



## St. Michael Catholic Church

574 Eighth Street  
Calhan, CO 80808  
(Mail: P.O. Box 199  
Calhan, CO 80808)  
Office: (719) 347-2290  
<https://saintmichaelcalhan.diocs.org/>

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### Parish's Scholarship Program Summary

Revised: April 30, 2023

***What is the difference between College Grants and Scholarships?*** The terms “scholarship” and “grant” are often used interchangeably, however, there are differences between these two forms of student aid. ***Most scholarships are merit based.*** This means that they are awarded to applicants/students with certain qualities. ***Most grants are need based.*** This means that they are usually awarded based on the applicant's and his/her family's financial situation.

***Qualifying Recipients:*** This scholarship is available to any St. Michael Church parish member that needs financial assistance to continue their education beyond the high school level. Applicants are ranked based on these qualifying factors:

1. Applicants must be Catholics in good standing, who have attended St. Michael's Church for at least one year.
2. Applicants that are graduating from high school and continuing education at a college, university or a trade school will receive *priority* for the scholarship award.
3. Applicants that are between the ages of 18-24 that are currently enrolled in a college, university or a trade school and need financial assistance to continue with their education will be considered in a *second priority* for the scholarship award.
4. Applicants that did not attend a college, university or trade school after high school, or never completed their undergraduate or graduate studies, but are now pursuing advanced education and have and still attend Mass on a frequent basis will be considered in a *third priority* for the scholarship award.

***Application:*** Qualified recipients may apply for this scholarship. To apply, one must completely fill-out an application form and attach their completed essay. St. Michael's Scholarship Committee will review all applications and choose one based on the established ranking protocol (identified above) and that best reflects the purpose of the scholarship's essay question (which shall change from year-to-year). All essays must be submitted to the St. Michael's Parish Church main office, along with the completed application. Please, **do not include your name on the essay – use your initials only.**

Scholarship applications will be generally made available February 1<sup>st</sup> to April 15<sup>th</sup> each calendar year. Recipient(s) of the St. Michael's Scholarship shall be informed of the Scholarship Committee's approved decision(s) generally between May 15<sup>th</sup> to June 15<sup>th</sup>.

***Unclaimed Funds:*** Undedicated or unused funds will remain in the parish's restricted Scholarship Fund account and held to the following year, if:

1. No one applies for the parish's scholarship funds;
2. Applicants fail to comply with the qualifying criteria;
3. The Scholarship Committee does not consider the applicant's essay worthy of a scholarship award (e.g., this includes essays that contain plagiarized material/s from other sources);
4. Funds are not used within the calendar year or awarded funds are returned to the St. Michael Church after it has been issued to an applicant.

***St. Michael's Scholarship Committee:*** This committee shall consist of members of the St. Michael Catholic Church community that are Catholics in good standing. This committee shall consist of no more than five (5) lay members and its activities will be overseen by the parish's incumbent Pastor or Parochial Administrator. The clergy presence is required to ensure the committee's activities remain compliant with pertinent Catholic Church universal law and diocesan norms. The committee's members may be nominated by the St. Michael Parish's Pastoral Council and its list of recommended committee members tendered to and approved by, the incumbent Pastor or Parochial Administrator, for official appointment. On occasion, however, the Pastor or Parochial Administrator may directly nominate and appoint a committee member without prior consultation of the parish's Pastoral and/or Finance Councils' as an Ordinary Act of Parish Administration. (cf: Roman Catholic Church's Code of Canon Law, Canons 1279, 1282 and 1284 §1)

All funds raised by the Scholarship Committee shall be given to the parish's Business Manager to be deposited and officially accounted for and tracked in the parish's financial books and always comply, with the fiscal policies set forth in the Diocese of Colorado Springs' Finance Manual.

### ***Conflicts of Interest / Preclusion to Membership or Vote***

Scholarship Committee members owe a duty of loyalty to the parish. The duty of loyalty requires a member to act in the best interests of the parish, rather than in any personal interest of the member, a scholarship applicant or some other person or entity. In particular, the duty of loyalty requires an appointed member to avoid Conflicts of Interest that are detrimental to the Diocese of Colorado Springs, the St. Michael Catholic Church and the Scholarship Committee.

Any person who may have a conflict of interest in view of their familial relationship to a scholarship applicant is tacitly *ineligible* to discuss the merits of the application and vote on its' favorable or unfavorable award of parish scholarship funds. In other words, they must abstain from discussions and vote or may be asked to temporarily leave the Committee meeting by the Chairperson, Pastor or Parochial Administrator, until the applicant's consideration has been concluded.

## Terms of Service

Committee members generally serve a one-year\* term. Members may be re-appointed for an additional, one-year\* period. Appointments of the same members for beyond a 3-year period is strongly discouraged; the need for fresh ideas, thoughts and perspectives may be needlessly thwarted or delayed.

