SCHOLARSHIP APPLICATION FOR
2024 COMMUNITY ASSISTANCE GRANT

Applications must be submitted by 5:00PM on April 1, 2024

TO BE COMPLETED BY HIGH SCHOOL JUNIOR/SENIOR STUDENT

PURPOSE OF THE BOARD OF COMMUNITY ASSISTANCE:
To provide funding (received from the Valley Forge Casino Resort) to non-profits, clubs, sports, and 501 (c) organizations that propose projects that have a direct impact on the Upper Merion Township residents and community and to provide college/post secondary scholarships to noteworthy high school juniors and seniors <u>residing</u> in Upper Merion Township.

TIMETABLE FOR PUBLICITY AND ACCEPTING APPLICATIONS:

- Announcement to public: UM Social Media, eNewsletter, LED sign on **Nov. 20, 2023**
- Applications **must be received by mail or hand-delivered** at Twp. Bldg. cashier window by **5:00PM on April 1, 2024.**
  - **EARLY REVIEW PERIOD: Applications submitted between Nov. 20th and Mar. 11th are eligible for a preliminary review.** Feedback will be provided for application improvement. *Resubmitted applications with recommended improvements <u>may result</u> in a higher quality application for Board consideration.*
- BCA Presentation of Award Recipients at BOS Business Meeting – **May 9, 2024**
- Service Projects commence on **June 1, 2024**
- **Service Project Deadlines:**
  - **Seniors: December 2, 2024 (6-month project window)**
  - **Juniors: April 1, 2025 (10-month project window)**

DELIVER COMPLETED APPLICATION
by CLOSE OF BUSINESS (5:00PM) on Monday, APRIL 1, 2024 to:

Board of Community Assistance c/o Gerri Vattimo
Administration Office
Upper Merion Township
175 West Valley Forge Road
King of Prussia, PA 19406

STUDENT NAME: _____

ADDRESS: _____

TOWNSHIP: _____ **DATE OF BIRTH:** _____

CELL PHONE: _____ **EMAIL:** _____

Name of Father, Stepfather or Male Guardian: _____

    Occupation:_____ Employed by: _____

    Cell Phone:_____ Email: _____

Name of Mother, Stepmother or Female Guardian: _____

    Occupation:_____Employed by: _____

    Cell Phone:_____Email: _____

List all other scholarship(s) that you have applied for or expect to apply for:

_____

_____

_____

High School Name: _____

Address: _____

Current Grade: **Junior** _____ **Senior** _____

Expected Date of Graduation: _____Weighted GPA: _____

The approximate number of students in graduating class: _____

List any special honors, prizes or recognition you have received from your school or a community group:

List extracurricular school activities you were engaged in during secondary school years: music organizations, athletics, publications, etc. Indicate the year or years you participated.

Are there any special circumstances that the Board of Community Assistance should consider when reviewing your application? Please describe and explain.

COMMUNITY SERVICE PROJECT

You are required to submit with this application a Project Plan (including the signed Project Approval Form). The Project must have a **minimum required 15 hours of community-service**. Your service project must commence by June 1, 2024. *NOTE: You cannot submit a prior service project that has been already completed or is near completion. Also, senior graduation projects cannot be used as your proposed BCA community service project.*

In your project plan, describe in detail (use bullets) how you will fulfill your project service hours. (NOTE: Most successful applications provide added detail about the project plan. Use a separate sheet with your form.) Also, confirm that your service project will be performed within Upper Merion Township.

Community Service Commitment:

BCA scholarships are awarded based on the merit of the total application (the primary aspect being the quality of the service project). The dollar amount of the scholarship awarded determines the minimum hours of community service involved (e.g., If the BCA grants the student $3,000, then a minimum of 30 hours of service is required as part of the approved project). The service hours per scholarship award are as follows:

$7,000 - $10,000	you must complete **50 hours** of your planned project
$5,000 - $6,999	you must complete **40 hours** of your planned project
$3,000 - $4,999	you must complete **30 hours** of your planned project
$1,500 - $2,999	you must complete **20 hours** of your planned project
$500 - $1,499	you must complete **15 hours** of your planned project

The BCA Scholarship Application includes the **BCA Project Approval Form** (**See page 5**). If your project doesn't involve an organization, then the adult who has agreed to supervise must complete the Project Approval Form.

PROJECT COMPLETION

Scholarship Awardees are required to submit: 1) **Service Project Verification Letter** that validates that required service hours were completed, and 2) **Service Project Completion Report** (**See pages 9a and 9b**).

