

JEWISH COMMUNITY FOUNDATION SCHOLARSHIP APPLICATION INSTRUCTIONS

It is easy to apply for a scholarship from the Jewish Community Foundation. First, determine whether you satisfy the following criteria:

- Be of the Jewish faith
- Be accepted or currently enrolled at an accredited institution of higher learning located in the United States (or associated with a U.S. institution)
- Be a current or former resident of the Greater Hartford, Connecticut region
- Satisfy unique criteria of specific scholarship funds including, in most cases, demonstration of financial need

Check off
when
completed

If you do satisfy these criteria, then simply follow the steps below. Be sure to submit everything listed here. We cannot consider incomplete applications. *Note:* If you are applying for a scholarship for graduate school, please see the box on the following page.

- 1. Complete the General Scholarship Application.** The Jewish Community Foundation uses the General Scholarship application found in the *Greater Hartford Area College Scholarships Directory*. To download the application in Word or PDF format, go to www.jcfhartford.org and click on “Grants and Initiatives” and “Scholarships.” Or you may request a copy from the Jewish Community Foundation at 860.523.7460 or grants@jcfhartford.org. Send only **one** copy of the completed application to apply for all Jewish Community Foundation scholarships.

The application can be saved on your computer and completed in MS Word version 97 or later. To fill in the application, tab between fields and type your information. Click in the checkboxes to make your selection. An arrow will appear if a field includes a drop-down menu – click on your selection. Some boxes will expand to accommodate additional text. Grey shaded boxes and gridlines will not appear on the printed document.

- 2. Complete the Jewish Community Foundation Student Financial Worksheet.** This form must accompany your application if you wish to be considered for a scholarship from the Jewish Community Foundation.
- 3. Attach a letter of recommendation.** The letter may be from your guidance counselor, a teacher or professor, an employer, or another adult who knows you but who is not a family member. If you wish, you may use a copy of a recommendation you have submitted with your college applications. *Note:* Letters should be on official letterhead and must contain the writer’s full name, title, address, phone number and email address. ***Returning applicants should submit a new recommendation rather than one previously submitted.***
- 4. Attach a copy of your official transcript.** For high school students, it should include the courses you have taken, your grades, GPA, class rank and SAT or ACT scores. If you have already taken college classes, also include a copy of your college transcript. **College students,** submit only your official college transcript.

- 5. Attach a letter of acceptance from the college or graduate school you plan to attend** (please note – you must be attending a school located in the United States or a school with an official affiliation to a school in the U.S.).
- 6. *High School Seniors:* Attach a copy of the essay you submitted with your college application.** If you did not have to submit one, write a brief (no more than two pages) essay regarding your future goals.
- 7. Attach an essay on why you should receive a scholarship from the Jewish Community Foundation of Greater Hartford,** a public charitable foundation supported by gifts and bequests from members of the Greater Hartford Jewish community.
- 8. Attach a completed Student Aid Report (SAR).** If you haven't received your SAR, check the box on the application cover sheet "checklist" and send it when you receive it.
- 9. Mail everything to:**
 - Scholarship Program
 - Jewish Community Foundation
 - 333 Bloomfield Avenue, Suite D
 - West Hartford, CT 06117

Your application must be postmarked by April 15, 2011. Applications postmarked after that date will not be considered. You will be notified when your application is received.

Questions? Call 860.523.7460 and ask for the scholarship coordinator.

SPECIAL INSTRUCTIONS FOR GRADUATE STUDENTS

If you are a graduate student or a college student applying to graduate school, you must complete the entire application package, except as noted here:

- On the General Scholarship Application (see step 1, above), you need not fill out your high school educational history.
- You may skip the College Applications section of the General Scholarship Application. Instead, list the graduate schools to which you are applying below:

- Your letter of recommendation (step 3, above) should be from a college professor or employer.
- Attach a copy of the essay you submitted with your graduate school application (in place of step 5, above). If you did not have to submit one, write a brief (no more than two pages) essay regarding your future goals.
- Also attach a copy of your resume.

Instructions: Tab between fields. Click in the checkboxes to make a selection. An arrow will appear if a field includes a drop-down menu – click on your selection. Some boxes will expand to accommodate additional text. Grey shaded boxes and gridlines will not appear on the printed document.

General Scholarship Application Cover Sheet

I have enclosed the following materials.

(Please note that incomplete applications may be ineligible for consideration.)

- General Scholarship Application Cover Sheet
 - Official high school transcript (grades, GPA, class rank, and SAT scores)
 - Official college transcript (if you have taken any college courses)
 - Letter of recommendation
 - SAR (Student Aid Report)
 - I have not yet received my SAR but will send it to you by _____ (MONTH/DAY/YEAR).
 - Essay
 - Cover letter (optional)
 - Additional materials required for this scholarship (list)
-
-

Applicant Information

Full legal name: _____

LAST

FIRST

MIDDLE

Last 4 digits SS Number: _____ Sex: _____

Mailing address: _____

Phone Number: () _____ Email address: _____

Educational History

HIGH SCHOOL

Name: _____

Address: _____ Phone: () _____

Guidance Counselor's Name: _____ Actual or Expected graduation date: _____
MM / YY

If you have attended more than one high school, please attach a separate piece of paper with the high school name(s), address(es), dates you attended, and reason for leaving.

COLLEGE

If you have not taken any college courses, leave this section blank.

