

Albert K. Murray

Fine Arts Educational Fund

An Approved 501(c)(3) Private Charitable Foundation
9665 Young America Road, Adamsville, Ohio 43802-0367
Voice: (740) 796-4797 Fax: (740) 796-4799

Incomplete, late, and postage due applications are not considered for grants. Due to rate variations & changes you are advised to take your materials to the shipper to get the correct return costs.

Grant Deadlines:

Fall deadline July 31 (late September grants)

Winter deadline October 31 (late December grants)

Spring deadline January 31 (late March grants)

Summer deadline April 30 (late June grants)

For an application to be complete, all materials must be in the scholarship office by 5 p.m. of the deadline date. If a deadline falls on a holiday or Sunday, the deadline moves to 5 p.m. of the preceding business day.

Eligibility Requirements:

1. **Eligibility:** there are no restrictions on race, religion, gender, national origin or age.
2. **Citizenship:** scholarship recipients are required to be citizens of the United States of America.
3. **Full time status:** students must send proof of full time enrollment in an art program (not performing arts) of an accredited, degree granting college or university in the United States of America.
4. **Degree:** students may be at the bachelor's degree, master's degree, or doctoral degree level.

Scholarship Guidelines:

5. **Submit original materials only:** No fax, e.mail, or photocopies of transcripts, recommendations, or other supporting documents will be accepted.
6. **Portfolios:** students are required to submit portfolios with accompanying self-addressed and postage paid return packaging. Portfolios must be accompanied by proper packaging and postage for return to student. Students: take portfolio and packaging to the shipping entity to get correct shipping costs and packing requirements. Because shipping regulations often change, be sure you meet the requirements.
7. **Recommendations:** Must be original letters, on official letterhead paper, and signed by the person whose name appears in the signature block.
8. **Applications materials** and supporting documents become the property of the Murray foundation.

Scholarship Grants:

9. **Grant recipients:** are selected quarterly by a committee. **Only complete applications using current application forms and following current guidelines are considered for scholarships.**
10. **Grant money:** scholarship grants are sent to the student's institution to be used for the benefit of the student for expenses at the student's college or university (including tuition, fees, books, and supplies).
11. **Award notifications:** notifications are sent via United States first class mail. The Murray scholarship program is not responsible for applications received late, or notification letters sent, but not received. If you want to be notified that your application is complete and on time, enclose a self-addressed and stamped post card in your application package.

Scholarship Award Criteria:

1. Student's academic merit and quality of overall application package
2. Merit of portfolio materials submitted
3. Cost of the institution and program in which the student is enrolled
4. Financial need of the applicant and financial resources otherwise available to the applicant
5. Committee's receipt of complete current scholarship application form and all supporting materials
6. C+ or higher grade point average (2.5 on a 4.0 scale)

Office hours:

Monday - Friday, 9 a.m. until 5 p.m., Eastern Standard Time, closed on holidays.

For information contact: **Dr. Marion C. Gilliland, Chair, Scholarship Committee**

Application materials required:

Original materials: only original materials will be accepted (no photocopies, faxes, or e.mail materials).

Do NOT use online application forms as these are often incomplete and out of date.

Include the following with a current application form. Type or write clearly & identify each item.

Required from all students page(s) in which you answer and identify the following items:

