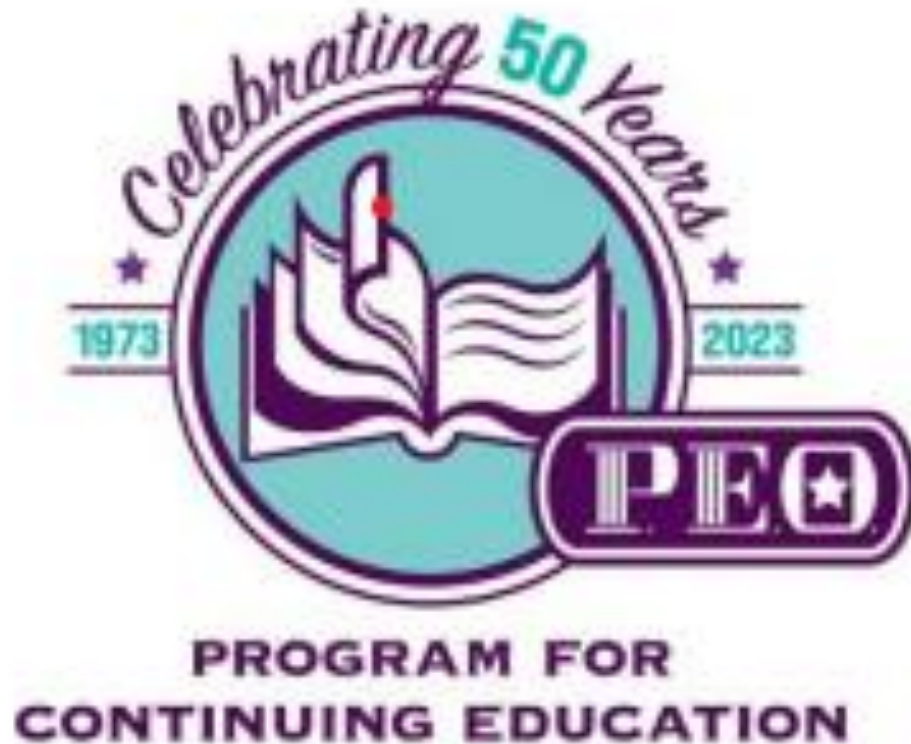




PCE Grants





PCE Grant Facts

- Established in 1973 with a grant amount of \$500.00.
- The maximum grant was increased over the years up until 2009 when \$3,000 became the maximum.
- A total of \$67.6 million in grants has been given to 52,000 women!



PCE Grant Process

- ▶ Pre-Interview: Confirm a woman's eligibility, and use of the grant.
- ▶ Interview the candidate.
- ▶ Recommend sponsorship of the candidate to your local chapter.
- ▶ Chapter votes whether or not to sponsor the candidate.
- ▶ If sponsoring, Chapter submits the online Chapter Recommendation form to P.E.O. International.
- ▶ P.E.O. International reviews, approves applications and notifies the applicant with a deadline for submitting forms.
- ▶ Result of Grant - Applicant and chapter are notified if the grant is awarded or denied.

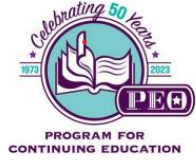


PCE Grant Pre-Interview

➤ Determine applicant's eligibility :

- ✓ Are they a citizen or permanent resident of the U.S. or Canada?
- ✓ They do **NOT** have a Master's degree or above?
- ✓ Are they living and studying in the U.S. or Canada for their entire course of study?
- ✓ Have they had at least 24 consecutive months as a non-student sometime in their adult life?
- ✓ Are they currently enrolled in an undergraduate or graduate level program?
- ✓ Will they complete their degree within the next 18 months?

If the answer is yes to all of the above questions proceed. Otherwise let them know they are not eligible for this grant.



PCE Grant Pre-Interview and Interview

- Give the candidate the Candidate's PCE Pre-Application Income and Expense and Financial Profile Guide and Worksheet.
- Setup time to meet and interview the candidate in person or virtually.
- Interviewer(s) fill out the Chapter PCE Pre-Application Eligibility Work Sheet.
- Be sure to get a personal email address that does not end with .edu.



PCE Grant Interview



Chapter's PCE Pre-Application Eligibility Worksheet

This *Chapter's PCE Pre-Application Eligibility Worksheet* is to be used during the interview with a prospective applicant to gather the information required for successful completion of the online *Chapter Recommendation Form*.

Important! Before meeting with the prospective applicant, provide her with a copy of the *Candidate's PCE Pre-Application Income and Expense Guide and Worksheet* and ask that she bring it to the interview with as much information filled in as she can provide.

When meeting with the prospective applicant:

No guarantee should be given as to eligibility or the probability of receiving a grant in the amount requested. The maximum grant is \$3,000. Lesser amounts may be awarded according to individual needs and available funds. This grant is for one time only, regardless of amount awarded.

