

Kensington Educational Scholarship Procedures for Award Selection

Revision 11/30/21:

1. Scholarship application process opens each year in January
2. Applicants may receive applications via the Kensington Town website or through their educational institution
3. Completed applications should be returned to the Assessor's Office at 95 Amesbury Road, Kensington Town Hall, Kensington or via email to kensington.trustees@gmail.com by the posted deadline according to EHS.

Note: For the 2021-2022 academic year, the deadline is April 14, 2022.

4. Copies of all applications will be made and retained by the Trustee of the Trust Funds Board. Copies of the applications will be forwarded to the appropriate review/selection committees:
 - a. John W. York & Jessie E. York Scholarship
 - b. Bessie B. & Faith N. York Educational Fund
5. A Trustee of Trust Fund representative will notify each committee of the maximum amount of award that may be distributed for the year, and any additional criteria such as total number of applicants that may receive awards (if applicable according to the provisions of the donors)
6. Committees will meet to review and select award recipients. All notes, minutes, comments, etc from the review meeting should be retained and included in the permanent review file.
7. When review/award process is complete, a representative of the committee should return the file back to the Assessor's Office. Town of Kensington who will notify Trustee of Trust Funds of receipt.
8. Trustee of Trust Funds designated member will prepare a notification letter to the selected recipient(s) instructing them on the process to receive their award.
9. All copies of letters and executed documents will be placed in a file clearly marked by year and filed in the permanent records of Trustee of the Trust Funds which is maintained in the vault at the Town Hall per governing RSA.
10. Requests for disbursements will be made according to the existing procedures established by Three Bearing's Management.
11. Receipt of checks by award recipients will be made according to procedures set in place by Assessor's Office at Town Hall and Trustee of Trust Fund Board members. A copy of these procedures are provided on the Town website.