



## KATHARINE ROAT STEVENS EDUCATION & TRAINING FUND

of the Community Foundation of Greater Flint

*An award opportunity offered by the Genesee Chamber Foundation*

Katharine Roat Stevens, a well-known Genesee County business owner and former member of the Flint Area Chamber of Commerce for many years, desired to further the role of women entrepreneurs in Genesee County. Ms. Stevens was a woman of high standards of personal conduct. Following the passing of Ms. Stevens in 1993, a fund was established through the Community Foundation of Greater Flint and managed by the Genesee Chamber Foundation for the purpose of providing funds to support education and training opportunities for low income women who live in Genesee County with entrepreneurial aspirations. The award criterion is provided below:

Fund Name: Katharine Roat Stevens Education & Training Fund

Fund Purpose: The purpose of this fund is to support education and training opportunities for low income women who live in Genesee County with entrepreneurial aspirations.

Criterion: Awards will be made annually to successful applicants who meet all of the following criteria:

- Women who are residents of Genesee County
- Must be at least 18 years of age
- Have an interest in becoming an entrepreneur. This interest must be documented through the applicant's business plan, essay and/or personal interview with the Selection Committee.
- Financial need must be established using Federal annual guidelines of low income eligibility status (see attachment). Applicants must submit a copy of the most recent personal and business tax return, if applicable.

Award Amount and Use: Awards will be made for college, vocational, or recognized business-related training tuition, fees, and books. Funds will be paid directly to the training institution of the successful applicant's choice. Out-of-pocket expenses deemed appropriate by the Selection Committee will be reimbursed to the applicant providing actual receipts clearly identifying relevant expenses are submitted.

Application Timeline: Applications may be submitted throughout the year to be considered for awards. Awards will be made on a quarterly basis:

<u>Submission by:</u>	<u>Notification by:</u>
Jan 1-Mar 30	May 1
April 1-June 30	Aug 1
July 1-Sept 30	Nov 1
Oct 1-Dec 31	Feb 1

Selection Committee: The Selection Committee is comprised of three (3) individuals; one representative from the Women's Business Council, one representative from the Genesee Regional Chamber of Commerce, and one representative from the Genesee Chamber Foundation. A second representative from the Women's Business Council will serve as an alternate.

GCF Education & Training Coordinator: A member of the Genesee Regional Chamber of Commerce staff will act as the coordinator. This individual will work with the Selection Committee to promote the opportunity; develop, distribute, and receive applications; organize and present qualified applications to the Selection Committee for award decisions annually; maintain and distribute financial statements to the members of the Selection Committee, the Genesee Regional Chamber of Commerce, and the Genesee Chamber Foundation board.

To apply for a Katharine Roat Stevens Education & Training Fund Award, please complete the remaining pages of this application. All completed applications should include any documentation requested as supporting responses provided by the applicant. Incomplete applications will not be considered by the Selection Committee. Applicants will be provided with a written explanation if an application is incomplete. Applicants may resubmit their application providing it is done by the deadline to be provided by the GCF Education & Training Coordinator to ensure a timely review and decision by the Selection Committee.



**APPLICATION**  
**KATHARINE ROAT STEVENS**  
**EDUCATION & TRAINING FUND**

Of the Community Foundation of Greater Flint  
*An award opportunity offered by the Genesee Chamber Foundation*

Date Submitted: \_\_\_\_\_

Full Name of Applicant:

\_\_\_\_\_

**Attachment 1: Address Verification**

Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

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

Alternate Contact:

\_\_\_\_\_

**Attachment 2: Age Verification**

Birthdate: \_\_\_\_\_ Current age: \_\_\_\_\_

Birthplace: \_\_\_\_\_

**Attachment 3: Income Verification**

Family annual income: \$ \_\_\_\_\_

Number of people in your immediate family who live in your home: \_\_\_\_\_

Immediate family refers to children, parents or other individuals for whom you provide total financial support.