(\* The term “year” shall mean the period commencing with the beginning of the calendar year of January 1<sup>st</sup> and ending with the adjournment of the calendar year December 31<sup>st</sup>.)

If a Committee vacancy occurs at any time, the nomination process by the Pastoral Council to the Pastor or Parochial Administrator or by him alone begins anew.

### *Payment of Scholarship:*

The St. Michael Catholic Church will disburse funds from the restricted Scholarship Funds account directly to the educational institution that is noted on the applicant’s application form. If the recipient changes the institution that is stated on the application form, they shall possess the responsibility to provide the updated information to the committee’s chairperson or the Pastor or Parochial Administrator. The church will disburse the check for the awarded scholarship on a timely basis. There shall not be any disbursement of scholarship funds after December 31<sup>st</sup> of that year, unless special arrangements were made prior to December 31<sup>st</sup> by the committee and approved by the Pastor or Parochial Administrator in advance of December 31<sup>st</sup>.

The direct distribution of Scholarship Funds to approved applicants is explicitly prohibited. Why?

1. The parish’s Scholarship Program disbursements are intended to aid eligible and approved applicants with their tuition, fees (such as book and lab costs) or other amounts due an institution of higher education.
2. Monetary gifts paid directly to a student applicant, in any amount, is considered income, and may therefore be subject to income taxation laws by the federal Internal Revenue Service (IRS) and State of Colorado Department of Revenue (DOR).

[In general, scholarship funds may not be treated as taxable income, as long as they are used:

- (a) To pursue a degree or certificate, and
- (b) For tuition, fees or any other cost(s) that the IRS considers a “qualified education expense.” Those include books and supplies that are required for the applicant’s program of study. However, if they are using all or part of your scholarship funds to cover room and board, travel, tutoring services or optional supplies, that money will be treated as taxable income.

cf: IRS Topic #421: Scholarships, Fellowship Grants and other Grants, Revised May 19, 2022 ]

Unlike college grants, awarded parish scholarship funds do not need to be repaid by the applicant.

***Awarded Recipients:*** Those who were awarded the St. Michael's Scholarship and desire to re-apply for the same scholarship in the succeeding years may do so, provided they remain *Qualified Recipients* (as outlined in the criteria listed above).

***Scholarship Amount:*** The balance of monies, available for scholarship grants will change from year-to-year. Funding for the scholarship is based on scholarship donations; fundraising activities of the parish's Scholarship Committee; etc. The number of awarded scholarships and the value amount of each scholarship should be determined after all scholarship application forms and the total amount of available monies for disbursement in the parish's Scholarship Application. While the natural goal of the committee is to nominate scholarship disbursement requests to the Pastor or Parochial Administrator, at times, the balance of available scholarships monies may preclude such action. In such circumstances, the committee shall request disbursement authorizations to the Pastor or Parochial Administrator based on only a portion of the requested amount of the applicant.

All requests for disbursement of scholarship grant monies must be fully documented on a parish-level Purchase Order (PO) by a Committee member or the parish's Business/Office Manager and approved by the incumbent Pastor/Parochial Administrator, in accord with diocesan finance policies.

***Donations:*** Donations to the St. Michael's Scholarship Fund may be made at any time and given to the parish's main business office. Please make the check payable to the: St. Michael's Church and write "Scholarship Fund" on the memo line in the lower, lefthand corner of the check.

Respectfully  
Yours in Christ,

A handwritten signature in blue ink that reads "Rev. R.G. Newbury Jr." The signature is written in a cursive style.

Rev. R.G. Newbury Jr.  
Parochial Administrator

3 Attachments:

1. Scoring Guidelines/Percentages of Awards
2. Scholarship Application Form
3. Guidelines, Application Scoring Criteria

# ***Scoring Guidelines/Percentages of Awards:***

***How Essays Are Judged:*** Each essay is judged using the same scoring guidelines with a list of questions pertaining to the theme of the essay. Each question carries a numeric value that reflects how well the applicant addressed the issue or question within their written essay response. These numbers are calculated together, and the essay is given a total value or score.

Per the guidelines outlined under *Qualified Recipients*:

- The first-place award is always awarded to a graduating high school senior with the highest score among other graduating seniors that have also applied for a parish scholarship.
- If there are no graduating high school senior applicants, the first place will be awarded to the next priority listed.
- Once the first-place recipient is established, second place, third place and honorable mentions will be based on the actual scores of their essays in descending order.

***Acknowledgment:*** Applicants that receive first, second and third places will be acknowledged:

- In the parish's bulletin;
- On the parish's Website, Flocknotes and Facebook media platforms; and
- On the St. Michael Scholarship plaque located in the parish's Gathering Space.

