Attachment A

Superintendent Memo #017-21

January 22, 2021

# GRANVILLE P. MEADE SCHOLARSHIP PROGRAM2021 PROCEDURES FOR THE SELECTION OF RECIPIENTS

The Governor, the Superintendent of Public Instruction, and the Commissioner of Agriculture (the Board of Control for the Granville P. Meade Trust) hereby adopt the following procedures for the annual disbursement of income generated from the Granville P. Meade fund for the purpose of providing scholarship awards to worthy and financially disadvantaged Virginia high-school seniors to attend one of Virginia’s public or private colleges or universities.

The Virginia Department of Education (VDOE) will post on its website a Superintendent’s Memorandum, along with a scholarship application form notifying school division superintendents of the need to alert their students to the opportunity to apply for a Granville P. Meade Scholarship. The Superintendent’s Memorandum will outline the required criteria for the award consistent with the Meade will and court decrees. The VDOE will also send the Superintendent’s Memorandum and an application form with the same request to the Virginia Council for Private Education and the Home Educators Association of Virginia.

Each year, VDOE will determine the total number of scholarships to award after ascertaining funds available for the award in consultation with the Meade Fund trustee. The Department will award four-year scholarships to qualifying students so they are able to continue their college education in subsequent years, on condition that they remain enrolled in a Virginia college or university and maintain a minimum of a 2.5 GPA for each semester.

Once applications are received by the Department of Education, a committee will review and select award recipients. Granville P. Meade scholars will be selected based upon financial need and merit. Therefore, applicants will need to demonstrate academic achievement, extracurricular activities, and good character as determined by letters of recommendation and financial need.

The Department will choose the Granville P. Meade scholarship recipients from the nominees submitted by the designated region or association chairs and notify finalist by April 30, 2021. The superintendents in each of the school divisions, as well as the Virginia Council for Private Education and the Home Educators Association of Virginia will be notified of recipients by May 15, 2021. Each scholarship recipient will receive an award letter and a copy of the policy governing payment to Granville P. Meade scholarship recipients.

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**The application and selection timeline is as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Important Deadlines** | **March 5, 2021** | **March 19, 2021** | **March 20 - April 2, 2021** | **April 3 - April 16, 2021** |
| **Public School Students** | Deadline for Public School Students to submit their application via the [online portal](https://vastudentservices.smapply.org/). | Deadline for reference letters to be uploaded to the [online portal](https://vastudentservices.smapply.org/). | Each division superintendent will select the five most qualified applications in their division via the [online portal](https://vastudentservices.smapply.org/). These five applications will be forwarded to the designated regional chairperson. | Each regional chairperson will submit the five most qualified applications to the Department of Education via the [online portal](https://vastudentservices.smapply.org/). |
| **Private School Students** | Deadline for Private School Students to submit their application via the [online portal](https://vastudentservices.smapply.org/). | Deadline for reference letters to be uploaded to the [online portal](https://vastudentservices.smapply.org/). | Not applicable to private school students. | Virginia Council for Private Education will submit their five most qualified applications to the Department of Education via the [online portal](https://vastudentservices.smapply.org/). |
| **Home-school Students** | Deadline for Home-school Students to submit their application via the [online portal](https://vastudentservices.smapply.org/). | Deadline for reference letters to be uploaded to the [online portal](https://vastudentservices.smapply.org/). | Not applicable to home-school students. | Home Educator’s Association of Virginia will submit their five most qualified applications to the Department of Education via the[online portal](https://vastudentservices.smapply.org/). |

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## **Public School Application Contact**

* Questions and technical assistance with the online portal should be directed to the Survey Monkey Apply support team through the [help center](https://help.smapply.io/hc/en-us/articles/115001660353-Email-Support#h_7ca14a13-1de8-40f0-9455-726415bd56a2).
* Applicationquestions regarding the application process or application can be directed to Ms. Sarah Bazemore, School Counseling Specialist, at the Virginia Department of Education (VDOE) by telephone at (804) 225-4024, or by email at Sarah.Bazemore@doe.virginia.gov.

## **Homeschool Application Contact**

* Questions and technical assistance with the online portal should be directed to the Survey Monkey Apply support team through the [help center](https://help.smapply.io/hc/en-us/articles/115001660353-Email-Support#h_7ca14a13-1de8-40f0-9455-726415bd56a2).
* Homeschool application questions regarding the application process or application can be directed to the Homeschool Educator’s Association designated chair Ms. Sarah Touchet, by telephone at (757) 595-3751, or by email at support@heav.org.

## **Private School Application Contact**

* Questions and technical assistance with the online portal should be directed to the Survey Monkey Apply support team through the [help center](https://help.smapply.io/hc/en-us/articles/115001660353-Email-Support#h_7ca14a13-1de8-40f0-9455-726415bd56a2).
* Private school application questions regarding the application process or application can be directed to the Virginia Council for Private Education’s designated chair, Ms. Grace Turner Creasey, by telephone at (804) 423-6435, or by email at gpmeade@vcpe.org.