

# Spoon River College Foundation Emergency Hardship Fund Grant Application

## 2020-2021 Academic Year

The Emergency Hardship Fund (EHF) is intended to fund solutions to hardships that create barriers to a student's ability to complete their coursework or their degree/certificate. Additionally, the intention is to fund hardships that are true emergencies and not ones that arise from poor planning or "every day" expenses. In the short-term (Spring 2020 semester), those hardships created by the COVID-19 pandemic will be prioritized.

This fund is limited only to students who are currently enrolled in classes at SRC as of the date of application. A student who is not enrolled at the time of applying and/or withdraws before a decision is reached on the application forfeit their eligibility. A student who accepts EHF funds is not expected to pay these funds back, with the exception of a student who accepts the funds and withdraws from classes or is otherwise removed from class due to lack of attendance, lack of attempting, or a violation of student conduct policies.

Needs that could be considered include, but are not limited to:

- Food insecurity
- Housing insecurity or unexpected change in housing arrangements
- Loss of income
- Access to technology in order to complete online coursework for the Spring 2020 semester
- Other unanticipated expenses relating to COVID-19 or actions being taken due to COVID-19 restrictions

### TO BE ELIGIBLE FOR THESE GRANTS, STUDENTS MUST:

- Be currently enrolled at SRC as a student. While there is no credit hour minimum, students taking at least six (6) credit hours currently will be given priority, as will students who are nearing the completion of their degree/certificate.
- Demonstrate financial need
- Have received less than \$500 emergency funds from the SRC Foundation in the last academic year (e.g., a student who has received \$250 can apply for up to \$250 more *with a new emergency/hardship*.) This requirement may be waived with express, written approval of the Dean of Students.
- Have no violations of student conduct or academic integrity policies
  - An application for a student with a pending investigation for a potential violation will be placed "on hold" until the investigation is resolved. If the student is cleared of wrongdoing, the student will be considered eligible for EHF funds.
- Have no unresolved financial holds at SRC originating prior to March 1, 2020. EXCEPTION: Students who have holds relating to pending financial aid will still be eligible.

### STEPS TO APPLY:

- Complete and sign this application for an EHF grant. Please note that an online application can be found at <http://www.src.edu/foundation/Pages/Emergency-Hardship-Fund.aspx>. You need only fill out one or the other.
- Include any relevant documentation (see application for examples) and submit via one of the following methods:
  - **E-Mail:** [foundation@src.edu](mailto:foundation@src.edu)
  - **Fax:** (309) 649-6393
  - **Mail:** SRC Foundation, 23235 N. Co. Hwy. 22, Canton, IL, 61520
- Applicants are encouraged to keep a copy for their own files.
- Completed applications will be forwarded to the Dean of Student Services, Director of Business Services, and Director of Financial Aid to determine initial eligibility. Executive Director of SRC Foundation will forward eligible

applications to the EHF Committee of the SRC Foundation, who will make the final decision on grant based on the strength of the application and relevant included information. Except those noted in this bullet point, no person will have access to any completed applications.

- Application is evaluated on case-by-case basis. Final decision of EHF Committee will be rendered within seven (7) days. Committee will also determine best method of delivery of funds (funds directly to student, gift card, payment of bill, purchase of item/equipment, etc.). Granted requests will be delivered within fourteen (14) days of rendering of decision (within 21 days of application submission).

**APPEAL:**

Applicants whose requests are denied by the committee have the ability to appeal their case to the Dean of Student Services within seven (7) days of decision. Dean of Student Services has the authority to re-present case to the Foundation Committee with further information/context. Foundation Committee will reconvene to hear appeal and will have final decision on that appeal. This is an applicant’s final recourse.

**GENERAL PROVISIONS OF EHF:**

- There is a \$500 limit for each request of EHF funds. The SRC Foundation will consider requests over \$500 *only* if the applicant receives the express, written consent of the Dean of Student Services to apply for more.
- Committee shall consist of three members of SRC Foundation Board (as appointed by the Chairperson of the Foundation Board of Directors). Executive Director and Fiscal Officer of the SRC Foundation will serve as non-voting, ex-officio members of the committee.
- After the end of the Spring 2020 semester, any single award can be no more than 20% of the fund’s total balance at the time of application review, or \$500, whichever is less. E.G., If the fund has only \$2,000, no single award of more than \$400 can be made.
- An application is merely a request for assistance and does not obligate the SRC Foundation to award any funds.
- Students are expected to have made efforts to obtain funding from other sources, and the request should be intended to help a student clear a barrier to attending/completing courses at SRC.