Review the *Candidate's PCE Pre-Application Income and Expense Guide and Worksheet* with the prospective applicant. She must be able to explain her financial plan in enough detail to give the interviewer some measure of assurance of her ability to remain enrolled until her course of study is completed. If the worksheet shows little to no income and/or a large monthly shortfall between total monthly income and expenses without a financial plan to address these issues, **it is kinder to stop the application process at this point rather than give unrealistic expectations that a grant will be awarded.** Also, if it is too early to determine the amount of financial aid income available for the start of the term, wait to submit the *Chapter Recommendation Form* until the applicant has provided these figures for review.

Recommending Chapter:

Date of Interview: _____ Chapter Vote Date: _____ Grant Amount Requested: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Has the applicant received or is she currently applying for other funds from P.E.O.? (e.g., International project(s), State/Provincial/District and/or Local Chapter funds). Yes/ No If Yes, list:

<u>Source</u>	<u>Amount</u>	<u>Date Received</u> mm/yyyy	<u>If Pending, Date Applied</u> mm/yyyy

Applicant Information:

Name: _____
First Last

Address: _____

City: _____ State//Prov/District: _____ Zip/Postal Code: _____

First Phone: _____ Second Phone: _____



PCE Grant Interview

Determine Financial need:

▶ Indicators of financial need:

- Low family income of area she lives in
- Number of members in the household is another factor
- What are her savings and investment accounts?
- Will she receive any scholarships, fellowships or tuition reimbursement that cover her costs?

▶ Does the candidate have a detailed financial plan that gives some measure of assurance to remain enrolled until the current course of study is complete?

- Is the career goal for which the grant is being requested a need or a dream?
- Will the career goal lead to employment to support the candidate and/or her family?
- Is the career goal realistic in the applicant's area? Is the candidate willing and able to relocate if necessary?



PCE Grant Interview

- Remind the the candidate that the form is to be used for them to complete the online form
- Interviewers do NOT keep the worksheet/form
- If the chapter votes to sponsor the candidate, submit the recommendation and Int'l will email instructions with a link to access the online application
- The sister who has submitted the recommendation will receive an email from Int'l once they have sent the online link for the candidate to complete the online application with a due date within 30 days of receiving the link.
- This due date is given to the candidate for the completion of the application. Chapter needs to be in touch with the candidate to ensure timely submission
- Candidate must demonstrate financial need and provide a financial plan



PCE Interview Grant

When you are concluding the interview remind the candidate:

- The chapter must vote to sponsor. Refrain from promising a favorable vote.
- A grant of any amount IS NOT GUARANTEED.
- Thank the candidate for the time and effort she put into preparing for the interview.
- Let the candidate know when to expect a follow-up regarding the chapter's decision. i.e. after the chapter votes



Next Steps...

- Recommend candidate to Chapter and vote whether to sponsor the applicant. Preferably the next meeting. Be aware of International's deadlines.
- Let the applicant know the results of the chapter vote.
- If the Chapter is sponsoring the candidate, write the Chapter's Recommendation form and submit online to P.E.O. International.
- P.E.O. International notifies the candidate and chapter if their application is accepted. If accepted, they give a due date for the candidates submission of information.
- Stay in touch with the applicant through the entire process. (and afterward was well. Perhaps she will be interested in an ELF loan, or perhaps membership in P.E.O.!
- P.E.O. International notifies the Chapter and the applicant if they receive a grant.



Wilmington U. PCE Process for 2023

- We received 117 eligible applications of which 71 expect to graduate in Spring 2024, 22 in Summer 2024, and 24 in Fall 2024
- We will focus on the 71 Spring graduates.
- Last year State Projects committee vetted over 40 candidates of which 20 signed up for the event and 7 actually showed up. Many candidates did not respond to emails, text or phone calls.
- This year we decided to make this event an in-person or virtual interview at the chapter's and candidate's availability.
- We want to offer this grant to as many students as possible. To this end, Rhonda did an test run of the vetting process.



Wilmington U. PCE Process for 2023

- A list was developed based on the student's and Chapter's location. Each chapter has a list of 8 applicants.
- We are encouraging chapters to contact all the students on their list. Based on the student's response to your initial contact, the chapter can determine which candidates they choose to interview.
- Be sure to find out whether the candidate is going to be enrolled in Block1, Block 2 or both. Blk 1 submission deadline is 11/13, Blk 2 is 1/8.
- If a chapter has more qualified candidates than they wish to sponsor, these candidates can be offered to other chapters. Please contact Rhonda with these candidates.
- Be sure to give the candidate the requisite paperwork and a due date to return prior to their interview.
- Interviews should be done by two chapter members.



What's Next?

- Each Chapter Project Chair and President will receive an email with detailed instructions and the following attachments:
 1. Excel spreadsheet with candidates' Information
 2. Vetting Questions and Initial Steps for a PCE Grant Candidate
 3. Chapter Pre-Application Eligibility Worksheet
 4. PCE Candidate Pre-Application Income and Expense Guide
 5. PCE Candidate Pre-Application Income and Expense Worksheet



Questions?