***Value of Scholarships:*** The amount of the scholarship award in any given year may be different. To remain consistent with how funds are awarded and disbursed, the following percentages shall be used based on the number of applicants awarded scholarship funds.

## **5 Awarded Applicants:**

1 <sup>st</sup> Place:	28% of funds.
2 <sup>nd</sup> Place:	23% of funds
3 <sup>rd</sup> Place:	19% of funds
Honorable Mention:	15% of funds
Honorable Mention:	15% of funds

## **4 Awarded Applicants:**

1 <sup>st</sup> Place:	35% of funds.
2 <sup>nd</sup> Place:	30% of funds
3 <sup>rd</sup> Place:	20% of funds
Honorable Mention:	15% of funds

3 Awarded Applicants:

1<sup>st</sup> Place: 40% of funds.  
2<sup>nd</sup> Place: 35% of funds  
3<sup>rd</sup> Place: 25% of funds

2 Awarded Applicants:

1<sup>st</sup> Place: 55% of funds.  
2<sup>nd</sup> Place: 45% of funds

1 Awarded Applicants:

1<sup>st</sup> Place: 70% of funds  
Balance remains in  
the Scholarship  
Fund as reserve: 30% of funds

***Scholarship (Reserve) Fund:*** If the parish's Scholarship Fund will retain or reserve any donated Scholarship monies received, but not awarded, until the next calendar year.



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# 2023 Scholarship Application Form

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member of the St. Michael Catholic Church? Yes / No How long? \_\_\_\_\_

High School Graduated Year: \_\_\_\_\_

High School you will be graduating and receiving a diploma (or have already):  
\_\_\_\_\_

College, University, Trade School or Technical School you plan to attend (or are currently attending)

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

**Your Essay Question:**

In 800-1000 words, please write an essay on:

*How you intend to continue to remain actively involved and participate in the local or campus Catholic Church’s liturgies; promote and demonstrate your Catholic faith with others on and off campus; and be an example of Christ and His Church through your attendance and participation at an institution of higher education.*

Please return this application form and your essay by **June 2, 2023**  
into the designated box in the Church’s Gathering Space,  
drop it off at the Church’s Main Office (in Halloran Hall, second floor)  
or mail it to:  
St. Michael Church, P.O. Box 199, Calhan, CO 80808.

**As a reminder, use only your initials on your essay (no names, please).**

A cover page or letter on your essay is not needed.

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*To be completed by the parish’s Office/Business Manager and Pastor or Parochial Administrator*

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Is this applicant a member of the St. Michael Parish Church? Yes / No

Are they registered with the St. Michael Parish Church? Yes / No

Is the applicant’s essay attached to the application? Yes / No

Verification completed by: \_\_\_\_\_

Other Remarks:

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# Evaluation Scoring Criteria

## Guidelines for the 2023

### St. Michael's Parish Scholarship Program Essay

The 2023 essay questions are:

In 800-1000 words, please write an essay on \_\_\_\_\_.

*How does he/she intend to:*

- *continue to remain actively involved and participate in the local or campus Catholic Church's liturgies;*
- *promote and demonstrate your Catholic faith with others on and off campus;*
- *and be an example of Christ and His Church*

*through their attendance and participation at an institution of higher education.*

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Applicant's Initials: \_\_\_\_\_

A. Did the essay discuss an accurate and understandable account of \_\_\_\_\_?

- 3 - Exemplary historical account.
- 2 - Satisfactory historical account.
- 1 - Could have been more detailed

B. Did the essay clearly express \_\_\_\_\_?

- 3 - Strongly.
- 2 - Somewhat.
- 1 - Not really.

C. Did the applicant make a direct correlation to why \_\_\_\_\_ will be helpful through his or her life and college journey?

- 3 - Strongly.
- 2 - Somewhat.
- 1 - Not really.

D. Did the applicant capture the reader with an emotional and spiritual appeal in his or her writing?

- 3 - I was overwhelmingly moved.
- 2 - I was somewhat moved.
- 1 - I was not really moved by his or her essay.

E. Was the essay written with good grammar, punctuation, a clear introduction, structured paragraphs and a closing statement?

- 3 - Strongly.
- 2 - Somewhat.
- 1 - Not really.

F. After reading the essay, do you feel the applicant did his or her best at researching the subject matter and convincing you (the reader) regarding their answer(s) and thoughtfulness, regarding \_\_\_\_\_?

- 3 - Strongly.
- 2 - Somewhat.
- 1 - Not really.

**TOTAL SCORE OF THIS ESSAY EVALUATION:** \_\_\_\_\_

Do you have any comments or special recognition you would like to give to this individual?

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***FOR YOUR HELP IN JUDGING THIS YEAR'S ESSAYS  
FOR THE ST. MICHAEL SCHOLARSHIP AWARD!***