Scholarship Program

General Information & Application Instructions

THE GREATER KANAWHA VALLEY FOUNDATION
The Greater Kanawha Valley Foundation (TGKVF) helps students follow their educational dreams and prepare for their future careers.

We know being a student presents many challenges. With this in mind, our generous donors have created hundreds of scholarship opportunities for you.
The Greater Kanawha Valley Foundation is a philanthropic leader that helps donors, nonprofits, and other collaborative partners strengthen our community so all of the people and places we serve have the opportunity to thrive.

The Foundation is a collection of many separate funds varying in size from a few thousand dollars to more than fifty million dollars. Currently, the Foundation administers more than 555 funds and over 120 of those funds are designated for scholarship purposes.

Each fund is separate with its own donor and its own philanthropic purposes. The Greater Kanawha Valley Foundation was ruled a “public foundation” under the Tax Reform Act of 1969 and, as such, enjoys many tax advantages not granted to private foundations.

“An investment in knowledge always pays the best interest”

– Benjamin Franklin
The Greater Kanawha Valley Foundation offers many scholarships to assist students pursuing a post-secondary education. Some scholarships are designated for graduating seniors of certain schools; others are awarded for specific fields. To be eligible, all applicants must complete an online application and submit it before 5:00 pm EST on February 1st.

The Foundation’s scholarship program enriches many lives by providing students with the opportunity, which they might not otherwise have, to further their education. Each year, numerous Foundation contributors and dedicated volunteers make this opportunity possible.

**TIMELINE**

- November 15: Application available at www.tgkvf.org
- February 1: Application deadline at 5:00 pm EST
- January – April: Processing and selection meetings
- May: Notification letters issued
- July: Award checks are sent to the school

**ELIGIBILITY**

Each scholarship fund has specific eligibility requirements that are defined by the donor. Applicants should read through the specific criteria carefully before applying. Detailed requirements are available at www.tgkvf.org.

**General criteria that applies to most scholarships:**

- Resident of West Virginia with the exception of The Kids’ Chance Scholarship
- Full-time student with a minimum of 12 Credit Hours (except Willard H. Erwin, Jr. (WVHFMA), which allows part-time)
- Required essay
- Pursuing an undergraduate degree (exceptions are the following: Willard H. Erwin, Jr. (WVHFMA), Leopold & Elizabeth Marmet, R. Ray Singleton, Shepherd Family, Eleanora G. Wylie. These offer scholarships for graduate school).

**Online Scholarship Application Deadline**

Online applications are due by 5:00 pm EST on February 1st.

**Scholarship Contact Information**

Susan Hoover, Scholarship Program Officer  
shoover@tgkvf.org  
The Greater Kanawha Valley Foundation  
P.O. Box 3041  
Charleston, WV 25331  
(304) 346-3620
The Greater Kanawha Valley Foundation uses an online scholarship application at www.tgkvf.org. Please read the Online Application Instructions carefully before you start the application process. **Application and attachments are submitted online only. We do not accept email, fax, or hard copies of the application or any attachments.**

Attachments that need to be scanned should be scanned in a .pdf format using a low resolution.

The following documents must be scanned and uploaded with your application:

1. FAFSA Student Aid Report (SAR)
2. Income Tax Information **(first two pages only)** Please black out Social Security Numbers
3. Most Recent Grades **(Must be in a .pdf format)**

To begin The Greater Kanawha Valley Foundation online scholarship application, click on one of the following:

PLEASE NOTE: A New Scholarship Application is for first-time applicants. A Renewal Scholarship Application is an option for some scholarships where students have been recipients of that scholarship the previous year. Many, but not all, scholarships are renewable for up to four years. Please check the scholarship criteria to determine whether that particular scholarship is renewable. All Renewal Scholarships must be completed annually (renewal is not automatic). In most cases, Renewal Scholarships are prioritized.
Tips for Applying

- Carefully review the scholarship information at www.tgkvf.org.

- Review the list of available scholarships at www.tgkvf.org. There is a Quick Reference Guide online which lists the Scholarships by category. An alphabetical list of each scholarship with eligibility requirements follows the Quick Reference Guide.

- You may only apply for two scholarships from the list. Please be sure you meet the criteria for each scholarship you select before applying. Only one application is needed to apply for the two scholarships that you have selected. In addition to the two scholarships you select, you may also apply for the TGKVF Scholarship and the Thalheimer Scholarship, if eligible. Applying for the TGKVF Scholarship and the Thalheimer Scholarship do not “count against” the other two you select.

- We suggest that you prepare your essay in a separate document and then cut and paste it into your online application where requested. This will allow you to save your information in case of a technical glitch.

