

HCR CARES NURSING GRANT POLICY

PURPOSE

To strengthen and diversify the nursing work force by offering grant opportunities to ambitious, hard-working, and qualified individuals who wish to advance in the field of nursing.

HCR CARES GRANT COMMITTEE

A standing committee comprised of a Chairperson and at least 2 other HCR Cares board members will be established to oversee and monitor grant activities. It will be the responsibility of this committee to interview potential grant applicants, present recommendations for grants to the full HCR Cares Board and to delegate duties as needed to ensure a smooth and efficient process.

Grant applications will be individually reviewed by the committee and ranked based on diversity, scholastic merit, and qualitative information submitted with the application. Depending on the funding available, grants will be awarded to the highest ranked applicant/s. Information required from applicants includes:

- Letter of Application
- Two letters of reference, one of which must be from the applicant's HCR Supervisor or Manager.
- Admission to an accredited school
- For HHA to LPN, successful completion of a TABE test and/or demonstrated aptitude for career field
- Personal Budget Template
- Time Management Worksheet
- Copy of Application to Nursing Program (as proof of application for financial aid)
- Academic Plan of Study (from college catalog or academic advisor)
- Resume
- Transcripts (where applicable)
- Interview with the HCR Cares Grant Committee

Grant Committee members who have a relationship with the applicant (professional or personal) or the academic institution, should recuse themselves from the discussion regarding awarding a grant to the candidate. If asked by the candidate, they may provide a reference.

The Grant Committee will also be responsible for the “marketing” of these grants to potential applicants at HCR. This should be done in a controlled and prudent manner, so as not to overwhelm either the people involved in the process or to overextend the available funds.

As resources become available, grant opportunities will be clearly communicated to all HCR employees and easily accessed on the HCR Cares web site. Video vignettes of previous recipients will be a tool for people to select on the web site.

Grant recipients will be invited to provide a testimonial or speak to potential candidates about the benefits of furthering their education and to participate in fund-raising activities for HCR Cares.

QUALIFICATIONS OF APPLICANT

Applicants must be enrolled in an accredited nursing program and must provide a statement to this effect from the college.

Applicants will provide a full application (see above requirements) to the Grant Committee for review. The applicant may be invited to interview with this committee for said grant.

GRANT PROCESS

Once an applicant has been accepted by the Grant Committee, a recommendation for approval will be proposed to the full HCR Cares Board. (If necessary, an email vote of the Board is acceptable.) Approval authorizes grants for the student’s entire academic plan, subject to receiving the required grade as noted below.

Board members who have a relationship with the candidate (professional or personal) or the academic institution, should recuse themselves from the discussion regarding awarding a grant to the applicant. If asked by the applicant, they may provide a reference.

Once approved, a check in the amount of \$2,500 (or an amount specified by the Board) will be issued to the student. The student is free to use the money as he/she sees fit, with no strings attached.

Upon completion of a study term, with proof of a minimum GPA of 3.0 (per study term, not cumulative) and proof of enrollment in the next study term’s classes, another

\$2,500 check (or amount specified by the Board) will be issued to the student, up to a maximum of \$5,000 per degree.

HHA to LPN students who are approved for assistance with such expenses as child care, transportation, supplies or other miscellaneous costs will receive a lump sum check for the amount approved by the Board, up to \$2,500, for the entire length of the program.

Should a student drop out mid-semester, not meet the 3.0 minimum grade requirement or decide not to continue, the Board will review the grantee's actions and circumstances to determine whether further actions are warranted.

FUNDING OF GRANTS

Annually, at the June HCR Cares Board meeting, the full HCR Cares Board will examine the financial statements and identify an amount that will be available for Nursing Grants for the coming twelve months. A determination will be made if the standard grant amounts as noted above need to be changed or will remain in force for the coming year. All grants are for the student's full academic plan to ensure that funds will be available throughout the student's course work.



Nursing Grant Applicant Checklist

Applicant Name: _____

College/University and Program: _____

Start Date: _____ **Anticipated Completion Date:** _____

- _____ Letter of application to HCR Cares
- _____ Two (2) letters of reference (one must be from your HCR supervisor)
- _____ Admission to an accredited nursing school
- _____ Successful completion of a high level aptitude test and/or demonstrate aptitude for career field (for HHA to LPN only).
- _____ Personal Budget Template
- _____ Time Management Worksheet
- _____ Copy of Application to Nursing Program as proof of application for financial aid
- _____ Academic Plan of Study (from college catalog or academic advisor)
- _____ Resume
- _____ Transcripts (where applicable)
- _____ Interview with HCR Cares Board of Directors
Date: _____

Mail completed application to:

HCR Cares - Nursing Grant Applications
Attn: Suzanne Turchetti
85 Metro Park
Rochester, NY 14623

Time Management Schedule

Fill in the blank schedule and put a total number of study hours at the bottom.