**SPOON RIVER COLLEGE FOUNDATION  
EMERGENCY HARDSHIP FUND GRANT APPLICATION**

*Please type or neatly complete all information below in black ink only.*

PERSONAL DATA					
Legal Name:	(Last)	(First)	(Middle)		
SRC Student ID #		Date of Birth (MM-DD-YYYY)			
Street Address					
City, State Zip				Maiden Name (if applicable)	
E-mail Address					
Primary Phone Number (Voicemail required)		SRC E-mail			
Total SRC Credits Completed	Credit Hours this Semester		Program of Study		
Campus attending	<input type="checkbox"/> Canton	<input type="checkbox"/> Macomb	<input type="checkbox"/> Havana	<input type="checkbox"/> Rushville	<input type="checkbox"/> Online
I am classified as a (check one)	<input type="checkbox"/> freshman (0-29 hours)		<input type="checkbox"/> sophomore (30+ hours)		
I received an SRC scholarship in the previous year (check one)				<input type="checkbox"/> yes	<input type="checkbox"/> no
I have submitted the FAFSA	<input type="checkbox"/> yes	<input type="checkbox"/> no	Degree/Certificate Sought		



4.) What efforts have you made to obtain funding from other sources, and have you been successful?

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5.) Is there a faculty or staff member at SRC with whom you have discussed your need/hardship/emergency? If so, please list any faculty/staff with whom you have communicated your hardship: \_\_\_\_\_

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6.) Please include/attach copies of any and all supporting documentation that provides evidence of your situation and justifies your request. *Examples could include, but are not limited to:* Medical Bills; Certification of Medical Condition; Insurance Claims; Police Report; Expense Receipts; Income/Expense Spreadsheet; Proof of: Unemployment, Income Loss, Job Loss, Work Closure, Foreclosure, Eviction, etc.; or anything that you believe justifies your request or provides evidence of your need.

**AFFIRMATION (PLEASE CHECK, SIGN AND DATE)**

I have read and understand all criteria and requirements regarding Spoon River College Foundation’s EHF and EHF grants and SRC Foundation Scholarships, and I certify that all information I have supplied on this application is correct. I understand that applying does not guarantee approval, and that submitting an application does not obligate the SRC Foundation to award me with a financial grant. I hereby authorize the appropriate individuals to review my student records and disseminate information to the EHF Committee by e-mail as necessary. I understand that the information will be handled privately and anonymously and will not be shared beyond the individuals listed in this application. I also understand that those individuals listed in this application may contact me for further information. I understand that checking this box signifies agreement with the policies outlined in this application. I also understand that, while SRC goes to great lengths to ensure that my information is secure, electronic submission of this information is at the sole risk of the applicant if I choose to submit electronically.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature for Minor (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Please print and mail/deliver this form to:  
SRC Financial Aid Office, 23235 North County 22 Highway, Canton, IL 61520.

You may also fax this form to (309) 649-6393, or e-mail this form to [financialaid@src.edu](mailto:financialaid@src.edu). Electronic submission of the information contained in this application is solely at the risk of the applicant.

It is the policy of Spoon River College to provide an educational, employment and business environment free of discrimination, harassment, and retaliation based on protected criteria. Students and employees are responsible for maintaining an educational environment free of discrimination, harassment, retaliation and complying with all policies. Spoon River College is committed to promoting the goals of fairness and equity in all aspects of its operations and educational programs and activities. Equal Opportunity, Civil Rights Discrimination, Harassment, and Retaliation may be subject to resolution using the Civil Rights Complaint and Resolution Procedure listed in Spoon River College Policy 3.1.3, regardless of the status of the parties involved, whether members of the campus community, board of trustees, students, student organizations, faculty, administrators or staff.

Inquiries about this policy and procedure may be made internally by employees and students to:

**Title IX/VII Coordinator:**

Melissa Wilkinson  
Dean of Student Services  
23235 N. County Hwy. 22  
Canton, IL 61520  
Phone: (309) 649-6329  
Email: [Missy.Wilkinson@src.edu](mailto:Missy.Wilkinson@src.edu)  
or [TitleXCoordinator@src.edu](mailto:TitleXCoordinator@src.edu)

**Deputy TitleIX/VII Coordinator:**

Andrea Thomson  
Human Resources Director  
23235 N. County Hwy. 22  
Canton, IL 61520  
Phone: (309) 649-6209  
Email: [Andrea.Thomson@src.edu](mailto:Andrea.Thomson@src.edu)  
or [TitleXCoordinator@src.edu](mailto:TitleXCoordinator@src.edu)

**ADA/Section504 Coordinator:**

Andrea White  
Advisor/Disability Services & Probation  
23235 N. County Hwy. 22  
Canton, IL 61520  
Phone: (309) 649-6305  
Email: [Andrea.White@src.edu](mailto:Andrea.White@src.edu)

**Inquiries may be made externally to:**

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline:  
(800) 421-3481  
Facsimile: (202) 453-6012  
TDD: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

**FOR OFFICE USE ONLY:**

Dir. of Financial Aid	Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No  Signature: _____	Reason for ineligibility	EFC, if FAFSA complete
Dir. of Business Services	Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No  Signature: _____	Reason for ineligibility	
Dean of Student Services	Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No  Signature: _____	Reason for ineligibility	