1. **Personal:** concise statement describing yourself, your art background, formal / informal education in art, reasons for pursuing art degree, goals & planned career after you graduate. Where did you learn about the Murray scholarship program. Use only plain white (not colored or textured) 20 pound weight paper; do not laminate. **Label each section. Each page/item must be labeled with your name**
2. **Why deserve a grant:** explain why you think you should be awarded a Murray Scholarship.
3. **Why the art program:** describe the reasons you selected the college or university and the art program.
4. **Specific field:** identify the specific field of study and name of the degree you will receive. This is an art scholarship; a major of "fine art" is not an appropriate answer to "what is your *specific* field of study."
5. **Expenses Chart for a 12 month period:** include a **chart** of estimated **annual costs** for: tuition, fees, art materials, equipment if necessary, living costs, and other expenses.
6. **Income Chart for a 12 month period:** a **chart** of estimated **annual income** including work, grants, scholarships, commissions, loans, waivers or other income for the same 12 month period used in #5.
7. **Portfolio materials:** not to exceed 12" x 9" x3" in size. Students are required to send portfolios, in not more than one medium: one page of slides, ten pages of photographs or drawings, one VCR, one CD or DVD (in protective case & indicate on disk your name, program & machine used to create CD/DVD). **Each item/page must be clearly labeled with the student's name.** Clip, do not bind, materials.
8. **Confirmation:** enclose a self-addressed stamped post card for confirmation of receipt of application.
9. **Portfolio return:** portfolio materials must be accompanied by an appropriately sized, adequately **stamped** (do not use postage meter strips), and self-addressed container for return to the student.
10. **Letter(s) of recommendation** Students must submit at least one recommendation. Students may submit more than one, but all must be signed by the author and on official letterhead paper.
11. **Application package:** students may collect original transcripts and original recommendation letters from issuing entities and forward them in originally sealed envelopes with other application materials. No postage due materials will be accepted. Clip, do not bind, your application materials together.
12. **Application materials:** materials arriving separately from the student's package will be collected and added to the student's application package. Materials will be kept on file until the student is no longer eligible for grants. No applications will be accepted unless they include portfolios with adequate return postage.
13. **Transcripts: Freshmen:** Include a complete official original high school transcript. Also include your college or university transcript(s) if you have been enrolled in a college or university for less than one year. If you are a beginning student, send an official notification you have been registered for classes. **Sophomores and above:** submit complete official transcripts from all colleges / universities attended.
14. **Reapplication:** Students wishing to reapply must submit: a new application form, an updated transcript for the period since submission of earlier application(s), a portfolio, and all other materials which bring the application up to date. Applying students also must meet their college/university eligibility requirements and meet all Murray scholarship requirements then in effect. Contact our office to be sure you have current forms. Outdated forms will not be accepted for current applications.

In addition to the materials listed above, students must submit the following materials which may come in a letter from the student's department or the institution:

All students:

Letter(s) or forms from official(s) which include(s) the following information:

- a. **Federal Tax Identification** number for the institution (not accreditation or association number)
- b. a letter of acceptance from the college, university, or art department if you have not yet received a transcript. If you submit a current transcript, it will serve as your proof of past enrollment.
- c. statement of full time student status for term you are requesting aid; year's academic calendar
- d. name of art program and degree you expect to receive
- e. proof the college or university is fully accredited and degree granting

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Application

Incomplete applications will not be considered

You must follow and meet all current guidelines to be considered for a scholarship grant. If you do not have or are not sure you have a current application and set of guidelines, contact the scholarship office to receive them. All items must be addressed / filled in and all questions answered. If an item does not apply to you, indicate so. If you need additional room, use separate pages and label the items to correspond to the items on this form.

I. Student information:

Name: last first middle initial maiden

Street address while at college / university

City, State, Zip code

() yes/no
Student's area code and phone number at school cell phone

yes no
Student's Social Security Number Citizen of U.S.A

Male Female
Art specialty or major focus Gender (circle one)

freshman sophomore junior senior MFA Ph.D.
(circle your year in school)

Student's birth city, state, country Date of birth (m-d-y)

Are you a full time student? Part time student?

Are you: single married widowed divorced (circle one)

How many children do you have?

II. Institution information:

Institution's: 1. complete name: 2. Federal Tax ID number

Institution's complete street address:

Institution's city state zip code

Mr/Ms/Dr/Mrs ()
Art department chairperson's name area code telephone number

Mr/Ms/Dr/Mrs ()
Financial Aid Officer's (FAO) name area code telephone number

F.A.O.'s street address

FAO's city state zip code

Fall Winter Spring Summer 20__
Graduation month & year Circle requested term of aid enter Year

Number of years required to earn current degree

Have you included proof that 1) institution is accredited, 2) degree granting; and 3) a calendar of term dates for this year?

III. Your previous education: (use a separate page if necessary)

High school/vocational schools: list most recent education first. If you are a first year college student, submit a high school transcript with your application. If you have not yet received a transcript, but are enrolled in a college where you wish to receive aid, you must submit a letter of acceptance from that college or university.