Use different colors to note similar daily events. For example fill in all time blocks for work in **Blue**, **Red** for daily tasks, **Yellow** for class time, and **Green** for study time.

Save your file and print it out in color, or print it out and then color it by hand.

Use the worksheet tabs below to move to the "Blank Schedule" to start or to see a sample schedule.

Time Schedule Sample

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6-7 am							
7-8 am		Study Time	English 1	Study Time	English 1	Study Time	
8-9 am	Wash Clothing	Math 110	English 1	Math 110	English 1	Math 110	Wash Car
9-10 am	Study Time	Math 110		Math 110		Math 110	Study Time
10-11 am	Study Time	Study Time	Learn 11	Study Time	Learn 11	Study Time	Study Time
11-12 pm		Political Science	Study Time	Political Science	Study Time	Political Science	
12-1 pm	Study Time	Lunch	Lunch	Lunch	Lunch	Lunch	Study Time
1-2 pm		Study Time	Study Time	Study Time	Study Time	Study Time	
2-3 pm		Study Time	Study Time	Study Time	Study Time	Study Time	Fun Time
3-4 pm							Fun Time
4-5 pm		Work	Work	Work	Work	Work	Fun Time
5-6 pm	Get Ready For School	Work	Work	Work	Work	Work	Fun Time
6-7 pm	Get Ready For School	Work	Work	Work	Work	Work	
7-8 pm		Work	Work	Work	Work	Work	
8-9 pm		Work	Work	Work	Work	Work	
9-10 pm							

Class	Days	Time	Units	Study Time
Math 110	M-W-F	8-10:00	4	8 hrs.
POLSC 1	M-W-F	11-12:00	3	6 hrs.
Learn 11	T-Th	9:30-11:00	2	4 hrs.
English 1	T-Th	7-9:00	3	6 hrs.
		Total	12	24 hrs.

HCR Cares Nursing Grant Application: Personal Budget Template

Step 1: Enter all sources of income earned while <u>NOT</u> attending school.			
Income while not attending school. <i>Actual income earned while <u>not</u> attending school</i>	Income 1		
	Income 2		
	Income 3		
	Total weekly or monthly income		
Step 2: Enter all sources of income earned <u>WHILE</u> attending school.			
Income while attending school. <i>Estimated income earned <u>while</u> attending school</i>	Income 1		
	Income 2		\$0
	Income 3		\$0
	Total weekly or monthly income		

This section for Board Use Only

CURRENT BALANCE (Current income minus expenses)	
ACTUAL BALANCE (Actual income minus expenses)	
DIFFERENCE (Actual minus Current)	

Step 3: Enter all of your expenses incurred while not attending school.

Step 4: Enter all of your expenses while attending school.

HOUSING & UTILITIES	Not in School	In School	Difference
Mortgage or rent			\$0
RG&E			\$0
Water			\$0
Cable/Internet			\$0
Other			\$0
Other			\$0
Subtotals	\$0	\$0	\$0

TRANSPORTATION	Not in School	In School	Difference
Car Payment			\$0
Insurance			\$0
Gas			\$0
Parking Fees			\$0
Bus Pass			\$0
Other			\$0
Subtotals	\$0	\$0	\$0

FOOD	Not in School	In School	Difference
Groceries			\$0
Dining out			\$0
Other			\$0
			\$0
Subtotals	\$0	\$0	\$0

PERSONAL	Not in School	In School	Difference
Medical (Rx, co-pays, etc.)			\$0
Child Care			\$0
Clothing			\$0
Entertainment/Socializing			\$0
Mobile Phone			\$0
Other			\$0
Subtotals	\$0	\$0	\$0

LOANS	Not in School	In School	Difference
School			\$0
Personal			\$0
Other			\$0
			\$0
			\$0
Subtotals	\$0	\$0	\$0

School Expenses	Not in School	In School	Difference
Tuition			\$0
Books			\$0
Lab Fees			\$0
Parking			\$0
Other			\$0
Subtotals	\$0	\$0	\$0

OTHER	Not in School	In School	Difference
			\$0
			\$0
			\$0
			\$0
Subtotals	\$0	\$0	\$0

TOTAL EXPENSES (Not attending school)	\$0
TOTAL EXPENSES (While attending school)	\$0
TOTAL DIFFERENCE	\$0