



Women With Promise Scholarship

The following pages include the application and instructions for the Women with Promise Scholarship forms.

Please read the application instructions thoroughly and complete the forms carefully to prevent any delay in processing.

Please keep a copy of your completed application for your reference. The application may be printed and completed in ink or it may be completed on-line, printed signed and returned.

PLEASE DO NOT submit this application by e-mail or fax.
It will only be reviewed if signed and sent via U.S. mail to:

Women with Promise
5001 Spring Valley Road, Suite 260W
Dallas, TX 75244



Application Information



Purpose and Availability

The Women with Promise goal is to offer women the opportunity to begin or restart their journey toward a college degree. Higher education is a life-changing path that opens new career opportunities with the prospect of financial enrichment and a higher quality of life. Outcomes include improved self-esteem, higher job satisfaction and instilling an important family legacy of college education in future generations.

Education breaks down barriers and opens doors of opportunity. Education is critical to securing employment and gaining financial stability, both of which are necessary for independence and self-sufficiency. Women With Promise's goal is to provide support to women in need who want to complete an education program.

First priority candidates are women who have the greatest emotional and financial challenges as they gain the work skills necessary to support themselves and their families. Our funds target women who are in desperate financial situations and need both an education and our funds to assist them in developing skills to elevate their future work opportunities.

Support is available for full or part-time students interested in attending accredited programs at educational institutions.

Eligibility

A woman who meets the following requirements is eligible to apply:

- Is a citizen or permanent legal resident of the United States
- Is officially accepted into an accredited course of study at an accredited institution
- Demonstrates a need for financial assistance
- Exhibits a strong desire, ability and determination to complete a training and/or academic program
- Has a definite plan to use the desired training to upgrade skills for career advancement, to train for a new career field or to enter or reenter the job market
- Has a sponsor in a non-profit service agency willing to provide mentoring support for the student throughout her educational experience.

Notice of Nondiscrimination



- The Women with Promise Scholarship Program does not discriminate in its selection policy, programs or activities on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sexual orientation or disabled veteran/Vietnam era veteran status.

Deadlines

- Applications should be submitted as early as possible the start date of the program to be attended. Women with Promise cannot guarantee that applications received immediately before a semester start date will be reviewed in time for funds to be awarded by the desired date.
- **The scholarship application deadline for Spring 2019 courses is July 31, 2018.**

Application Form

- All information contained in this application will be considered confidential.
- Please use the form provided and complete all parts of the application.

Review Process

- Applications are reviewed in order of receipt, priority is given to current recipients.
- New applications will be considered by the scholarship committee utilizing a redacted application.
- Both sponsor and recipient will be contacted by a scholarship committee during the review process.
- Complete applications are submitted to the Scholarship Committee for final recommendations.

Notification

- Each candidate will be notified in writing of the Scholarship Committee's decision.
- Please do not contact Women with Promise regarding the status of your application.

Checklist

Include in your application packet:

- Part A*, Form (pages 1-6)
- Part B*, Narrative (instructions on page 7)
- Part C*, Sponsorship (pages 8-10)
- Part D*, Reference List (page 11)
- Please include
 - A copy of your school invoice showing charges for the session you plan to attend



- A copy of your financial aid award letter (as soon as available, if you have received one)
- A copy of your academic plan which includes the degree you are working towards, tentative semester schedule and an overview of your four year plan.
- A copy of the first page of the Federal Income Tax returns filed for the past two (2) years, along with your W-2's or 1099's
- A copy of your economic plan which includes budgeting of time and money based on the current resources available.

Part A, Form

1. Request for Financial Assistance

Background Information

Name: _____

Birth Date: _____ Social Security #: _____

Driver's License #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Home Cell Phone: _____ Phone: _____

Email Address _____

Referral Source (indicate how you learned of this scholarship): _____

List everyone living in your home in addition to you (please include each person's name, date of birth and relationship to you):

Have you been arrested in the past five years? _____ Yes _____ No

If yes, please explain and give current status:



Are you a citizen or permanent legal resident of the United States? _____ Yes
_____ No

- If a permanent legal resident, please provide A#:

If no, please explain the current status of your residency, type of visa and number:

2. Employment

Employer Name _____

Are you currently working? _____ Yes _____ No

- *If No*, why not?

