a CTF Partnered Scholarship by submitting a scholarship program request form. If Caltrans related, all scholarship program requests must be authorized by signature of a Division Chief or Deputy District Director. In case of other organizations, an equal level manager must authorize and sign. Upon establishment of a Partnered Scholarship, CTF may commit to provide additional scholarship funds for each program as set forth in its Partnered Scholarship acceptance letter.

Foundation Scholarships

CTF may determine at any point to grant scholarships out of its undesignated funds. CTF will establish the award amount, eligibility criteria and selection criteria that at least meet CTF general scholarship standards for any scholarships it may determine to grant.

Mail or email the completed request to:

California Transportation Foundation
581 La Sierra Dr.
Sacramento, California 95864
Phone: 916-489-1629
Email: sarah_west@transportationfoundation.org

The Executive Director is authorized to approve all requests that renew prior year scholarship programs but shall submit all new and revised Scholarship Program Requests to the Board for approval or disapproval.

The requestor will be advised in writing when CTF has acted on his or her request.

Adopted by the CTF Board on September 20, 2011