



Scholarship Program Operations Manual 2022-2023

Scholarship Awards Year

Purpose: To detail procedures for gathering scholarship applications, evaluating the applications, awarding scholarships, and applying foundational accountability for use of scholarship funds and ensuring the long-term success of scholarship awardees in their respective fields;

I. Award Categories

One scholarship of up to \$5,000.00 shall be awarded to a qualified candidate in each of the following categories:

1. Culinary arts. This scholarship is awarded to a candidate who wishes to use scholarship funds to further their culinary career. Possible career tracks can include restaurant, hotel, institutional, or catering work. Candidates must be at least 21 years of age at the time of funding, African American, and demonstrate financial need.
2. Storytelling/food writing. This scholarship is awarded to a candidate who wishes to use scholarship funds to further their career in food writing. Possible career tracks include culinary writing, documentary work in culinary or agricultural fields, or food history and anthropological studies. Candidates must be at least 21 years of age, African American, and demonstrate financial need.
3. Agriculture. This scholarship is awarded to someone who wishes to use scholarship funds to further their career in agriculture. Possible career tracks include traditional or urban farming, market gardening, or market foraging with the expressed intent of producing food for market. Candidates must be at least 21 years of age, African American, and demonstrate financial need.

II. Scholarship Committees

Scholarship committees shall convene to assess applications and select a scholarship recipient. There shall be three Scholarship Committees, one for each of the scholarship committees.

1. Each scholarship committee shall consist of a chairperson selected from the Board of Trustees. Further, each committee shall consist of a total of no less than three, and not more than five members, including the committee chair. Regular members of the scholarship committees need not be members of the Board of Trustees, but may be nominated by the respective committee chairs for approval by the Board Chairperson. Whenever possible, committees should be comprised of members from different geographic regions.
2. Each member of a Scholarship Committee commits to independently evaluating every application submitted before discussion by the full committee.
3. Scholarship Committees agree to meet by conference call or video call session to discuss applications and select three finalists not less than one month after the application deadline.
4. Each scholarship finalist must be interviewed by the respective Scholarship Committee not less than two weeks after finalists are selected.
5. Each Scholarship Committee will then select a Scholarship Nominee to submit to the Board of Trustees at the next meeting of the Board of Trustees for discussion and a final vote by the Board of Trustees to approve the awarding of the Edna Lewis Scholarship.
6. Each Scholarship Committee shall then nominate a mentor for the scholarship recipient for discussion or approval by the Board of Trustees. The mentor becomes the primary communication contact between the scholarship recipient and the Scholarship Committee, and through the Scholarship Committee, to the Board of Trustees.
7. The Board of Trustees retains ultimate determination of the qualification of scholarship recipients and mentors, and if the Board of Trustees finds any committee selection to be unqualified or unlikely to result in successful completion of the scholarship, it may reject the candidate(s) and return the selection process to the Scholarship Committee in order to bring forth a new candidate(s).

8. Scholarship Committee chairs will retain broad rights for administering committee meetings, however, all candidate selections are subject to a majority vote of the committee, and Scholarship Committees are strongly encourages to seek unanimous consent whenever possible in approving candidates.
9. Scholarship Committee chairs shall maintain sufficient records of committee proceedings (meetings, interviews, phone calls, emails, etc.) for purposes of accountability to the Board of Trustees, and shall report on relevant progress during each Board of Trustees meeting.
10. Scholarship Committees are standing committees. Scholarship Committee Chairs shall be selected by the Board of Trustees during the first Board meeting each calendar year. The committee chair then submits a slate of committee members for approval by the Chairperson of the Board. Once committee slates are approved, they are standing until the first meeting of the Board of Trustees the following calendar year. Scholarship Mentors retain their position regardless of the calendar, until their mentee completes their scholarship.
11. Scholarship Committees shall meet as often as required during the period of application evaluation and selection, until the respective scholarship is awarded by the Board of Trustees. Once a scholarship is awarded, the Scholarship Committee shall meet quarterly with the Scholarship Mentor, to monitor progress and report to the Board of Trustees through the Committee Chair.
12. Scholarship Committee Chairs serve at the pleasure of the Board of Trustees, and may be replaced at any time for insufficient results or wrongdoing as evaluated by the Board of Trustees.

III. Scholarship Mentors

Each scholarship recipient shall be assigned a mentor by the related Scholarship Committee, with the final consent of the Board of Trustees. See Mentorship Requirements and Guidelines document for further information.

IV. Operational Timeline

First Board of Trustees meeting of Calendar Year (March) –

- Slate of potential mentors for 2022 year presented to the Board for approval, with a desired five potential mentors listed per scholarship track, for a total of fifteen.
- Scholarship committee chairs established

April 15, 2022 –

- Edna Lewis Foundation Scholarship application season opens. Scholarship Committees communicate with each other and Board of Trustees to identify potential Scholarship Mentors for consideration during the application process.

May 31, 2022 –

- Scholarship application deadline; applications submitted to Committee Chairs, who distribute to their full committee membership

June 1-15, 2022 –

- Scholarship Committees meet to evaluate scholarship applications and select three finalists. Nominees for potential Scholarship Mentors are considered.

June 16-30, 2022 –

- Scholarship committees interview finalists and discuss results.

By June 30 –

- Scholarship Committees make final selections for scholarship recipients and Scholarship Mentors. Scholarship Committee chairpersons share selections with Board of Trustees for consideration in advance of Annual Meeting.

Board of Trustees June Meeting –

- Final votes on scholarship recipients and Scholarship Mentors. Winners notified by President of the Foundation.

July-August –

- Scholarship Mentors meet with scholarship recipients before the beginning of their scholarship periods. During the Covid-19 pandemic, such meetings may take place by Facetime, Skype, or Zoom if they are unable to meet in person. Together with Scholarship Committee Chairs, they communicate mentorship requirements and agree on plans for regular communication during the scholarship period.

September 1, 2022 – January 30, 2023 – • Scholarship periods begin.

Upon completion of scholarship goals, the scholarship recipient is designated an Edna Lewis Scholar.