



G.E.M. Environmental NFP

Robert Graves Memorial Scholarship **for Veterans in STEM**

Program Rules and Regulations

Award:

\$1500 cash award

Eligibility:

Applicants must meet the following criteria:

- Must hold veteran status with the U.S. Veterans Administration.
 - The term "veteran" means a person who served in the active military, naval, air service, or their associated branches, and who was discharged or released therefrom under conditions other than dishonorable. (from VA.gov)
- Currently enrolled or planning to enroll in an accredited community college, university, or trade school in the United States.
- Planning to pursue a career in a STEM (Science, Technology, Engineering, and Math) related field.
- GPA above 2.5 and in "Good Standing" at current or last school attended.
- Age 18 or older or have signed permission by a legal guardian

Application Requirements:

- Must provide you Certificate of Release or Discharge from Active Duty form DD 214 for review.
- Copy of academic transcripts from current or last institution attended if applicable.
- Copy of an acceptance letter from the institution you are planning to enroll in if not already enrolled with transcripts.
- Letter of recommendation is strongly encouraged.
 - o Submitted directly to the Director of Scholarship (Scholarships@gemenvironmental.org) by the reputable member of our community making the recommendation.
- Personal Statement
 - o 2-3 pages in length.
 - o Explain how you plan to pursue your academic goals and potential career in a STEM field.
 - o Explain how you came to the decision to pursue a STEM pathway: Who were your mentors? What were your inspirations? Why did you decide to choose this path?
 - o Explain how you will use your funds to cultivate your academic goals, research, plan for continuing your education, or potential career.
 - o You do not have to write about your military experiences; however, it may be beneficial to mention your rank, job title, station, and time in service in your personal statement.

This award opens each year on Veteran's Day, November 11th, and applications are accepted through April with a May 1st Deadline. Award(s) will be announced each year on Memorial Day in Memory of Senior Airman Robert Graves.

- The rules and regulations that follow were written to serve as the governing document for G.E.M. Environmental NFP's "GEM for STEM: Robert Graves Memorial Scholarship for Veterans in STEM" which provides for a \$1500 cash award sent directly to the recipient.
- This specific scholarship opportunity is intended for Veterans interested in pursuing career paths in the STEM fields after their military service.
- This scholarship opportunity opens each year on Veteran's Day, November 11th, and are accepted through April with a May 1st Deadline. Award(s) will be announced each year on Memorial Day, the last Monday of May.
- Organization scholarships offered by G.E.M. Environmental NFP are designed to help students pay for classes, continue their education on to the next level, fund educational programs, purchase books, or pay down accumulated student loan debt.
- Individuals may only submit one scholarship application per quarter (once per year for Robert Graves Memorial Scholarship), and they may apply for each funding level (undergraduate, graduate, etc.) as they progress through their academic career; however, they may only be awarded one scholarship per award type. If you've been awarded once, you may not apply for that same award again.
- Scholarship information, deadlines, and application forms for download will be posted on the organization's web site with a running list of scholarship recipients. <https://www.gemenvironmental.org/scholarship.html>
- The student must be planning a career path in a STEM related field and enrolled in, or planning to enroll in, an accredited trade school, community college, or university; be able to furnish transcripts for the school of which they were, or currently are enrolled (or an acceptance letter from their prospective institution); be considered "In Good Standing" with that school; have a GPA above 2.5; be over the age of 18 or have signed permission by a legal guardian; and show cognitive retention of subject material in their respective fields via a submission essay.
- To be considered complete, applications must contain all required supplementary documentation to be eligible for review by the Scholarship Committee. Letters of Recommendation are strongly encouraged and should be sent directly to the Director of Scholarships by the individual providing the letter. As a part of the review process, the Director of Scholarship will contact the individual sending the letter of recommendation to ensure the documents authenticity and validate the student's enrollment credentials. Letters of Recommendation can be sent to the Director of Scholarship at scholarships@gemenvironmental.org.
- If the applicant has provided all the required documentation listed on the scholarship application and complies with the requirements listed in the previous paragraphs, the essay will then be evaluated by the funding committee following the application deadline.
 - The required submission essay shall be a two to three-page statement **explaining how the individual would use the funds** to cultivate their academic goals, research, plan for continuing their education, or potential career.
- The number of awards will be determined by the amount of annual scholarship funding; scholarship amounts will be determined by the previous year's donations receipts and contract revenue. As many awards will be granted at each award interval as funding will allow, if each interval can be funded. Funds will be distributed at pre-determined funding intervals to as many applicants as possible. The funding level for this scholarship opportunity has been set at \$1500.

