



inner-city scholarship fund

*A Child. A Chance. A Future.*



# Inner-City Scholarship Fund School Administrators Reference Tool 2025-2026

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## ANTICIPATED TIMELINE

 <p><b>September</b></p> <p>Funding Verification for 1st disbursement due <b>Oct. 3</b></p>	 <p><b>October</b></p> <p>Back to school letters from selected students <b>due Oct. 24</b></p> <ul style="list-style-type: none"> <li>ETA applications opens</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>1st scholarship disbursement sent to parish and private elementary schools and high schools</li> </ul>
<p><b>December</b></p> <ul style="list-style-type: none"> <li>FACTS applications open for all renewing and eligible new rising 9th grade students for the 2026-2027 school year</li> </ul>	 <p><b>January</b></p> <p>Funding Verification for 2nd disbursement <b>due Jan. 30</b></p> <ul style="list-style-type: none"> <li>Senior Graduation Reception survey</li> </ul>	 <p><b>February</b></p> <p>Q2 Report Cards from selected students <b>due Feb. 23</b></p>
<p><b>March</b></p> <ul style="list-style-type: none"> <li>12th grade graduation ceremony dates requested</li> <li>Save the Date sent to sponsored 12th graders for Senior Graduation Reception</li> <li>2nd scholarship disbursement sent to parish and private elementary schools and high schools</li> </ul>	 <p><b>April</b></p> <p>K-12 Spring thank you letters from selected students <b>due April 24</b></p>	<p><b>May / June</b></p> <ul style="list-style-type: none"> <li>Senior Graduation Reception for sponsored students</li> <li>Termination notices sent to families who failed to renew</li> <li>Final Report Cards <b>due June 30</b></li> </ul> 

## General Requirements

- **Must complete application each year to renew**
- **Report Cards are requested**
- **Positive conduct grade**
- **No more than 10 absences and 10 late arrivals**
- **Student correspondence to donors**
- **May be required to attend events**





# Inner-City Offers the Following Scholarship Programs:



- **General Financial Assistance**
- **Sponsored Programs**
- **Emergency Tuition Assistance (ETA)**



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# Inner-City Also Funds Scholarships in the Following Partner Organizations:

- **Children's Scholarship Fund**
- **Student Sponsor Partners**





# Emergency Tuition Assistance (ETA)

**For students whose families are experiencing any of the following within the past 12 months:**

- A severe or terminal illness of an immediate family member resulting in large medical expenses
- Death of an immediate family member
- Loss of family home due to disaster (i.e., fire, flood, and other natural disasters)
- Loss of family home due to eviction or immediate danger
- A temporary loss of income of a parent/guardian (job loss/long term reduction in hours)
- A change in marital status that will cause a change in household income

**This is not renewable aid. Past year debts and tuition over 3 months in arrears will not be considered.**





# Application and Awarding Information

- Applications must be completed electronically through FACTS (there is a nominal fee for this application)
- Applicants are required to provide documentation regarding household size and income
- Award notices are sent electronically to the email address provided on the application (parents will need to log into their FACTS account to view the award details)
- All schools must log into their FACTS account to view awards details report (if you haven't set up access to view this report or have a staff change that needs new access, email [Jennifer.Ward@archny.org](mailto:Jennifer.Ward@archny.org))
- Awards are visible to the schools as they are made (families will expect their billing to be adjusted within a few weeks of notification so please adjust billing as you become aware of the awards)
- Inner-City only guarantees payments based on the months a student attends
- Exit Confirmation forms are required any time an Inner-City Scholarship Fund student withdraws from the school
- Applicants are required to complete a renewal application annually



### Special Note Regarding Nominations:

- **Inner-City does not have an open application process.** In December rising 9th graders who receive aid from Inner-City Scholarship Fund, Children's Scholarship Fund, and Archdiocesan Financial Aid are invited to apply for aid in high school.
- **Nomination allocations can change from year to year.** We will let you know if we have funding available for you to nominate any new applicants and how many spots have been allocated to your school.



## Exit Confirmation Forms

Exit Confirmation Forms (**found HERE**) should be completed **IMMEDIATELY** upon confirmation of student exit/transfer.

Failure to complete exit forms in a timely manner will affect your school's current funding and future participation in our programs.





## Appeals

If any parent has experienced a change in income and would like to appeal their award amount, they need to send an email to: [scholarshipteam@archny.org](mailto:scholarshipteam@archny.org).

Appeals will be assessed on a case-by-case basis.

**ALL AWARDS ARE FINAL UNLESS STATED OTHERWISE BY INNER-CITY**



## Student Correspondence

What makes a good letter:

- Thoughtful
- Specific
- No spelling or grammatical errors
- Personal (but appropriate) opening
- Talks in detail about school
- Recognizes and appreciates teachers



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## Sample Grade School Letter

### Thank You!

Isabella M

Grade 6

St. Theresa School (Bronx, NY)

Fall 2023

Dear Mr. and Mrs. McClaskey,

I hope you are doing well. I want to thank you for allowing me to be a recipient of the Be A Student's Friend Scholarship.

If I could have a superpower it would be time traveling. I would use it to help scientists figure out what happened to the earth, how people evolved, discover extinct animals, and to experience what life would be like. I would like to do these four things because it would help children, and all people in general learn where they came from, and how our universe was formed.

Mr. and Mrs. McClaskey, I would like to thank you again for giving me the opportunity to attend St. Theresa School. I have been a student here since Pre-K 3 and it has become my second home. I am blessed to be a part of an amazing school.

Lovefully yours,  
Isabella M



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## Sample High School Letter

Justin T.  
Cardinal Spellman  
Grade 10  
Spring 2023

Dear Friends,

I hope all is well. I am very grateful for the opportunity to write this letter to you, and I am glad to say thank you for your scholarship. I am sure that all of my other classmates are just as grateful as I am, and we need all the help we can get to become contributing people to society.

One goal I would like to accomplish before graduation is to become president of the school and be a kind person to everyone. This is a very important goal for me since I always want to do good to others and contribute to my school the best I can. I also would like the idea of being a great leader because I have never been in a position such as this.

I am incredibly grateful for the scholarship, and it means the world to me and my parents. I want to greatly express my gratitude because of your generosity. Your gift is not only a help for my education but a contribution to society as a whole.

Sincerely,

Justin T.

# How You Can Help Families

- **Remind** parents to check emails (and SPAM) for communications from Inner-City and FACTS so they do not miss strict deadlines. If a parent needs to update their e-mail address, please have them contact FACTS directly.
- **Advise** parents to review all information for accuracy on their financial aid application. Spelling discrepancies, name changes, and incorrect grade information delay awards processing.
- **Provide** families with Inner-City correspondence regarding processes and deadlines.
- **Inform** families that bilingual support lines are available.






# Additional Support for Families

Parent Support Teams are Bilingual

**Archdiocese of New York Parent Support Helpline:**

**(646) 794-3318**

**Open: Mon-Fri, 9am-5pm EST**

 **FACTS** can be contacted directly at **866-412-4637**





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## Questions?

Please feel free to contact any one of us on the scholarship team.



**THANK YOU** for all you do for our families!