Name: City: State: Years Did you graduate? yes/no

1. _____
2. _____

Since high school: List all colleges you have attended with the most recent first. Attach an extra sheet if necessary. For your first application you must submit an official transcript from each college or university you have attended. If you are a first year student in the college where you wish to receive aid, you must submit a letter of acceptance from that college or university. To be eligible for Murray Scholarships you must be enrolled full time in a degree granting & accredited art program.

Institution Name: City: State: Years: from-to Did you graduate? yes/no

1. _____
2. _____
3. _____

V. Family Information:

If student is married, spouse's full name Spouse's specific occupation number of children and their ages

Spouse's address: Street City State Zip code Area code and telephone number
Page 1 of 2 pages Effective 7-29-10

Applicant's Full Name (Last, First M.I.) _____ Date _____

You must fill in the information below, even if one or more of your parents is no longer living. Information is for identification purposes only.

If student is unmarried: _____

Father's full name		Father's specific occupation			Country of citizenship
Father's permanent address	Street	City	State	Zip code	Area code and telephone number

Mother's full name		Mother's specific occupation			Country of citizenship
Mother's permanent address	Street	City	State	Zip code	Area code and telephone number

_____ **Dependents:** including yourself, how many dependents do you have?

_____ **Family dependents:** If you are not the primary family support, give the number of brothers, sisters, children or other dependents for whom your family makes substantial contributions.

_____ **Colleges or universities:** How many of these dependents attend colleges or universities? _____

_____ **Applied before?** Have you applied for Murray Scholarship grants before (yes/no)?

_____ **Received grants?** Have you received Murray Scholarship grants (yes/no)? If you have received grants in the past, on a separate page list all Murray grants with the amounts and the dates you received them.

VI. Financial Information: Make a spreadsheet / chart including the following financial information:

- How much do you support others financially:** (total dollar amount; names/ relationships)
- Grants:** list all grants, the amount, and the time period of each
- Work Income:** This year, how much income do you expect to receive from working?
- Scholarships:** list all scholarships, the amount, and time period of each
- Family support:** How much financial support (dollar amount) do you expect from your family this year?
- Amount of art sale income:** How much income do you expect from art sales?
- Waivers:** This year, how many dollars of your support is in each category?
- Other income:** list all other income by type, amount expected, and when you expect to receive it
- Loans:** list all loans, the type of loan, amount of each, time period of each, and total loan debt.
- Expenses:** include a chart of annual expenses by category (tuition, fees, books & supplies, living expenses, including any unusual expenses such as medical, etc.)

Students are responsible for following all of the Albert K. Murray Fine Arts Educational Fund Guidelines. If you do not have or are not sure you have complete and current copies of the Application (2 pages) and the Guidelines (2 pages), call the scholarship office to obtain current copies. Do NOT use on-line applications as they may be incomplete and/or out of date.

- Postage due or incomplete postage applications:** no postage due applications will be accepted. Check with the Post Office, FedEx, or UPS to be sure you have attached proper postage for your portfolio to be returned to you. CD's require flat package rate. Insufficient postage invalidates your application.
- Incomplete:** no incomplete applications will be considered.
- Guidelines:** to be complete, your application must include all elements as listed in our current guidelines. Call our office if you want new copies of the application and guidelines.
- Original:** all materials must be originals; no faxes, e-mails, or late materials will be considered.
- Deadline:** all materials must be in the scholarship office by 5 p.m. EST of the due date. If the due date falls on a weekend or holiday, the deadline moves to the first weekday preceding the deadline.

Questions: If you have a question, call during regular office hours Monday - Friday, 9 a.m.-5 p.m. Eastern Standard Time. The office is closed on holidays and weekends. Pay close attention to deadline dates.

Deadlines: You must be enrolled full time when the grant money is received.

Fall deadline July 31 (grants in late September)	Winter deadline October 31 (grants in late December)
Spring deadline January 31 (grants in late March)	Summer deadline April 30 (grants in late June)

All materials must be received **by 5 p.m. of the deadline date** for an application to be considered for a grant. If you have questions about the scholarship applications or the guidelines contact:

Dr. Marion C. Gilliland, Chair, Scholarship Committee