If seeking employment, what steps have you taken to find employment?

- *If Yes*, where do you work?

How long have you been employed with this company?

Job title: _____ Hours/Week

Your salary: Gross: _____ Hourly Weekly Biweekly Annual

Net: _____ Hourly Weekly Biweekly Annual

Work Address:

Work Phone:

Briefly describe your experience (include any volunteering/community service):



3. Upcoming Education

Name of School _____
Dates of Attendance _____
Major Subject/Course and Degree _____
Date of Anticipated Graduation _____

What steps have you taken to determine that the school you have chosen is your best option in terms of its program, cost and location?

Have you applied to this school/program? ____ Yes ____ No
Have you been accepted into this school/program? ____ Yes ____ Not yet
Date of expected acceptance: _____
My School has (Check One): ____ Quarters/Semesters ____ Other
Specify: _____

I plan to attend (Check all that apply):
____ Fall ____ Winter ____ Spring ____ Summer

Other Specify: _____
What classes are you intending to take in the upcoming term/quarter/semester?

Course No. _____
Course Name _____
No. Credits _____
Start Date _____
End Date _____

Course No. _____
Course Name _____
No. Credits _____
Start Date _____
End Date _____

Course No. _____
Course Name _____



No. Credits _____
Start Date _____
End Date _____

Course No. _____
Course Name _____
No. Credits _____
Start Date _____
End Date _____

4. Financial Information

Name _____

INCOME(include income from everyone living in your household)

Household Money Coming In *Monthly*: include any School Money expected to receive during the *Semester/Term*:

- _____ Net Wages
- _____ Pell
- _____ Unemployment
- _____ SEOG/Other Grants
- _____ TANF
- _____ Student Loans (Subsidized or unsubsidized)
- _____ Food Stamps/WIC
- _____ SSI/SSD
- _____ Scholarships
- _____ Child Support
- _____ Tuition Waiver
- _____ Alimony/Spousal Support
- _____ Other (Describe) _____
- _____ HUD
- _____ Child Care Subsidy



_____ Other (Describe)_____

5. FINANCIAL ASSETS AND RESOURCES

_____ Current Total
_____ Other than Income
_____ Savings
_____ Investments
_____ Home
_____ Car
_____ Other (Describe)

TOTAL ASSETS

Which of the above Financial Assets and Resources can be used to offset Expenses?

List any loans or debts for which you are currently responsible:

Loan Name/Type _____ Amount _____
Loan Name/Type _____ Amount _____
Loan Name/Type _____ Amount _____

How much do you currently owe in student loans? _____

Are these loans in deferment? _____ Yes _____ No

Are any of your student loans in default? _____ Yes _____ No _____ N/A

If yes, please explain: _____

What other forms of assistance for your educational expenses have you applied for, or will you apply for? (Please list the amounts and whom you are requesting aid from)

Part B, Narrative

Request for Financial Assistance

Narrative Instructions:

Attach a separate typed statement responding to each of the following questions.

This statement should be a total of two to five pages, (double-spaced).

Be sure your name is on each page.



1. Briefly describe your work history and educational history.
2. What personal difficulties/challenges do you anticipate in completing the educational plan you have proposed, such as single parenting, legal proceedings, mental or medical health issues? How will you handle these difficulties?
3. How will achieving your educational goals enable you to get a job that will allow you to support yourself and your children, if applicable?
4. What do you see as your greatest strengths? Weaknesses?
5. Is there any other information you believe is important to the committee's understanding of why you should be considered as a scholarship recipient? Please explain.

