



WIS-KC Scholarships Policy and Procedure

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Scope and Intent of the Policy

Women In Security Kansas City (WIS-KC) from time to time holds and administers certain funds (the “Funds”) that provide scholarship grants to individuals, including high school, college and graduate school students, to enable the recipients to complete an undergraduate or graduate education in the field of their choice at the college or graduate school of their choice. WIS-KC also holds and administers certain Funds that make grants to students in primary and secondary school to attend various educational programs and to other individuals for vocational or other training and certifications. Grants made from such Funds shall be referred to as “Scholarship Grants.”

Definitions

Donor – an individual or organization, including a corporation, partnership or trust, that makes a contribution to a Fund.

Educational Institution – An institution that has a regular faculty, a curriculum, and an organized body of students in attendance at the place where the educational activities are held.

Qualified Expenses – Certain expenses incurred in attending an educational institution. They are:

- Tuition and fees for enrollment and attendance.
- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.
- Certifications and fees associated with certification tests.
- Room and board, travel, research, clerical assistance. Payments for expenses in this group are not exempt from income tax.



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Scholarship Awards

We use the term “Scholarship Awards” to refer to grants that pay for individuals to attend an educational institution – a school that has a faculty, a student body, a physical location and a curriculum. This could be a primary or secondary school, a public or private college or university or a vocational school. Awards are also eligible for costs associated with tests and related expenses to obtain security certifications. These are grants that are described in Section 4945(g)(1) of the Tax Code.

WIS-KC will award three (3) scholarships annually, as funds are available. Additional scholarships may be awarded should funds be available. Specific scholarship amounts and requirements will be determined by the WIS-KC Board of Directors prior to requesting applications each year. Generally, they will fall into three (3) categories:

1. Undergraduate
2. Graduate
3. Training Center / Security Coursework / Security Certifications

WIS-KC may choose to award additional scholarships, as funds are available in any given year.

Selection of scholarship grantees

Selection criteria

The criteria to be used in selecting grant recipients from a fund established by WIS-KC must be based on criteria that are appropriate to accomplishing the underlying purpose of the grant. WIS-KC members should work with donors to establish Funds that fulfill the donor’s charitable goals and feature clear selection criteria.

Criteria for scholarship grants may include, but are not limited to, the following:

- Prior academic performance;
- Recommendations from instructors of such applicant and any others who have knowledge of the applicant’s capabilities;
- Additional biographical information regarding an applicant’s career, academic and other relevant experiences, financial need; and
- The grant selection committee’s conclusions as to the applicant’s motivation, character, ability, or potential.
- The applicant’s response to a brief, topical essay.
- Preference may be given to applicants of a particular sex.

Recipients of Scholarship Grants must be pursuing or intending to pursue a degree or certification with a cybersecurity or information security focus. Recipients may be attending or planning to attend courses on campus or online, full-time or part-time, at a US-Based Institution.



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In order to receive the Grant, a student does not have to be currently enrolled in courses. However, no awards will be disbursed until the Recipient is enrolled in a college, university or professional course or certification program.

WIS-KC reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Scholarship Grants and the administration of such grants. Any substantial or material changes will be made only with approval of WIS-KC's board members.

Selection committee

The Selection Committee will be comprised of three (3) to five (5) Chief Information Security Officers and Information Security leaders. The Selection Committee will be appointed by the WIS-KC Board of Directors on an annual basis, anyone named as a conflict of interest will be removed from the committee. Founding members of WIS-KC may be appointed to the Selection Committee, so long as a conflict of interest is not found to exist.

The selection committee will be provided with anonymised applications. Applications may be pre-screened by the Treasurer or Scholarships Committee to ensure legitimacy and/or reduce the number of applications for the Selection Committee to review.

Application process

Applicants for Scholarship Grants shall be required to submit the application form and supporting materials as WIS-KC may deem appropriate on a schedule to be determined by WIS-KC.

Each year, WIS-KC will begin accepting applications for Scholarship Grants on or about February 1 and conclude within on or about April 15. WIS-KC reserves the right to alter this window as variables dictate. Notification of scholarship awards will take place on or about May 15. Scholarship winners will be acknowledged at the June WIS-KC membership meeting.

Grant renewals

Grants will ordinarily be awarded for a one-year period, but may be for a shorter or longer period. Grants may be renewable for a period appropriate to the purposes of the Fund under which the grant is established.

Supervision of grants

Scholarship Grants Paid Directly to the Educational Institution

Unless otherwise provided in the fund agreement, WIS-KC will pay Scholarship Grants directly to the educational or certifying institution for the use of the scholarship recipient. The educational institution must agree in writing to use the grant funds to defray the scholarship recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is



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enrolled at such educational institution and his or her standing at such educational institution is consistent with the purposes and conditions of the grant.

Investigation of Jeopardized Grants

WIS-KC is not required to investigate the use of scholarship grants paid directly to an educational institution unless the award is used to pay for something that is not a qualified educational expense. However, WIS-KC does have a duty to investigate possible diversions of scholarship grants paid directly to the recipient and all grants to individuals to achieve a specific objective.

Where the reports submitted or other information (including the failure to submit reports), indicate that such a grant is not being used for its intended purpose, WIS-KC is under a duty to investigate. While conducting its investigation, WIS-KC will withhold further payments to the extent possible until any delinquent reports required under these procedures have been submitted. WIS-KC also will take reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant.

However, if the grantee has not previously diverted grant funds, WIS-KC may elect to continue further payments to the grantee if it receives the grantee's assurance that future diversions will not occur, that the grantee has restored the missing funds and that the grantee will take extraordinary precautions prescribed by WIS-KC to prevent future diversions from occurring. If a further diversion takes place, WIS-KC will take steps to recover the grant.

The phrase "all reasonable and appropriate steps," includes legal action where appropriate, but may not include legal action if such action would in all probability not result in the satisfaction of execution on a judgment.

Recordkeeping Requirements

Women In Security Kansas City-KC's treasurer shall retain the following records in connection with all grants covered by this policy:

- All information obtained by WIS-KC to evaluate the qualifications of potential grantees,
- The identification of grantees (including any relationship of any grantee to WIS-KC or to a director or officer of WIS-KC),
- The purpose and amount of each grant, and any additional information WIS-KC obtains in complying with its grants administration procedures.

Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants. Records pertaining to any grant made pursuant to this policy shall be kept for no less than three years after the filing of WIS-KC's annual tax return for the period in which the last installment of such grant was paid.