- A volunteer committee will be assembled to read and provide input on submission essays. The committee will review and vote to approve essays based purely on their structure, grammar, and content.
 - ethnicity, race, gender, sexual orientation, political affiliation, and monetary needs will not be evaluated and will have no effect in the acceptance of any one individual.
- The volunteer committee will be chosen and assembled by Robert Graves surviving family members. The committee will require a minimum of three participants to review and score each application based a grading rubric created by the Director of Scholarship to ensure the same criteria is evaluated in a consistent manner for each applicant. The rubric shall follow the relative structure and guidelines of GEM's other scholarship categories. (ie: be scored on a scale of 1-12, have a clear progression of listed requirements aiding in score selection, have a definitive yes/ or no selection for committee vote, a final applicant approval indicator, and a place for the committee's comments to justify their decision making.)
- The final selection will be made by Robert's family and passed on to the Director of Scholarship to be submitted to the Board of Directors for approval.
- Award announcements will be first be made by GEM Environmental in a verification email to the successful applicant's listed address, then by certified letter, and finally announced on GEM's website and social media channels.
- Relatives of organizational representatives and substantial contributors will be allowed to submit applications to the scholarship program. To ensure an unbiased selection from the pool of applicants, the organization has implemented a strategy to remove selection bias of voting committee members by masking applications and removing identifying personal information by using a nondescript numbering system. This numbering system will also help to eliminate selection bias based on race, ethnicity, gender, sexual orientation, financial standing, or political affiliation.
 - Family members, teachers, and those with close relations of applicants are not allowed to serve as scholarship committee members. Individuals that violate this policy may be subject to removal from the organization and/or legal ramification.
- Once an application has been determined to meet minimum qualification requirements and the application has been approved by a committee vote, the applicant will have passed all necessary requirements to be transferred funds; at which point, the individual will be held "in good faith" to use the money at their own discretion.
- **Before funds will be distributed, the recipient is required to submit a response to our online demographic survey.** Information from this short survey will be used for internal reporting and to evaluate our scholarship programs; however, we will not publicly release any personal information collected from the survey or the applications other than the recipient's name and school as provided in the initial application. Recipient names will be listed on the Scholarships Page of our Organizations' website. Our website will also depict unassociated demographic information that does not identify the individual recipients, only the demographics that our organization serves.
- Scholarship recipients will have the chance to submit a response to be included in our organizations' blog, "Scholarship Success Spotlight," where we feature inspirational personal stories and the academic achievements of program participants on our website and across social media.

- Make sure to enter a current mailing address, telephone number, and email on your application. If you are selected to receive an award, the award and check will be sent to the address listed on the application and correspondence will be initiated via the supplied email. **If we cannot reach you to verify your contact information, your award will be rescinded.**
- The Organization reserves the right to amend these rules at any time and it is the applicant's responsibility to adhere to the any updates or changes in policy. The most current form of the scholarship rules and regulations will be available on the Organizations webpage for viewing and download.
- Upon submitting an application, the applicant explicitly agrees to release the use of their name and likeness to the Organization for use with any future promotional material and they agree to waive the right to take legal action against G.E.M. Environmental NFP, its Directors, Officers, affiliates, employees, volunteers, contractors, or subsidiaries for the use of their name or likeness in any such Organization related business.
- All program participants, voluntary or paid, are required to adhere to the Organizations Code of Conduct. Any violations of the policies governing the Organizations' ethics may result in award withdraw/ a rescinded award, and/or legal ramifications.

If you have any questions or concerns, please send your inquiry to:

Director of Scholarship

Scholarships@gemenvironmental.org