



THE COLUMBIA FOUNDATION

giving back to our community

THE COLUMBIA FOUNDATION Employee Assistance Fund Educational Assistance

The Columbia Foundation promotes the power of community by investing in local charities, supporting its employees, and preserving Columbia's historical legacy for future generations.

The Foundation's Employee Assistance Fund (EAF) was established in 2020. It offered significant help in addressing the critical needs of Club employees caused by the financial consequences of the COVID-19 pandemic. The EAF has made over 270 grants to date, totaling more than \$330,000, providing support to employees for groceries, housing assistance, utility bills, medical expenses, educational assistance and more.

The EAF was designed by the Foundation Board to be flexible in its ability to respond to ever-changing circumstances and needs of Club employees. EAF grants are designed to cover losses and expenses caused by an accident, disaster, or crisis. Grants are not available to supplement employee income for ordinary living expenses.

As we move beyond the crisis of the COVID-19 pandemic, the Foundation Board is keen to provide employees with expanded assistance in the area of education. Below is an overview of the requirements to qualify and the application process.

GUIDELINES & ELIGIBILITY REQUIREMENTS

EAF educational assistance grants are open to full-time and part-time employees of Columbia Country Club in Chevy Chase, MD. To be eligible for consideration, employees must be employed for one (1) year prior to application.

Employees must be in good standing with no pending disciplinary actions prior to an EAF educational assistance grant disbursement.

Employees must present a favorable recommendation from their immediate supervisor.

In the case of employees who have received previous EAF educational assistance grants, their applications are subject to review to determine whether the applicant fulfilled the course of study proposed in their previous application. They will be required to:

- Submit proof of course completion (*e.g.*, transcript, certificate of completion).
- Pass all courses with a grade of "C" or above.

- In cases where they failed a class or took courses other than the courses proposed in the previous application, they must submit an explanation for the deviation from their proposed course of study and/or failed courses.

The following are examples of expenses that will be considered for coverage: tuition and fees, books and other course materials, supplies and equipment such as a computer or laptop.

The EAF Grants Committee retains the right to disqualify the applications of former grant recipients for failure to fulfill a course plan proposed in a previously approved application. Absent extenuating circumstances, previous grant awardees who failed to complete the course(s) they applied for may be asked to reimburse the Foundation.

APPLICATION REVIEW PROCESS

The EAF Grants Committee will review all applications for educational assistance and issue grants for those it approves. The Committee's decisions will be guided by the following factors:

- The amount of available funds versus the number of applications received and the amounts requested for educational assistance. Initially, the Foundation has allocated \$25,000 for this purpose. Future amounts will depend upon funds donated for this purpose by Club members. There is a \$5,000 annual maximum per employee.
- The extent to which the applicant has demonstrated financial need and/or exceptional merit.
- Whether previous EAF educational assistance grantees used funds they received to pursue the applied-for course of study.
- Special circumstances that might qualify an applicant for an exception to the standard eligibility criteria (*e.g.*, an applicant suffered a personal loss and withdrew from classes but submitted a statement explaining the extenuating circumstances to the Committee).

Once an application is submitted, the information contained therein will be verified by the Committee with Club staff.

The Committee will then review the applications and determine which applications qualify for educational assistance grants and the amounts to be awarded. Applicants will then be notified about whether their application was approved and, if so, the amount of the grant.



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**THE COLUMBIA FOUNDATION
EAF Educational Assistance Grant Application Form**

GRANT APPLICANT PERSONAL INFORMATION*

**PLEASE ATTACH A RECENT PHOTO*

EMPLOYEE NAME _____

HOME STREET ADDRESS _____

HOME CITY/STATE/ZIP _____

E-MAIL _____

CELL PHONE NUMBER _____

EMPLOYEE HIRE DATE _____

EMPLOYEE STATUS (CIRCLE ONE): FULL-TIME OR PART-TIME

PROPOSED COURSE OF STUDY

NAME OF SCHOOL/INSTITUTION _____

ADDRESS _____

YEAR IN SCHOOL AS OF SPRING 2023 _____

COURSE OF STUDY _____

MAJOR/INTENDED DEGREE OR CERTIFICATE _____

PROGRAM DURATION _____

TOTAL NUMBER OF COURSES _____

TOTAL NUMBER OF CREDIT HOURS _____

List all courses you are proposing to take. Include section and course number (e.g., ART- 300), course name (e.g., Introduction to Art History) the number of credit hours for each course (e.g., 3 credit hours), and the date and/or semester when the course begins (e.g., Spring 2023).

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- Proof of the cost of tuition for the course(s) you are proposing to take. Valid forms of proof include an invoice for tuition, receipt for tuition or expenses, printout from provider website, quote on the institution’s letterhead, or credit card statements.
- Online link or printed hard copy of course description(s).
- Your most recent transcript (transcript must list cumulative GPA).
- Previous semester GPA .
- A favorable recommendation from your immediate supervisor at the Club.
- A personal statement of 150-500 words describing why you are a good candidate to receive an EAF educational assistance grant and the impact that receiving such a grant would have on your ability to pursue your educational goals.
- Any awards you have received for academic or athletic excellence, leadership, or community service, etc. and the date(s) you received the award(s).

GRANT AMOUNT REQUESTED (NOT TO EXCEED \$5,000) _____

BY SUBMITTING THIS APPLICATION, I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE. FURTHER, I UNDERSTAND THAT I AM GIVING THE COLUMBIA FOUNDATION AND COLUMBIA COUNTRY CLUB PERMISSION TO UTILIZE MY NAME, THE NAME OF THE INSTITUTION I PLAN TO ATTEND, MY MAJOR, AND ANY PHOTOGRAPHS SUBMITTED AND/OR TAKEN OF ME RELATING TO AN EAF GRANTS ANNOUNCEMENT TO BE USED IN FUTURE PROMOTIONAL MATERIALS.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE