

Relational Life Foundation Practitioner Scholarship Policy & Procedures

Purpose: The Relational Life Foundation (RLF) Practitioner Scholarship Program exists to expand access to relational healing education and diversify the field of Relational Life Therapy (RLT). The program supports RLF's mission to make relational skills of empathy, accountability, and repair, accessible to all, and aligns with the Foundation's pillars of Access & Equity, Diversity & Representation, and Collective Repair.

This policy outlines the procedures for application, review, scoring, and recordkeeping to ensure fairness, consistency, and full compliance with IRS charitable program regulations.

Program Overview

- Scholarship Type: 50% tuition award toward RLT Certification (Therapist or Coach Track) through the Relational Life Institute (RLI).
- Awards: Two scholarships awarded per month on a rolling basis.
- Application Window: Applications accepted year-round and eligible applicants remain active for a three-month review period.
- Notification Date: Awardees are notified on the 20th of each month for applications received in the prior month.
- Minimum Score: Applicants must achieve at least 14 out of 20 points (70%) to qualify for consideration. Applications that score 13 or below are automatically declined.
- Nondiscrimination: Selection decisions are made without regard to race, gender, religion, nationality, or any protected class status. Awards are based on merit, alignment with mission, and financial need.

Eligibility

In order to be awarded, applicants must:

- Be accepted or in the process of applying for RLI's Therapist or Coach Certification Track.
- Demonstrate financial need and readiness to begin certification within 60 days of award.
- Show strong alignment with RLF's values of empathy, accountability, and repair.
- Commit to participating in RLF's Sliding Scale Therapy or Coaching Program after Level 1 completion.
- Agree to provide progress updates during their certification process.

Application Process

1. Applicants complete and submit the online scholarship application, including:
 - Written responses

- A 3-minute personal video
 - Supporting documentation such as a resume, license, or certification
2. Applicants receive a confirmation email upon submission.
 3. Each application remains under review for a three-month period.
 4. If not selected within that time, the applicant may reapply in a future cycle.

Review Process

- Reviewers: Applications are evaluated by the Executive Director (RLF) and one representative from the Relational Life Institute (RLI). Once the Cultural Advisory Committee launches, at least one member of that committee will join the review team.
- Scoring: Each reviewer independently scores the application using RLF's 5-point rubric across four categories:
 - Relational Readiness
 - Cultural & Lived Perspective
 - Commitment to Collective Repair
 - Financial Accessibility & Readiness
 Maximum possible score: 20 points.
- Threshold: Applications scoring below 14 points are automatically declined for that review cycle. Declined applicants are eligible to re-apply.
- Reconciliation: Reviewers meet to discuss any major scoring discrepancies (greater than 2 points) and agree on a final total score.
- Documentation: Reviewer comments and final scores are logged in the scholarship tracking file for transparency and recordkeeping.

Selection & Approval

- Applications with total scores of 14 or higher are eligible for consideration.
- Each month, the two highest-scoring eligible applicants are awarded scholarships.
- In the event of a tie, preference is given to applicants demonstrating service to underrepresented or underserved communities.
- Final award decisions are documented and approved by the Executive Director.

Notification & Follow-Up

- Award recipients are notified by email on the 20th of each month.
- Non-selected applicants receive a thank-you message and are notified their application met the minimum score and will be considered over a three-month review period.
- Awardees must confirm acceptance within 10 business days.
- Declined or unclaimed awards may be reassigned to the next qualifying candidate within the same review cycle.

Recipient Responsibilities

Award recipients agree to:

1. Enroll in certification within 60 days of award notification.
2. Participate in RLF's Sliding Scale Therapy or Coaching Program after completing Level 1.
3. Provide progress updates as requested.
4. Serve as ambassadors for relational healing by sharing stories, mentorship, or outreach participation (optional but encouraged).

Failure to meet these commitments may disqualify the recipient from future RLF scholarship or fellowship opportunities.

Recordkeeping & Compliance

- All applications, scoring sheets, and related correspondence are retained for at least three years.
- Reviewer notes and scores are accessible to the Executive Director and may be reviewed by the Board or auditors upon request.
- Demographic data, when collected, is used only in aggregate form for equity analysis.
- RLF complies with all IRS 501(c)(3) requirements related to public charity scholarships, ensuring no private benefit or self-dealing occurs.
- Scholarships are granted solely for educational advancement and are never used as payment for services.

Annual Reporting

At the end of each calendar year, RLF prepares a report summarizing:

- Number of applications received and awarded
- Aggregate demographic trends (if available)
- Impact stories or participant outcomes
- Recommendations for process improvement

This report is shared with the Board of Directors and may be summarized in the Foundation's annual impact report.

Policy Review

This policy will be reviewed annually by the Executive Director to ensure ongoing fairness, compliance, and alignment with the Foundation's mission. Any revisions must be approved by the Executive Director and the Board of Directors.

Approved by: _____ Date: _____