- The system will allow you to save your application and return to an in-process application for subsequent completion. The staff does not have access to your password and we cannot view your application until it has been submitted.

- Be sure to save your work often! The system will time out after periods of inactivity and your work will be lost if you have not saved your application.

- Once you submit your application, you will not be able to make any changes. The application has not been submitted until you hit the submit button. If you hit the cancel button, your information will be lost. Once your application has been submitted, you should receive email notification that the application has been successfully submitted.

Review more than 120 available scholarships and their criteria on TGKVF’s website at www.tgkvf.org/scholarship-information/available-scholarships.
Q. What is The Greater Kanawha Valley Foundation’s scholarship program?
A. Our program has over 100 scholarships established by individuals, firms, and organizations wanting to assist West Virginia residents in obtaining a college education. Applicants apply to the program and, if selected, may be awarded a scholarship.

Q. When will I find out if I have been awarded a scholarship?
A. Applicants will be notified by The Greater Kanawha Valley Foundation in May of each year.

Q. Are these scholarships taxable?
A. Monies received for tuition, fees, and books may not incur tax liability while monies applied to room and board may be considered taxable income. This award is to be applied to direct college expenses at the institution, such as tuition, fees, and books. The recipient is responsible for any tax liability incurred as a result of this award. The Greater Kanawha Valley Foundation does not provide tax information to the student or the Internal Revenue Service. The student is fully responsible for all tax reports.

Q. If I am awarded a scholarship, how much will I receive?
A. The average scholarship award amount is listed under that scholarship description, which can be found online at www.tgkvf.org. Many scholarships are renewable for additional years; however, please note that you must re-apply each year for renewal scholarships.

Q. Where may I attend school?
A. Many scholarships are for schools in West Virginia; however, some scholarships are for schools outside of the state. This discrepancy is noted below the scholarship description. All scholarship awards shall be conditioned upon each educational institution meeting applicable federal tax law requirements under Internal Revenue Code, Section 170(6)(1)(A) (ii).

Q. May I receive more than one scholarship?
A. You may apply for up to two scholarships; if you are awarded a scholarship, you will be selected as a recipient for only one of the two. In addition to the two scholarships you select, you may also apply for the TKGVF Scholarship and the Thalheimer Scholarship, if eligible. Applying for the TKGVF Scholarship and the Thalheimer Scholarship do not “count against” the other two you select.
Q. If I am not a graduating High School senior, may I still apply?
A. YES! Unless the scholarship Fund specifies otherwise (e.g. only a graduating senior from a specific High School) then you are eligible to apply for your undergraduate schooling (some scholarships specify that graduate studies are eligible).

Q. If I withdraw from school, what do I do about the scholarship?
A. A student who withdraws from school for any reason is expected to notify the Foundation of their status and refund to the Foundation any unused portion of the scholarship.

Q. Does The Greater Kanawha Valley Foundation make the decisions about who is awarded a scholarship?
A. Each scholarship has its own selection committee. The Greater Kanawha Valley Foundation staff processes the application materials for the committees who make the recommendations to the Board of Trustees for approval.

Q. If I am awarded a scholarship, do I receive the check?
A. No. The full amount of the award will be mailed to the school in July. It is applied to the entire academic year. The check is payable to the school with the student’s name and student ID# in the memo line.

Q. If I receive a scholarship for one year, will I automatically receive that award for the following year?
A. No. Renewals, where applicable, are competitive and at the Committee’s discretion. If you are eligible for a renewal, you must apply again. Academic performance will be considered for renewals. Some scholarships are not renewable and are only a one-year award. The recipient of a one-year award may apply the following year as a new applicant for a different scholarship. Each scholarship description will designate the length of time for which the scholarship is awarded.

Q. Do I need to send a copy of my parents’ or guardian’s IRS Form(s)?
A. Yes. Make sure to scan your or your parents’ or guardian’s most recent IRS Form 1040, 1040EZ, etc. and any other documentation supporting unique financial circumstances.

Q. Do I have to be a West Virginia resident?
A. Yes – except for the Kids’ Chance of WV Scholarship.

Q. Do I need letters of recommendation?
A. Letters of recommendation are only necessary if the scholarship for which you are applying requires one.
Q. Do I need official school transcripts of my grades?
A. No. They do not have to be the official transcripts.

Q. Will I be able to reset my password if I lose or forget it?
A. Yes, you may reset your password by clicking the link “Forgot Password” on the log in screen. The system will then generate an email to the email address you registered with as a log in. TGKVF staff do not have access to your log in information or passwords, so please be sure to write them down and store in a safe place.

Q. Do I need to send a copy of my FAFSA Student Aid Report?
A. Yes. You must upload this document in order to complete your application. You will not be able to submit your application without this attachment.