College Name: _____

Address: _____ Phone: () _____

Academic Advisor's Name: _____

I am a full-time part-time college student. Actual or Expected graduation date: _____
MM / YY

If you have attended more than one college, please attach a separate piece of paper with the college name(s), address(es), dates you attended, and reason for leaving.

Employment History

If you have worked regularly, please include it below. You may list the informal work that you have done such as baby-sitter, chore-helper, or other similar type of work, but you do not need to provide the names of the families for whom you have worked.

Name of employer: _____
City, State: _____
Type of work: _____
Dates employed: from _____ to _____ Average number of
MM / YY MM / YY hours worked per week: _____

Name of employer: _____
City, State: _____
Type of work: _____
Dates employed: from _____ to _____ Average number of
MM / YY MM / YY hours worked per week: _____

If you have had additional employers, please attach on a separate sheet of paper the name of the employer(s), city, state, type of work, dates employed, and average number of hours worked per week.

Volunteer and Community Service

Name of organization: _____
City, State: _____
Type of service: _____
Dates volunteered: from _____ to _____ Average number of hours
MM / YY MM / YY volunteered per week: _____

Name of organization: _____
City, State: _____
Type of service: _____
Dates volunteered: from _____ to _____ Average number of hours
MM / YY MM / YY volunteered per week: _____

If you have had additional volunteer and community service experiences, please attach on a separate sheet of paper the name of the organization(s), city, state, type of service, dates volunteered and average number hours volunteered per week.

Extracurricular, Sports, and other Activities

Briefly list the clubs, sports, and other activities in which you have been involved, and indicate any leadership positions held, awards, or accomplishments. *(Boxes will expand as you type.)*

Activity	Positions, Awards, Accomplishments

College Applications

If you are a graduating high school senior, list the name(s) of the college(s) you have applied to and the status of your application(s). If you are already in or have graduated from college, leave this section blank.

College Applied To	Status	Amount of Financial Aid offered by college

Field of Study

College Major(s): _____

Graduate School Major: _____

(Complete only if you are in or entering graduate school) _____

Future Career Goals: _____

(Box will expand as you type.) _____

Other Scholarships

Please list the name(s) of any other scholarship(s) you have applied for, and the status of your applications.

Scholarship Name: _____

Awarding Organization: _____

Amount applied for: _____ Status: pending awarded \$ _____ denied

Scholarship Name: _____

Awarding Organization: _____

Amount applied for: _____ Status: pending awarded \$ _____ denied

Scholarship Name: _____

Awarding Organization: _____

Amount applied for: _____ Status: pending awarded \$ _____ denied

Scholarship Name: _____

Awarding Organization: _____

Amount applied for: _____ Status: pending awarded \$ _____ denied

Family Information

If you are an emancipated minor, head of household, or self supporting adult, you may leave this section blank.

Mother OR Guardian (if guardian please indicate relationship to you, e.g. foster parent, aunt, grandmother, sibling, etc.) _____

Name: _____

Address: _____

Phone Number: () _____ Email address: _____

Father OR Guardian (if guardian please indicate relationship to you, e.g. foster parent, uncle, grandfather, sibling, etc.) _____

Name: _____

Address: _____

Phone Number: () _____ Email address: _____

Number of siblings: _____ Ages of siblings: _____ Number of siblings attending college in 2011-2012 _____

Other dependents living in your home, e.g., grandparent(s), relative(s), foster child(ren), etc.:
Number: _____ Relationship: _____

Additional Information

Please use this space to briefly explain any personal or family circumstances or information that you would like the scholarship award committee to take into consideration when reviewing your application:
(Box will expand as you type.)

The undersigned hereby certifies that the information provided in this application is true to the best of their knowledge. Knowingly providing erroneous or misleading information will render this application ineligible for consideration.

STUDENT APPLICANT SIGNATURE DATE

PARENT/GUARDIAN SIGNATURE (If Applicable) DATE

***This application must be printed and signed. Only hard copy applications will be accepted.
Incorrect or incomplete applications may not be considered.
Please proofread your application before mailing.***



STUDENT FINANCIAL WORKSHEET

To be considered for a Jewish Community Foundation scholarship, you must complete this form.

Student Name: _____ **Date of Birth:** _____

Family Information

Synagogue Affiliation(s) _____

Applicant: Occupation _____ Spouse/ Occupation _____
 2010 Gross Income \$ _____ Partner: 2010 Gross Income \$ _____

Father: Occupation _____ Mother: Occupation _____
 2010 Gross Income \$ _____ 2010 Gross Income \$ _____

If you are a dependent, please attach a copy of pages 1 and 2 of your parents' most recent completed federal tax Form 1040. If you are independent, please submit your own.

In addition, please include any letter(s) received of Grants, Scholarships or Loans awarded

Budget

List applicant's expenses and resources for the school year below. Attach a separate sheet if necessary.

Resources for 2011-12 school year	\$	Expenses for 2011-12 school year	\$
Parent(s) Assistance		Tuition/Fees	
Family Assistance		Room and Board	
Trusts/Inheritances/Investments		Books and Supplies	
Savings		Health Insurance	
Summer Earnings		Travel	
Other Employment		Telephone	
Veterans' Benefits		Discretionary	
Grant or Scholarship Awards		Other	
1.			
2.			
Fellowships or Stipends			
1.			
2.			
Work Study			
Loans			
1.			
2.			
Other			
Total Resources		Total Expenses	
Deficit			

Signed by Applicant _____ Date _____