

Establishing A Successful Scholarship Program

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Step 0: Establish an Individual to Manage the Scholarship Process.

This is the most important step of all. This person will be your go-to individual for the entire process. Make certain it is someone in whom you trust to do the work with joy and a smile.

Step 1: Establish a Budget.

Creating a scholarship fund takes a bit more than handing out money to deserving students. You will need to think about additional costs of advertising the scholarship, administering the incoming and outgoing funds, and of what or how much the award will consist.

How Much Does Cost is involved to start a Scholarship Fund?

Costs include setting up the program, keeping track of applicants as well as promoting the scholarship, and awarding the scholarship. Once you understand all the expenses involved, you'll have a better idea of how much money you can give to students. Many find that you need one year's expense money and two year's expected award payout in the bank (in an interest-bearing account) before beginning to advertise your scholarship program.

Step 2: Find the Funding for your Scholarship.

Next, you will need to determine how will you cover the expenses for managing the program. There are many options to consider.

- a. Identify individual donors from local philanthropists, chapter members, etc.
- b. Identify commercial donors from music stores, colleges, music educators, etc.
- c. Identify religious donors from local churches, religious organizations, community organizations such as Rotary, Masonic, Lions Club, etc.

Step 3: Determine Whom you would like to Award from the Standpoint of Criteria.

- a. Identify the age group, skill level, background, ect. of the award recipients.
- b. Identify the pre-qualifications of the applicants.
- c. Identify if the award is to be a payout to the applicant, the family, the teacher or organization, or some other form of award.

Step 4: Do the Paperwork!

You will need to define the rules of your scholarship. These rules need to be available for applicants to easily find in a flyer, on a website, etc.

Next, set up your application. Depending on your preference, you may want to work with an online or paper application (or both). Running your application online only may have many advantages.

- Many young organists spend their time online
- Online applications are easier track.
- Applicants and organizations will save on postage and time!
- Processing and choosing winners later will be easier.

When creating the application, also keep in mind the length. Long applications may discourage applicants from applying. So, try to keep it short and to the point. An example can be found on the last page of this handout.

Step 5: Set the Deadline.

The great majority of scholarships have deadlines in the mid-school-year (January through March). But that doesn't mean you can't establish a summer, fall, or winter deadline. You will want to have at least 60 days or more to promote your program. Then another six to eight weeks to select your recipients. Preplanning is very important. Be sure you give your intended applicants plenty of time to review, prepare, and apply for the award.

Step 6: Decide how to promote your Scholarship.

After you start a scholarship fund, you'll need to promote it!

Local music teachers, chapter members, band directors, ministers, and church organists are wonderful resources.

Step 7: Select the Winners.

Whether you choose to hear the applicants play in person or by Internet (Zoom, YouTube, etc.) it is important to judge everyone on an equal scale!

One way to do that is to create a grading scale (1-10 for example) on things like musical interpretation, technical facility, etc. This will ensure consistency among the reviewers. It will also provide evidence that you used specific criteria when selecting your winner. Once the winner is chosen, he/she should be notified as should the other applicants.

Step 8: Award the Scholarship.

Scholarships must be used for educational expenses or educational equipment expenses. When you make the award, be sure to state how the funds can be used. This may have a direct effect on the applicant's other financial aid received from his/her institution.

You also may want to keep track of the scholarship over time. It is customary to ask for a report from the winner on how the funds were used. These type follow up reports will help to keep your funds used for that which you intend.

The Cooper-Miller Organ Scholarship is presented in memory of two distinguished organists from Raleigh, North Carolina

Harry Cooper, D.Mus., FAGO, born December 1897, died May 1986. Dr. Cooper was a member of the AGO from 1920 until his death. He was long-time head of the organ department at Meredith College; organist/choir master at Christ Episcopal Church Raleigh for many years; subsequently served at First Baptist Church, Raleigh for years; and was a consultant on organs.

Catherine Ritchey Miller, born June 1904, died January 1998. She was a member of the AGO from 1933 until her death, and was an honorary member of the Central North Carolina Chapter since 1990. Mrs. Miller was long-time organist at Edenton Street United Methodist Church and also served later at White Memorial Presbyterian Church.

