# 2024 Granville P. Meade Scholarship Timeline and Procedures

## **Application Timeline:**

* **March 11, 2024:** Application window opens for all students.
* **April 8, 2024:** Deadline for all students to submit applications to the appropriate party;
  + Public School Students - Submit to school counselor or principal;
  + Homeschool Students - Submit to Homeschool Educators’ Association of Virginia (HEAV) designated chair, Sheri Payne; and
  + Private School Students - Submit to Virginia Council for Private Education (VCPE) designated chair, Grace Turner Creasey.
* **April 12, 2024:** Public School Principals submit compiled applications to Division Superintendents via the Single Sign-On for Web Systems (SSWS) Dropbox.
* **April 15–29, 2024:** Division Superintendents and VCPE and HEAV designated chairs, review applications and select the top five candidates.
* **May 1, 2024:** First Round Reviews.
  + Division Superintendents submit the top five applications to Regional Review Leaders via SSWS Dropbox.
  + VCPE and HEAV designated chairs submit the top five applications to the Virginia Department of Education (VDOE) via SSWS Dropbox for regional review.
* **May 6–17, 2024:** Regional chairs conduct reviews to finalize the top five application selections.
* **May 20, 2024:** Regional chairs submit selected applications to VDOE/SCHEV via SSWS Dropbox.
* **May 22–31, 2024:** VDOE/SCHEV Review Window.
* **June 7, 2024:** Finalists Awarded.

## **For All Students Applying for the Granville P. Meade Scholarship**

* **Eligibility and Interest:** If you are a high school senior and believe you meet the scholarship criteria;
  + **Public School Students -** Contact your school counselor or principal;
  + **Homeschool Students -** Contact Sheri Payne at the HEAV at (804) 806-5899 or [scholarships@heav.org](mailto:scholarships@heav.org); and
  + **Private School Students -** Contact Grace Turner Creasey at the VCPE at   
    (804) 423-6435 or [office@vcpe.org](mailto:office@vcpe.org).
* **Gather Information -** Collect all necessary documents and forms required for the scholarship application from your respective contact or organization.
* **Complete Application -** Fill out the scholarship application thoroughly and accurately, making sure all sections are completed.
* **Submit Application by April 8, 2024.**
  + **Public School Students -** Submit the completed application to your school counselor or principal.
  + **Homeschool Students -** Submit or postmark the completed application to the HEAV designated chair, Sheri Payne.
  + **Private School Students -** Submit or postmark the completed application to the VCPE designated chair, Grace Turner Creasey.

## **For Public School Principals/Building Points of Contact (POCs):**

* **Collect Applications -** Ensure all scholarship applications are complete and compiled by the student deadline, April 8, 2024.
* **Submit to Superintendent -** Upload and securely send the compiled applications to and confirm receipt with your division's superintendent/POC before the deadline,   
  April 12, 2024.
  + **Ensure all files are clearly labeled with the student's name, school, and division.**

## **For Division Superintendents/POCs:**

* **Receive Applications -** Retrieve the applications from principals.
* **Review Applications -** Evaluate the applications based on the scholarship criteria and select the top five candidates between April 15-29, 2024.
* **Submit to Regional Review -** Upload and send the selected applications via the SSWS Dropbox and confirm receipt with your regional chair by the deadline, May 1, 2024.
  + **Ensure all files are consolidated and clearly labeled;**
  + **Receiver - [Region Chair];**
  + **CC: Brittany Everett at the Virginia Department of Education (VDOE) on SSWS Dropbox; and**
  + **Subject- 2024 Granville P. Meade Scholarship Submission - [Region Number], [Division Name].**

## **For HEAV and VCPE:**

* **Receive Applications:** Access the applications for each respective association.
* **Review:** Conduct reviews between April 15-29, 2024, to select the top five candidates.
* **Submit to VDOE:** Upload and send the selected applications to the SSWS Dropbox and confirm receipt with VDOE by the deadline, May 1, 2024.
  + **Ensure all files are consolidated and clearly labeled.**
  + **Receiver - Brittany Everett at the VDOE on SSWS Dropbox.**
  + **Subject - 2024 Granville P. Meade Scholarship Submission - [Association].**

## **For Regional Chairs:**

* **Receive Top Applications -** Access the top five applications from each division.
* **Regional Review -** Conduct reviews between May 6-17, 2024, to select the top five candidates.
* **Submit to VDOE/SCHEV -** Upload and send the selected applications to the SSWS Dropbox and confirm receipt with VDOE by the deadline, May 20, 2024.
  + **Ensure all files are consolidated and clearly labeled.**
  + **Receiver - Brittany Everett at the VDOE on SSWS Dropbox.**
  + **Subject - 2024 Granville P. Meade Scholarship Submission - [Region].**

## **General Reminders:**

* Ensure all files are clearly labeled;
* Use the SSWS Dropbox for all submissions to VDOE to ensure security and confidentiality; and
* Keep track of all submission deadlines and ensure timely delivery of all required documents.

## **Contact Information:**

For SSWS Dropbox assistance, please contact your division contact: [Local Contact List](https://p1pe.doe.virginia.gov/ssws/viewContactListSSWSReport.do?report_format=pdf&report_id=contactlist-pdf&applicSystemTypeId=26&applicSystemTypeId=27&applications=26,27)

For scholarship process inquiries: [Brittany.Everett@doe.virginia.gov](mailto:Brittany.Everett@doe.virginia.gov).