



BLINDED SCHOLARSHIP APPLICATION REVIEW POLICY

Introduction and Purpose

Hereinafter Central Kansas Community Foundation and affiliates are referred to as “Foundation”. The Foundation is committed to responsible stewardship of charitable assets and the administration of grants and scholarships in accordance with applicable law, donor intent, Foundation policy, and recognized philanthropic standards. The Foundation participates in the National Standards for U.S. Community Foundations program and aligns its practices with guidance from the Council on Foundations and the Kansas Association of Community Foundations.

To promote fairness, equity, and data protection in scholarship selection, the Foundation will implement a blinded review process for scholarship applications. This outlines the standards and procedures for removing personal identifiers from application materials reviewed by scholarship selection committees.

The Foundation is committed to reducing unconscious bias and enhancing the integrity of its scholarship programs. All evaluative materials provided to reviewers shall exclude personal identifiers such as:

- Applicant name
- Address
- Demographic information
- School name (if not essential to criteria)
- Any other data that may reveal identity

This policy applies to all scholarship applications submitted through the Foundation’s platform, unless explicitly exempted by donor request (e.g., video submissions and in person interviews requiring media releases).

Privacy and Data Protection

Blind review practices will reduce the risk of unauthorized sharing or downloading of personal data. All reviewers will be educated on importance of adhering to the Foundation’s data handling and confidentiality standards.

Communication and Transparency

The Foundation will inform donors, applicants, and community stakeholders of this policy enhancement to reinforce its commitment to equitable and ethical scholarship practices.

Implementation Procedures

The scholarship application system will be restructured to separate identifying information from evaluative content. Redaction tools or platform features will be used to ensure anonymity.

Reviewer Training

All scholarship reviewers will receive orientation on unconscious bias and instructions for evaluating applicants solely based on merit and alignment with scholarship criteria.

Program Officer Oversight

The Foundation's Program Officer(s) will review application materials prior to committee distribution to ensure compliance with blind standards. They will assign threshold points for required elements and redact identifying details as needed.

Exceptions Protocol

In cases where fund advisors request video submissions, in person interviews or other media, applicants will be required to sign a media release acknowledging the use of their image and identity.