Identify other relatives or other people living in your home who are financially supported by you:

Person 1: \_\_\_\_\_

Person 2: \_\_\_\_\_

Person 3: \_\_\_\_\_

Person 4: \_\_\_\_\_

(If you have more than four people, please list them separately as shown.)

Do any of these individuals receive financial support from any source (circle one)? Yes No  
If yes, please circle the source from the following options:

Person 1: DHS A job Unemployment Pension Social Security Disability Trust Fund  
Other

Person 2: DHS A job Unemployment Pension Social Security Disability Trust Fund  
Other

Person 3: DHS A job Unemployment Pension Social Security Disability Trust Fund  
Other

Person 4: DHS A job Unemployment Pension Social Security Disability Trust Fund  
Other

**Attachment 4: Other Funding Sources (please circle your answers)**

Are you applying for funding through other sources? Yes No

If yes, please identify the sources and the amount requested below:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Attachment 5: Entrepreneurial Aspirations Verification**

This award is specifically given to those individuals who have a desire to be an entrepreneur. Applicants must submit an essay and/or business plan outlining your interest in further development of your entrepreneurial aspirations. Based on the essay and/or business plan review by the Selection Committee, a personal interview will be scheduled. The following information provides more detail about each of these verification items:

- **Essay.** All applicants must submit a written essay sharing your entrepreneurial aspirations. The essay is limited to two (2) typed pages, preferably in Microsoft Word on a CD. Handwritten copy will not be accepted. The essay should cover your definition of an entrepreneur; what type of business you are considering; why you think or feel you will be successful; and how you plan to use this award.
- **Business Plan.** Applicants may submit a business plan to support your request for funding. The plan should be typed, preferably in Microsoft Word on a CD. Handwritten copy will not be accepted. If you need technical assistance on how to put together a business plan, please contact the Small Business & Technical Development Center at 810.762.9660.
- **Personal Interview.** All applicants will be notified if the Selection Committee requests a personal interview. The interview will be your final opportunity to present your entrepreneurial aspirations.

Which options will you choose to share your entrepreneurial interests? Please circle one of the options below.

Essay      Business Plan      Essay and Business Plan

#### **Attachment 6: Letters of Recommendation**

Applicants can submit letters of support from individuals that are aware of your entrepreneurial aspirations. Examples might include: school principal, counselor, teacher, club sponsor, coach, religious leader, volunteer service nonprofit representative, employer or other adult mentors. Each applicant can submit up to three (3) letters of recommendation.

#### **Review of Your Application for Submission**

Please be sure that you have answered all of the questions above. If a question does not apply to you, please fill in the blank with "NA". If you have any questions, you may email the Education & Training Coordinator at [krset@thegrcc.org](mailto:krset@thegrcc.org). Do not leave anything blank. The assumption will be that you neglected to complete the application which could eliminate you from being considered for this scholarship opportunity. Complete the following instructions for final preparation of your Scholarship Application attachments:

Attachment 1: Submit a copy of two of the following items: your valid driver's license or other picture identification card, lease, utility statement or voter's registration card that verifies your current address.

Attachment 2: Submit a copy of your birth certificate or valid driver's license that verifies you are at least 18 years of age.

Attachment 3: Submit a copy of your most recent personal and/or business tax return.

Attachment 4: Submit a list of other funding sources that you have applied to for assistance.

Attachment 5: Based on your choices in this section, submit the following supporting documentation:

- Essay: Limited to two (2) typed pages with a CD file copy or email the file to the E&T Coordinator at [krset@thegrcc.org](mailto:krset@thegrcc.org).
- A complete Business Plan.

Attachment 6: Submit no more than three (3) letters of recommendation from adults who have personal knowledge of your entrepreneurial aspirations, your leadership capabilities, or your standards of personal conduct.

#### **Submit all completed applications to:**

Katharine Roat Stevens Education & Training Fund  
c/o Genesee Regional Chamber of Commerce  
519 S. Saginaw, Suite 200  
Flint MI 48502

Email the Education & Training Coordinator at [krset@thegrcc.org](mailto:krset@thegrcc.org) with any questions and to confirm receipt of your application. Award notification will be made on a quarterly basis.