Scholarship Mission

To encourage promising young musicians and support them in the early stages of their education in organ.

Critical Dates

Applications will be solicited from area teachers, churches, and musicians in the Fall of 2022. Deadline for submitting an application is January 15, 2023. Auditions will take place at an area church February 18, 2023. Winner(s) will be announced by March 1.

Donations Welcome

The Cooper-Miller Organ Scholarship Fund is the perfect way to memorialize or honor someone who loves and supports sacred music. It is also an important way to identify, support and develop the organists needed to continue the great tradition of sacred music in worship services.

Application Process

Application Deadline: January 15

A complete application will include:

1. Application Form

2. Letter of Recommendation from teacher(s) including both specific criteria on a set scale and descriptive comment
3. Student's written statement of goals and intentions in organ study and service
4. Statement from parents/guardian/responsible party that they will encourage/support student's interest in studying organ

Note: A statement of financial need from parents/guardian/responsible party may be submitted.

Eligibility Criteria

Age range 13-18. For the upper age limit, student should be 18 at the time of the audition and still be in high school

Intermediate keyboard skills

Serious approach and desire to learn organ

Recommendation of teacher(s)

Audition Procedures

Auditions will take place at a Raleigh area church, location to be announced later.

Applicants should choose a hymn or song from their faith tradition and prepare two verses as though they were being sung in a service of worship. Applicant should also prepare a solo appropriate in a worship service plus a third piece of the applicant's choosing. Student may choose to perform on either piano or organ. Performances will be evaluated by a panel of judges and recommendations will be made to the scholarship committee. Decision will be announced by March 1.

Financial Goal

Maximum value of award is \$1500. In addition, the winner receives a 2-year student membership in AGO. The award may be used for any of the following: educational events, private organ lessons, organ shoes, and music.

NOTES:

Scholarship committee and judges will make final determinations of awards and specific amounts for the best usage and stewardship of the funds.

Judges reserve the right not to award any prize.

Decision of the judges is final.

A candidate cannot win 2 years in succession.

Recipients will be invited to perform at a chapter meeting.

Application

Applicant _____ Date _____

Address _____

Phone _____ Email _____

Date of Birth _____ Age _____

Instruments studied _____

Years of Study _____

Music instructors _____

Tell why you are applying and what you hope to accomplish if you win this award. Please include your goals and intentions related to your organ study and service to the community:

Audition Titles:

Hymn/Song

Title

Source hymnal/collection

1st Piece (solo for worship service)

Title

Composer/Arranger

2nd Piece

Title

Composer/Arranger

Applications to be submitted by January 15.

Parent/Guardian Statement

Please provide a statement of your intentions to encourage and support this student's interest in studying organ. How might the scholarship funds be used? Would your family be able to provide transportation for attendance at an educational workshop?

Letter of Recommendation

To the Applicant:

Please provide this 2-page form to your teacher(s) after you have completed the top portion.

This recommendation will not be disclosed to any unauthorized individual without your consent. You will be accorded access to its contents unless you voluntarily waive your right of access.

I have read the information above and hereby

_____waive

_____do not waive

my right of access to this document.

Name of Applicant_____

*Signature_____Date_____

To the Recommender:

Your willingness to provide information about the applicant named above, who is applying for the Cooper-Miller Organ Scholarship, is greatly appreciated. The applicant will have access to this recommendation unless he/she has waived that right.

All mailed materials must be postmarked no later than January 15 for an application to be considered.

Name of Recommender _____

Address _____

Telephone _____ E-mail _____

*** - Signature lines can be electronic**

1) How long and under what circumstances have you known the applicant?

2) Please evaluate the applicant using the following chart. If you are unable to judge, please indicate.

Initiative

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Motivation

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Perseverance

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Maturity

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Interpersonal skills

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Communication skills

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

Potential for growth

Below Average___; Average___; Good___; Excellent___; Exceptional___; Unable to judge___

3) Why do you feel this student should receive a scholarship? Your observations and comments will assist the Scholarship Committee in its deliberations.

*Signature_____Date_____

