

I. FILLING OUT THE FORMS

Basic Tips on Completing Forms

- Use only current forms. All recommendation forms (FTC, renewal and adjustment) have been revised for SY 2023-2024.
- Indicate Batch number on FTC and Adjustment forms.
- **Send only complete paperwork to GRACE.** Both the principal/president and the parents/guardians of candidates are required to certify that applications are accurate and complete. If information for some of the candidates is incomplete, these candidates should be excluded from FTC and Adjustment recommendations until complete information is available. You can submit new batches of additional FTC and Adjustments recommendation forms as missing information becomes available.
- **Send only the necessary documentation.** Only one form of proof of residence is needed. Extra documentation produces clutter and takes longer to review.
- **Do not enclose printouts or reports from FACTS or financial services.** The printouts and reports contain confidential information about students' families. The information from FACTS or other financial aid service is proprietary and should not be shared with GRACE staff.
- **Messy paperwork slows down processing.** Please use a new (clean) first time candidate recommendation form each time you submit a set of recommendations. It can be confusing when previously approved candidates are included on the same form with new recommendations.
- **Scholarship recommendation forms are subject to review by auditors.** Please prepare the forms carefully.

First Time Candidates' (FTC) Recommendation form

- Use current form. It has been revised for SY 2023-2024.
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.
- Use a new form each time you submit a batch of First Time Candidates. Enter the batch number in the box on the upper right corner of the form.
- The form is a spreadsheet. Please key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- Do not arrange the columns as this could disturb the drop down menus.
- If needed, rows may be added to the spreadsheet. It is better not to add a row just above the total row as you may need to re-sum the column.

Calculated Financial Need (CFN) must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2023 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)

- Items to be keyed in are listed below. Use whole dollars only; no cents, please.
 - Candidate First Name

- Candidate Last Name
- Gender – drop down menu
- Race – drop down menu using NCEA categories
- Ethnicity – drop down menu using NCEA categories. If unknown, select “Not Hispanic or Latino.”
- Religious Affiliation – drop down menu. If unknown, select “Non-Catholic.”
- Student Address
- Student City
- Student Zip Code
- Parent/Guardian 1 courtesy title – drop down menu
- Parent/Guardian 1 First Name
- Parent/Guardian 1 Last Name
- Parent/Guardian 2 First and Last Name
- Parent Phone number
- Parent email
- Total number of persons in family/household (required by state law). See AGI and number of dependents in QUICK REFERENCE GUIDE.
- Adjusted Gross Income (required by state law). See AGI and number of dependents in Scholarship Procedures Manual QUICK REFERENCE GUIDE.
- Previous School Name and City
- Grade in SY 2023-2024
- Total years to graduation including SY 2023-2024
- Tuition Rate for SY 2023-2024

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- CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent
- Recommended annual award
- Codes (if any). Examples include:
 - EDFF – See page 17 Scholarship Procedures Manual
 - FAC-STF (for child of faculty-staff member). See below.
- [Exception](#)
 - ***Children of faculty and staff are eligible for GRACE.*** Up to 15 percent of a school's dollar awards may be made to faculty and staff. Please indicate FAC-STF in the codes column of first time candidate forms.
 - Items listed below calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
 - 80% of tuition
 - Recommended multi-year award (row and column totals)

- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the form, but GRACE also needs an alternate staff contact (usually the scholarship coordinator).