

HOUSTON CITY COLLEGE FOUNDATION

SCHOLARSHIPS AND GRANTS COMMITTEE CHARTER

This Charter sets forth the responsibilities of the Houston City College Foundation's Scholarships and Grants Committee.

I. Purpose

The purpose of the Scholarships and Grants Committee (Committee) of the Board of Directors (Board) of Houston City College Foundation (Foundation) is to provide oversight for the awarding of scholarships and grants for HCC Student Success for both endowed and current use funds. The committee also reviews and recommends to the HCC Foundation Board for approval all Foundation Grant Applications and requests from HCC funded from the annual budget allocated by the HCC Foundation Board and reviews and reports all scholarship and grant disbursements each fiscal year.

The Committee is established in the Foundation's Bylaws as a standing Committee of the Board. This committee plays an important fundraising role by providing oversight confirming donor intent is honored and available funds are utilized expeditiously.

II. Responsibilities

- i. The Scholarships and Grants committee chair serves as a member of the HCC Foundation Board Audit Committee to confirm that restricted funds, both current use and endowed, are audited annually to confirm donor intent is being honored.
- ii. Reviews restricted funds annually to ensure both current use and endowed funds are being utilized expeditiously.
- iii. Makes recommendations to the Board to amend restriction criteria to utilize restricted funds effectively while honoring donor intent as closely as possible.
- iv. Establishes Scholarship and Grant policies for Board approval if needed for any circumstances outside of the Foundation Gift Acceptance Policy.
- v. Reviews and makes decisions on policy and procedure changes for grant applications received from HCC at least every two years. These policy and procedure changes include but are not limited to:
 1. Application – questions and forms
 2. Timeline for grant process
 3. Size of grants
 4. Types of grants
 5. Criteria for grants
- vi. Reviews the grant applications and recommends approval of grants to the Board within the annual budgeted grant funds allocated by the Board.
- vii. Presents the Foundation Scholarship and Grants Report at the annual meeting of the Board.

III. Membership

The membership of the Committee shall consist of at least three voting members, all of whom shall be members of the Board of the Foundation. The Board Chair serves as an additional voting committee member. All committee members shall be independent directors free from any relationship that, in the opinion of the Board, would interfere with his or her exercise of independent judgments as a member of the Committee. An appointment to the Committee should reflect and acknowledge exceptional board service. Additional committee members (who are voting members of this Committee) can be community volunteers who are not Foundation Board members and have skills and expertise needed to support the purpose of the committee. Members of the Committee shall serve at the pleasure of the Board and shall be appointed to, and removed from, the Committee by the Board. Members are appointed for one-year terms, commencing September 1; with the exception of the Committee Chair who will serve for a two-year term and will also be a member of the Audit Committee. The Foundation President shall also serve on the Committee in a non-voting ex-officio capacity.

IV. Authority

The Committee may not act on behalf of the Board unless otherwise delegated specific authority by the Board above and beyond the scope of authority described within this Charter.

V. Meetings

The Committee shall meet at least quarterly, and more frequently as necessary, based on pending grant applications and periodic fund reviews pursuant to the Foundation's governing documents. Meetings of the Committee may be held upon the call of the Committee Chair or Chairman of the Board, at any time that the attendance or consent of at least a majority of the committee can be obtained. A quorum, consisting of a majority of Committee members, is required to conduct business and ensure procedural integrity. Meetings may be in person or virtual. Minutes of every Committee meeting will be prepared in a timely manner, approved by the Committee, and provided to the HCC Foundation Board of Directors.