



## ORGANIZATION SCHOLARSHIP For SPARROW COURSES and SERVICES

**At Sparrow, we believe in value:**

- **The value of each human life**

Jesus said in Matthew 10:31, “you are worth more than many sparrows,” as He described our Heavenly Father’s care for us. *Therefore we celebrate every life God has created, from the newest life conceived to the moms who carry them, all of those with whom we work, and even those who have not yet become convinced of how priceless a human life is.*

- **The value of knowledge**

Truth liberates. Or, as Jesus put it, “You will know the truth, and the truth will make you free.” The more you know, the more equipped and prepared you are. *Therefore we pursue our own growth and the growth of others.*

- **The value of excellence**

Our work testifies to the value of the One we ultimately serve. “Whatever you do, work at it with all your heart, as working for the Lord, and not for men.” Col. 3:23 *Therefore we pursue standards of excellence in every area.*

- **The value of stewardship**

“As each one has received a special gift, employ it in serving one another as good stewards in the manifold grace of God.” I Peter 4:10 and “...the worker deserves his wages.” I Tim. 5:18b *Therefore we have established our pricing at or below industry standards.*

***Sparrow Organizational Scholarships are available to further ease the financial burden of PMCs committed to furthering their educational growth.***

Scholarship applications will be reviewed by members of our In-house team as well as consultants offering the courses and services.

The amount of the scholarships vary. The largest scholarship that has been granted thus far is \$1,000.

*In order to make educational training more affordable, we also have established packages so that the more training contracted, the greater the discount received.*

# ORGANIZATION SCHOLARSHIP APPLICATION FORM

## GENERAL INSTRUCTIONS

- The application has four parts. Be sure to complete each part.
- Type OR legibly print all proposals (minimum 10 point).
- Provide all of the information in the order listed.
- All questions relative to the request must be completed fully.
- Submit only one copy with numbered pages; do not bind or staple. Application may be saved as pdf and emailed to [ginnie@sparrowsg.com](mailto:ginnie@sparrowsg.com).
- Do **not** include materials other than those specifically requested at this time.
- Scholarships for Sparrow Solutions Group courses and services only.

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# ORGANIZATION SCHOLARSHIP APPLICATION FORM

## PART ONE: SCHOLARSHIP AND ORGANIZATION INFORMATION

### Scholarship Request

Total Amount Requested: \$ \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Course/Service Scholarship is Requested: \_\_\_\_\_

If interested in multiple courses, please list each on separate line: (Package discounts also available.)

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**Organization Information**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

ED/CEO (Name & Title): \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Person (if other): \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Board Chairperson : \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization's total operating budget for Past year: \_\_\_\_\_ Current year: \_\_\_\_\_

Please list the organization's staff composition in numbers:

Paid full time \_\_\_\_\_ Paid part time \_\_\_\_\_ Volunteers \_\_\_\_\_ Interns \_\_\_\_\_ Other \_\_\_\_\_

Total staff (both professional and volunteer) \_\_\_\_\_

Please list the total number of board members: \_\_\_\_\_

**Authorization**

Has the organization's ED/CEO authorized this request? Yes\_\_\_ No\_\_\_

An officer of the organization's governing body (such as a board member) must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.

Signature \_\_\_\_\_ Print Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Remember to enclose all required support materials with the application (see Part Two).

## **PART TWO: SCHOLARSHIP PROPOSAL NARRATIVE**

**Please provide the following information in the order presented below, using the headings provided. Use no more than three pages; excluding attachments.**

### **A. Organization Information and Background**

Provide the following: (If you do not have any of the items requested, please indicate.)

- Organization's mission or purpose statement
- Organization's vision statement
- Organization's core values
- Organization's goals
- Organization's history
- Organization's current programs
- Organization's success stories and qualifications
- Show evidence of community support for organization
- Show evidence of need for organization in community

### **B. Basis for Course Selection**

- Abstract: Briefly describe the organization's need for the course, who will benefit from the course, how the course will help the organization to fulfill its mission

### **C. Evaluation**

Provide the following: (If unsure about any of the items requested, please indicate.)

- Briefly describe the evaluation process of the course and how the results will be used.
- Explain how the organization will measure the effectiveness of the course/service.
- Describe the criteria for success.
- Describe the results expected to be achieved by the end of the course.

### **D. Funding Considerations**

- Describe plans for obtaining other funding needed to complete course(s).

## PART THREE: EDUCATION PRIORITIES

**On a scale of 1-5 as indicated below, describe the perception of the educational priorities of the stakeholders in your organization:**

**Not Important  
(Only because required)**

**Critical to Organization  
Health and Development**

**1**

**2**

**3**

**4**

**5**

1. As ED/CEO answer the following questions:
  - a. On a scale of 1-5, how important is training and education to you as the leader of the organization? \_\_\_\_\_
  - b. On a scale of 1-5, based on prior funding and experience, how important do you think training and education is to your board? \_\_\_\_\_
  
2. Poll five board members, ask them the following questions, then put the average in the blank:
  - a. On a scale of 1-5, how important do you personally feel training and education is for your organization? \_\_\_\_\_
  - b. On a scale of 1-5, based on your experience as a board member, how important do you feel training and education is to your board as a whole? \_\_\_\_\_
  
3. Poll five staff members, ask them the following questions, then put the average in the blank:
 

On a scale of 1-5, how important do you personally feel training and education is for your organization? \_\_\_\_\_
  
4. Poll five regular donors, ask them the following questions, then put the average in the blank:
  - a. On a scale of 1-5, how important do you personally feel training and education is for your organization? \_\_\_\_\_
  - b. On a scale of 1-5, based on your experience and conversations (if applicable) how important do you think most donors see training and education in our organization? \_\_\_\_\_
  
5. How much did your organization spend on **internal** education in the last fiscal year? \_\_\_\_\_  
 NOT INCLUDING MATERIALS GIVEN to PATIENTS/CLIENTS  
 INCLUDING conferences, webinars, other trainings. Include all expenses such as travel, per diem, etc.
  
6. Additional comments, if desired.

## **PART FOUR: REQUIRED ATTACHMENTS**

Submit the following attachments (in the order listed) with the completed proposal:

- 1) Complete list of the organization's officers and directors.
  - 2) The organization's actual income and expense statement for the **past** fiscal year, identifying the organization's principal sources of support.
  - 3) The organization's projected income and expense budget for the **current** fiscal year, identifying the projected revenue sources.
  - 4) The organization's most recent audited financial statement including notes and IRS Form 990.
  - 5) Copies of the IRS federal tax exemption determination letters.
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## **GLOSSARY OF TERMS**

**Community** – The people living in the same district, city, state, etc.

**Date of Incorporation** – When an organization becomes incorporated, it has completed the process of becoming a corporation, as recognized by state law.

**Education** – process of imparting or acquiring knowledge, skills, instruction, or training; can take place individually or with others

**Federal ID #** -- If not a start-up organization, the organization has filed a Form 1023 to be tax exempt. When the IRS approved that form, approving the organization's 501(c)(3) status, they mailed the organization a *letter of determination*, which includes a Federal ID #.

**Regular donor**—Someone who gives consistently to your organization, whether monthly, annually, or at some other consistent interval.

**Success Story** – An example that illustrates your program's effect on a client/patient.