



SCHOLARSHIP PROGRAM GUIDELINES

Updated November 2020

SECTION I - PROGRAM OVERVIEW AND PURPOSE

UMFA's scholarship program supports local flute students in their music studies. Students who demonstrate financial need and dedication to their musical studies may apply to receive scholarships to help cover the costs of private lessons, master classes, summer music camps, or instrument rentals. Students of all ages and playing levels who are residents of the Upper Midwest may apply for scholarships.

To provide further support for students, UMFA partners with the [MusicLink Foundation](#) and with [Hopewell Music Cooperative North](#). If students need instrument loans and/or additional financial assistance, they are encouraged to register with one or both of these partner organizations. More information is available below.

The UMFA scholarship program provides opportunities for students to apply for scholarships three times a year to cover musical studies during the periods of January 1-April 30, May 1-Aug 31, and Sept 1-Dec 31. Students who have received UMFA scholarships will be eligible to re-apply for additional scholarships. Checks will be disbursed directly to the teacher, master class organizer, or music camp with whom/where the student is studying.

SECTION II - PROGRAM ELIGIBILITY REQUIREMENTS

UMFA Membership: As of October 2020, the membership requirement has changed.

Students Applying for Lessons: The teacher with whom the student wants to study must be a current member of UMFA at the time of application. Non-member recipients of lesson scholarships will be granted a free student membership in their first year of the award.

Students Applying for Master Classes/Camps/Instrument Rental: At the time of application, students must be current members of UMFA. Students who need assistance with membership fees may inquire with the scholarship program coordinator about a possible waiving of fees.

Age range: Students of all ages (including college students and adults) are eligible to apply.



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Geographic area: Candidates must be permanent residents in the states of Minnesota, North Dakota, South Dakota, Wisconsin, or Iowa.

Playing level: Students of all levels (beginner, intermediate, advanced) are eligible to apply as long as they demonstrate financial need and dedication to their musical studies in their documentation and letter.

Other scholarships: Students may be current recipients of other scholarships or financial assistance for their musical studies; they must disclose information about all other financial assistance (possible or definite) in this application.

Re-applying: Students who have received UMFA scholarships in the past are eligible to re-apply.

SECTION III - PROGRAM AWARD RULES

Scholarships are awarded based solely on need, as demonstrated by the application, and given solely for educational purposes (private study, masterclasses, music camps).

A maximum of \$599 per fiscal year (July 1 - June 30) awarded per applicant and per teacher (for lessons category). For lessons a maximum award of \$200 is allowed per cycle.

Recipients receiving awards will be sent a brief survey about how their reward money furthered their music studies. In the case of lessons, recipients are expected to report how many lessons they received from their scholarship.

Application fees and accompanist fees are ineligible for scholarship funds.

Scholarship awards will be distributed to the teacher of the student recipient. *In the case of masterclasses and music camps, the award will be distributed to the camp/organization. For instrument rentals, the award will be distributed to the vendor. In all cases, the check will be written with clear annotation in the memo line that it is “for the benefit of (name of student recipient)”.*



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SECTION IV - AWARD CYCLES TIMELINES, REVIEW, PROCESSES

There are three awarding cycles:

- Summer: May 1 - August 31 (*Application deadline March 15*)
 - Fall: September 1 - December 31 (*Application deadline July 15*)
 - Spring: January 1 - April 30 (*Application deadline November 1*)
1. The Scholarship Coordinator will review and determine eligibility of all applicants (confirming that application is complete and that need is clearly demonstrated, that the applicant has no relation to the Scholarship Coordinator or Selectors, that the applicant is a resident of the Upper Midwest, that all necessary parties are current members of UMFA), and will provide all relevant information and guidelines to the two Selectors that have been chosen for that session.
 2. The Scholarship Coordinator will redact all personal details (including teachers' information) from the applications, labeling them in a generic way, e.g. Applicant A, Applicant B, etc., before sharing them with the Selectors, in order to maintain a confidential and anonymous process.
 3. The two Selectors will receive the applications from the Scholarship Coordinator and make award decisions based on need. Award decisions must be made by unanimous vote. The Scholarship Coordinator will NOT be present during this award decision-making process.
 4. The Selectors will submit the generically identified recipients and their award amounts to the Scholarship Coordinator, who will submit the recipients' names, addresses, and award amounts to both the Scholarship Program Director and the Treasurer.
 5. After receiving Treasurer's approval, based on adherence to Board-approved budget and staying within the *applicants'* and *instructors'* \$599 IRS limit per calendar year, the Scholarship Coordinator will send letters of award notification to the student recipients. The Treasurer will issue checks to be sent to the students' teachers, music schools, music camps, and/or instrumental vendors.
 6. Selectors and applicants are to remain anonymous to each other at all times.
 7. Applicants not receiving awards will be notified by the Scholarship Coordinator.



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SECTION V - PARTNER ORGANIZATIONS

The [MusicLink Foundation](#) is a national organization with a Minnesota chapter that helps to support low-income music students with the costs of music, instrument loans, musical supplies, and summer camps. UMFA's scholarship students may register with MusicLink in order to borrow flutes and receive extra financial support in their studies. MusicLink takes instrument donations year-round.

[Hopewell Music Cooperative North](#) (HMCN) provides underserved students access to affordable and high quality private lessons, ensembles, and courses as well as to safe and vibrant performance opportunities for community members. Hopewell commits itself to community building through offering instruction in music to ALL members of the community of North Minneapolis who want to participate regardless of ability or circumstances. HMCN accepts instrument donations year-round.

APPROVAL

These Guidelines are approved on this date, the 15th of November, 2020, by the Board of Directors of UMFA.

Sarah Weisbrod, Scholarship Program Director