

# JACK KENT COOKE FOUNDATION

## GRADUATE ARTS AWARD

### Faculty Representative Guidelines

The Jack Kent Cooke Foundation's mission is to help young people of exceptional promise reach their full potential through education. Through the Graduate Arts Award, the Foundation identifies and supports talented performing arts, visual arts, and creative writing students who will begin their first graduate or professional degrees in fall 2012. These nomination guidelines are designed to assist institutions in recruiting applicants and selecting nominees who excel artistically, have significant unmet financial need, and academic distinction. Only accredited colleges and universities in the United States may nominate students.

Please note: The faculty representative guidelines contain information not included in the nominee guidelines.

#### ► DEADLINES

1) **Application Deadline AND Nomination Deadline** is **February 9, 2012**

#### ► FACULTY REPRESENTATIVE MATERIALS

Faculty representatives have access to additional resources on the Foundation's website ([www.jkcf.org](http://www.jkcf.org)). To access the section, click on the "Faculty Representatives" link under the "Opportunities" list or go to <http://facreprs.jkcf.org>.

Upon logging in, you will find these faculty representative materials:

- Information on the nomination and selection processes
- *2012 Faculty Representative Guidelines - Graduate Arts Award*
- Outreach materials, including a press release and informational posters

#### ► SELECTION CRITERIA

- **Artistic and creative merit:** Strong portfolio of artistic or creative work, art awards and honors, and substantive assessments by those providing confidential letters of recommendation.
- **Academic achievement:** Strong grades (both cumulative and improved over time), academic awards and honors, challenging curriculum and courses, and substantive assessments by those providing confidential letters of recommendation.
- **Significant unmet financial need:** Nominees must show significant unmet financial need, which has two components, (i) education costs that exceed to an appreciable degree other grant awards and (ii) insufficient student and family income to meet educational costs. Students receiving full funding for their graduate degree will not be competitive for this scholarship. One indicator of financial need is that the applicant received need-based aid while in college.
- **Will to succeed:** Determination and perseverance, commitment to obtaining an education, success in other pursuits, or assumption of significant responsibilities during school, such as employment.

In the **selection process**, these criteria are weighted in the order shown here.

The strongest candidates will **excel artistically and academically** and have **significant unmet need**.

► **MINIMUM ELIGIBILITY**

Nominees must, at a minimum, meet all of the following eligibility requirements:

- Nominees may be **seniors or recent graduates** of your institution. Current students must have senior status by December 31, 2011. Recent alumni must have graduated within the last five years (since spring 2007).
- Nominees must plan to start their **first** graduate or professional degree **full-time in fall 2012** in the fields of performing arts, visual arts, or creative writing.
- Nominees must have **cumulative college GPAs of 3.20** or better on a 4.0 scale (or the equivalent). The cumulative GPA must include **all** college-level courses.
- Nominees must have **significant unmet financial need**.

Please keep in mind as you select your nominees that, while there is a five-year window of eligibility, **an individual may only be nominated once** for the scholarship.

► **FACULTY REPRESENTATIVE TIMELINE**

<b>November 2, 2011</b>	Scholarship <b>online application and application materials available</b> on the Foundation’s website.
<b>December 2011</b>	Foundation holds informational <b>webcast</b> for faculty representatives.
<b>November 2011 – February 2012</b>	<b>Faculty representative publicizes</b> scholarship widely to students and alumni and conducts <b>broad outreach</b> .
(to be set by you)	<b>Internal campus deadline</b> for application materials (set a deadline that works with your institutional schedule and allows sufficient time for your committee to review applications).
<b>November 2011 – February 2012</b>	Faculty representative and campus scholarship committee meet to select nominees.
<b>February 9, 2012</b>	<b>Application Deadline.</b> Applicants are responsible for submitting their online application including uploaded supporting materials by <b>February 9</b> .
<b>February 9, 2012</b>	<b>Nomination Deadline.</b> Faculty representative is responsible for the complete and timely submission of all materials by this deadline. Late applications will not be considered.
<b>February 17, 2012</b>	Nominees will receive an email on or about <b>February 17</b> with instructions to upload copies of the graduate school acceptance letters and financial award letters by <b>April 30, 2012</b> .
<b>mid- May 2012</b>	The Foundation <b>notifies</b> all applicants of award status.

► **OUTREACH**

To find the strongest candidates, **notify arts departments and faculty** about the scholarship and ask them to help **identify potential nominees**.

Send the Foundation press release (available in the faculty representative section of the Foundation’s website) to your campus media office with the provided instructions. Print and place the posters in prominent places on campus.

Outreach will improve the likelihood of **selecting competitive nominees**.

