

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 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 resident of the Greater Hartford, Connecticut region
- Satisfy unique criteria of specific scholarship funds including, in most cases, demonstration of financial need and being of the Jewish faith

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.** To download the application, go to www.icfhartford.org/scholarships. 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 as a fillable PDF. To fill in the application, tab between fields and type your information. Some boxes will expand to accommodate additional text. Blue 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 and if you wish to be considered for a scholarship from the Jewish Community Foundation. **Please be sure to include the first 2 pages of the current IRS 1040.**
- 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 (if available) and SAT and/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 and New Applicants to the JCF Scholarship Program:* **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 your goals and the meaning behind receiving 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 of Greater Hartford
333 Bloomfield Avenue, Suite D
West Hartford, CT 06117
You may scan all documents into a pdf and e-mail to grants@jcfhartford.org . Scanned documents still require signatures where indicated on all forms.

Your application must be postmarked by April 15, 2019. 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.
- Complete the College Applications section of the General Scholarship Application. List the graduate schools applying to and status. **(Please indicate which school attending, if known)**
- 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 6, above). If you did not have to submit one, write a brief (no more than two pages) essay regarding your future goals.



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 (if available), and SAT/ACT 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 _____
- Essay(s) – see instructions

Applicant Information

Full legal name: _____
LAST FIRST MIDDLE

Date of Birth: _____ Sex: _____

Mailing address: _____

Cell 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 hours
MM / YY MM / YY worked per week: _____

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

List the name(s) of the college(s) or graduate school(s) you have applied to and the status of your application(s). If you are already enrolled in college or graduate school, leave this section blank.

Colleges Applied To: (Please indicate which school attending, if known)	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: _____
(Attach additional sheet if necessary)

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: denied pending awarded Amount Awarded \$ _____

Scholarship Name: _____
Awarding Organization: _____
Amount applied for: \$ _____ Status: denied pending awarded Amount Awarded \$ _____

Scholarship Name: _____
Awarding Organization: _____
Amount applied for: \$ _____ Status: denied pending awarded Amount Awarded \$ _____

Scholarship Name: _____
Awarding Organization: _____
Amount applied for: \$ _____ Status: denied pending awarded Amount Awarded \$ _____

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 2019-20 _____

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:

(Attach an additional sheet if necessary.)

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.***

Special Criteria

The Jewish Community Foundation awards scholarships from over 15 different scholarship funds (several award multiple scholarships). While JCF will determine for which scholarships you qualify, it would be helpful to know the following about you.

Please note, the Foundation has a number of funds that do not require any of the following criteria. If you do not meet any of them, this in no way means you will not qualify for a scholarship. We have many opportunities and encourage you to submit your application.

Major:

- Business
- Nursing
- Music
- Engineering
- Non-Profit Management
- Education (Teacher)
- Jewish Studies
- Vocational education

Synagogue membership(s) :

Other Synagogue affiliations (current or prior):

- Temple B'nai Israel (New Britain)
- Tefereth Israel (New Britain)
- Beth Tefilah (East Hartford)

Resident of Bloomfield

Immediate family member (blood relative) is Sephardic

Explain Relationship:

Employee (or immediate family member of employee) of The Travelers

Explain Relationship:

STUDENT FINANCIAL WORKSHEET

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

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

Family Information

Applicant: Occupation _____ Spouse/ Occupation _____
2018 Gross Income \$ _____ Partner: 2018 Gross Income \$ _____

Father: Occupation _____ Mother: Occupation _____
2018 Gross Income \$ _____ 2018 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. If you have not yet received notice of financial aid from your school, please indicate the amount received in the current academic year (if applicable).

Household Finances

Home Rent Own
Monthly rent \$ Monthly mortgage payment \$

Real Estate Holdings other than your family residence (include year purchased, cost, market value, mortgage balance, etc.):

Investments (i.e. IRA, stocks, mutual funds, bonds, CDs; list each and current value):

Present Cash: (applicant) Savings \$ Checking \$
(parents) Savings \$ Checking \$

Family Business, if owned, and percent of ownership:

Outstanding Loans (other than mortgage and automobile) with amount due:

Other income (not reflected in IRS 1040):

Budget Worksheet Instructions

Please read carefully to insure the Budget Worksheet is completed properly.

Expenses

Tuition/Fees

- Please refer to your college's website

Room & Board

- If living in a dormitory, please refer to your college's website for Dormitory and Meal Plan expenses.
- If living off campus (*not* with parents or other relative) in an apartment, please calculate rent for the school year only. You may also include an estimated amount in the total for what you anticipate spending on food (i.e. grocery shopping and *not* late night pizza & wings, etc). Do *not* include the cost of utilities, cable, internet, etc.
- If living with your parents or a relative, please leave this line blank unless you have a personal financial responsibility. The Foundation will factor in a cost.
- If you own a home and have a mortgage, please write mortgage in this line. Do *not* include the cost of utilities, cable, internet, etc. The Foundation will factor in a cost for food and other household expenses.

Books and supplies

- Include estimated amount needed for books and supplies required for purchase or rent.

Travel

- Only include the cost of travel to and from school during the course of the year if your college is more than 100 miles from your permanent residence.

Other

- You may include other expenses directly related to your college education. Do not include expenses or such items as phone, utilities, daycare or entertainment.

Resources

Parents Assistance/Family Assistance – Include actual funds (cash) that your parents or other family members will contribute for the upcoming school year only. *Do not include loans*. Please do not use a “plug-in” number that simply brings your deficit to \$0.

Trusts, Inheritance, Investments/Savings – Include funds you will use (i.e. from a 529 savings account or other sources) this school year only.

Grants or Scholarship Awards – include any funds from your College as well as any other scholarships awarded.

Aid, Stipends, Fellowships/Work Study – include any need-based aid from your college or stipends and fellowships.

Loans – include any loans either you or your parents will be taking to pay for school.

Budget

List applicant's school expenses and resources. **ALL APPLICANTS MUST COMPLETE FORM**

Name of School:			
Resources for 2019-20 school year		Expenses for 2019-20 school year	
Parent(s) Assistance	\$	Tuition/Fees	\$
Family Assistance	\$	Room and Board	\$
Trusts/Inheritances/Investments	\$	Books and Supplies	\$
Savings	\$	Travel	\$
Summer Earnings	\$	Other (Please detail)	\$
Other Employment	\$		\$
Veterans' Benefits	\$		\$
Grant or Scholarship Awards			\$
1.	\$		\$
2.	\$		\$
Aid, Stipends, Fellowships			\$
1.	\$		\$
2.	\$		\$
Work Study	\$		\$
Loans (Parent Plus, etc.)			\$
1.	\$		\$
2.	\$		\$
Other	\$		\$
	\$		\$
Total Resources	\$	Total Expenses	\$
Deficit	\$		

Student Applicant: _____ Date _____

CURRENT COLLEGE STUDENTS – PLEASE LIST ALL GRANTS, SCHOLARSHIPS & AID FOR CURRENT YEAR

Financial Aid	\$
Grant or Scholarship Awards	
1.	\$
2.	\$
3.	\$
Aid, Stipends, Fellowships	
1.	\$
2.	\$
3.	\$
Work Study	\$