Part C, Sponsorship

Request for Financial Assistance

To the Candidate:

To qualify for scholarship consideration you must identify a nonprofit service provider you have worked with for at least six months who is willing to sponsor (provide support and advocacy) your educational efforts. Please complete the top section and deliver this form to the organization you want to have as your sponsor. The enclosed sponsorship agreement form, a copy of the sponsoring organization's 501(c)(3) verification letter and signed "Authorization for Release of Information" must be submitted with your application.

Please type or print.

Name of Candidate:

Sponsoring Organization:

Contact Person:

—

To the Sponsor:

The largest barriers many women face in returning to school are the emotional pressures of navigating in a foreign environment, and juggling work, school and



potentially single parenting. Access to a consistent source of support and assistance while in school can have an enormous impact on a woman's ability to succeed. To ensure that each scholarship recipient has both the backing and support she needs to achieve her educational goals, this scholarship program requires that each candidate have the support of a sponsoring organization. It is the scholarship candidate's responsibility to identify a sponsor. The sponsor may be any non-profit {501(c)(3)} service agency that has known and worked with the candidate for a minimum of six months.

The Sponsoring Agency Requirements:

- *Assess and then attest to the viability of the academic plan and the candidate's readiness for the program.* The sponsor must review the candidate's application and the proposed plan of study: Will achievement of the education plan assist the candidate in reaching her goals? Does the candidate have the ability to complete the education plan outlined?
- *Provide support, encouragement and advocacy to the scholarship recipient.* An advocate or case manager assigned to the student should assist her to develop, and regularly review, a personal economic plan. The economic plan incorporates all steps necessary to achieve the woman's job or career objective. These steps include budgeting of time and money, clear education goals, building a support network, taking advantage of the resources available in her community regarding medical care, transportation, etc. and acclimating her to the language, campus and systems of the school or training program in which she is enrolled.

If you are willing to take on this role, please complete the Sponsor Agreement form and return it to your candidate, along with a copy of your 501(c)(3) verification letter and "Authorization for Release of Information" signed by you and the candidate. The candidate must include these materials with her application packet.



Authorization for Release of Information

This authorization allows _____ (*Insert Advocate Name*) to share essential information about you with an authorized representative of Women with Promise.

The purpose of this authorization is to assist Women with Promise in assessing the progress you have made toward meeting your education goals and ensuring that sufficient resources are in place to support your personal economic plan.

Any information shared with Women With Promise will remain confidential to the extent permitted by law.

I hereby authorize the release by my sponsoring agency, _____ (*Insert Agency Name*), to Women With Promise of any information requested by Women with Promise pertaining to myself or my family.

I hereby fully release and agree to indemnify my sponsoring agency and Women with Promise from any and all liability relating to the disclosure or use of my personal information or the personal information of my family.

This authorization, liability release, and indemnity agreement shall be in effect until I state, in writing, that it is no longer valid.

Signatures:

Signature of Program Candidate

Printed name of Candidate

Date

Signature of Sponsor Representative



Printed name of Sponsor Representative

Name of Sponsoring Organization

Date

Part D, Reference Form

Request for Financial Assistance

To the Reference:

The candidate named below is applying to the Women With Promise Scholarship Program for financial assistance to attend an educational or training program.

The Women With Promise Review Committee will appreciate your answering the questions below either on this form or in an attached letter. Please be specific and candid. Your letter must be received by the Women With Promise Scholarship Program office no later than 10 days after the candidate has submitted her application. Reference letters for the Spring 2019 semester should be received no later than August 10, 2018. Please be sure to sign your recommendation.

Type or print.

Name of Candidate: _____ State of Residence: _____

Date: _____

How long have you known the candidate? _____ In what capacity?

Please add a comment for this candidate after each of the following five questions, based upon your knowledge of her achievements and strengths.



Please tell us what you believe to be the candidate's particular strengths in her personal, educational or professional life. Be as specific as you can, and give examples of specific accomplishments.

What is your knowledge of the candidate's educational goals, and her progress toward achieving these goals?

What are barriers or difficulties she has overcome or needs to overcome?

Is there any additional information we should know about this candidate in regard to this award program?

Signature: _____

Date: _____

Print name:

Address:

Relationship to Candidate;