## ► SELECTING YOUR NOMINEE(S)

**Internal Campus Deadline:** The faculty representative should set and publicize a **campus deadline**. Allow enough time to manage your nomination process and ensure that the scholarship committee is able to consider all the applications, select the nominees, and submit the nomination by the **February 9 deadline**.

**Scholarship Committee:** We encourage faculty representatives to work with a scholarship committee to review the applications. If your institution does not already have an experienced scholarship committee, please consider organizing a committee to review applicants for the scholarship and consult with you to help choose the most competitive nominees.

**Use of Confidential Materials:** Students must upload transcripts and financial information into the online application. The Foundation firmly expects that the faculty representative will preserve the confidentiality of all information with which he or she comes into contact.

**Selection Criteria:** The strongest candidates will excel artistically or creatively, have considerable unmet financial need, and academic achievement. To be competitive, they should also exhibit strength in the other selection criteria.

**Two Nominees:** Each institution may nominate two students or recent graduates.

Set an **internal campus deadline**.

Work with a **scholarship committee**.

**Preserve the confidentiality** of all transcripts.

Your institution may nominate up to two students.

## ► APPLICATION MATERIALS

**Instructions:** Students and alumni should strictly follow the application instructions in the *2012 Nominee Guidelines – Graduate Arts Award* available on the Foundation's website.

**Institution Nomination:** The nominating institution verifies the nominees' eligibility and academic status. You must complete your nomination **online** including **nomination rationale**, which is a description by the faculty representative of the nomination committee's reasons for choosing these students to be your nominees from among your pool of qualified candidates.

**Recommendations:** Recommenders should be carefully selected. The best evaluations are from faculty members or others who have supervised the student's work, particularly those in the nominee's field of study. Letters lacking a personal knowledge of the nominee do not reflect positively on the nominee or the institution. Recommendations must be **submitted online**.

**Portfolio:** Candidates must submit a portfolio of their work via the online application. See the Portfolio Guidelines for detailed information and submission guidelines.

**Inadmissible Applications:** Otherwise qualified candidates will not be considered if their applications are incomplete, improperly completed, or otherwise inadmissible. Please assist your nominee in following the application instructions and compiling a complete and admissible application. In the faculty representative section of the Foundation's website, you will see listed typical problems that make applications inadmissible.

Students and alumni should **strictly follow the application instructions** in the *2012 Nominee Guidelines – Graduate Arts Award*

## ► DEADLINE AND SUBMITTING YOUR NOMINATION(S)

The nominee and faculty representative should coordinate their efforts to ensure that the complete online application and the school's nomination are **submitted** no later than **February 9, 2012**. Supporting documents must be uploaded to the online application.

## ► CONTACT INFORMATION

For further information about the scholarship, please contact any of the following:

toll-free phone: 800-310-4053

email: [jkcf@applyists.com](mailto:jkcf@applyists.com)

website: [www.jkcf.org](http://www.jkcf.org)

## ► APPLICATION COMPONENTS CHECKLIST

Each complete nomination will include the following:

### Electronic Application

#### 1. Application

- ✓ Completed by applicant including:
  - Applicant financial information
  - Identification of recommenders
  - Supporting financial documentation
  - Official transcripts, original (front and back) must be uploaded

#### 2. Two letters of Recommendation

- ✓ Completed online by recommenders

#### 3. Parent Financial Forms

- ✓ Completed online by parents/guardians of applicants under the age of 30

#### 4. Institution Nomination

- ✓ Completed online by faculty representative including:
  - Institution Nomination Rationale

### Supporting Documentation – All of the materials listed below must be uploaded into the online application

Carefully review *Use of Confidential Materials* on Page 1. **Foreign language** supporting documents **must be** officially translated into English.

#### 1. Official College Transcript(s) for ALL undergraduate coursework

- ✓ one original (front and back) uploaded for each institution attended

#### 2. Portfolio – see the Portfolio Guidelines for format details.

#### 3. Applicant Tax Forms - including applicable W-2 forms, schedules, and attachments

#### 4. Parent Tax Forms (dependent students only) - including applicable W-2 forms, schedules, and attachments

#### 5. Student Aid Report (SAR) from the 2011-12 FAFSA - if the student did not file a FAFSA for the 2011-12 school year, he/she must complete the FAFSA and upload the SAR to the online application. If filing online, the student should allow a minimum of two weeks to receive the report prior to the application deadline on February 9, 2012.

\* Applicants and/or parents **living abroad** and not filing US taxes for 2010, must complete the forms as best as possible and upload a statement (in English or a certified translation into English) from their employer(s) listing all income and benefits for 2010.

**Nominees will receive an email on or about February 17 with instructions to upload copies of the following two items by April 30, 2012.**

#### 1. Acceptance Letter from Graduate School(s)

- ✓ one legible copy of each acceptance

#### 2. Financial Award information from Graduate School(s)

- ✓ one legible copy of each award letter