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The Completion Letter and the Completion Report Due Date:

December 1, 2024 (Seniors)

April 1, 2025 (Juniors)

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BOARD OF COMMUNITY ASSISTANCE
Enhancing Life and Community in Upper Merion Township

SCHOLARSHIP SERVICE PROJECT PLAN APPROVAL FORM

Your BCA Community Service Project Plan is required to be approved/signed off by the organization or sponsoring adult and included as part of your application.

- **Service Project Name:** _____

- **Listing of specific service project elements:**

1.
2.
3.
4.
5.

Provide additional detail of Project Plan on separate sheet.

- Permission been provided by the Organization, Township Department or Program (Library, Parks & Rec, Farmers Market, Cupboard, etc.) at whose location the project will be worked? **YES** ☐ **NO** ☐

- **What contribution to the organization will be made by your project?**

Project Sponsor: I approve this BCA SERVICE PROJECT: YES ☐   **NO** ☐

NO, please state reason: _____

Project Sponsor Name: _____

Email: _____ **Phone:** _____

Organization Name: _____

Project Supervisor's Signature: _____

Date: _____

SENIORS: Scholarship check (one check for the full award amount) will be sent directly to your college student account. Checks will be sent in December of your Freshman year provided that your completed Project Report has been submitted. (If no college or secondary education program is confirmed – a Gift of College Gift Card will be issued. The Gift of College Gift Card can be used at any time for further education.) **Note:** Seniors have 6 months to complete your Service Project. Failure to submit the required Project Completion Forms (see pages 9a & 9b) by **December 1, 2024 deadline** constitutes a breach of the BCA agreement; approval for late submittal is determined on a case by case basis. If an extension is approved, the award check would be issued after the student submits the completed Project Report. *Failure to submit a final Project Report will result in nullification of the award.*

JUNIORS: Scholarship check (one check for the full award amount) will be sent directly to your college student account after the submission of your completed Project Report. Check will be mailed to your college in **July of 2025** prior to your Freshmen year. If no college or secondary education program is confirmed – a Gift of College Gift Card will be issued. The Gift of College Gift Card can be used at any time for further education.
Note: Juniors have 10 months to complete your BCA Project. Failure to submit the required Project Completion Forms (see pages 9a & 9b) by **April 1, 2025 deadline** constitutes a breach of the BCA agreement. approval for late submittal is determined on a case by case basis. If an extension is approved, the award check would be issued after the student submits the completed Project Report. *Failure to submit a final Project Report will result in nullification of the award.*

Indicate Name of College, University or Technical School you plan to attend. If **Undecided**, please enter Undecided. **NOTE**: If you're selected for a BCA Scholarship and originally marked Undecided, upon deciding your school, please email the Township with your School Name, Student Account Number and the School's Address for the Office of the Bursar:

SCHOOL Name: _____

Address: _____

What general course of study do you plan to take? _____

IF your college has been confirmed, estimate your annual college expenses for the following:

Tuition:	$
Room and Board:	$
Books & Fees:	$
TOTAL:	$
Minus College:	$
Grants: Minus	$
Scholarships: Minus	$
Other Funding: Minus	$
Loans:	$
NET TOTAL:	$

<u>Please attach the following required documents to your application:</u>

1. Transcript of High School scholastic record
2. Letter of Recommendation to be signed by your high school or technical teacher(s), principal or guidance counselor
3. Service Project Plan Approval Form signed by your project supervisor that validates that your proposed project is approved for implementation.
4. Copy of college/university/technical acceptance letter when obtained *(Seniors only)*
5. Financial Aid Cover Letter *(Seniors only)*

WAIVER: The Board of Community Assistance will be discussing the personal information that is part of this scholarship application (grades and other matters). Please sign the release below.

Applicant's Signature: _____

Parent or Guardian (if applicant is under 18): _____

Date: _____

CERTIFICATION:

I hereby certify that the information contained in this application for a BCA Scholarship is correct to the best of my knowledge.

I hereby certify that I have read the BCA Policy related to the Award Disbursement Guidelines and fully acknowledge that I understand the policy and guidelines set forth.

I hereby certify that I am an Upper Merion Township resident attending high school (any) in my Senior or Junior year. I am in good academic standing and I intend to attend post-secondary education (college, vocational institute, etc.).

I hereby authorize the Board of Community Assistance to investigate the truthfulness of all information that I have provided in this application. I understand that my misrepresentation or omission of information requested in this application may be cause for disqualification.

Further, I understand that failure to submit a completed project report per due date (**Seniors: December 2, 2024; Juniors: April 1, 2025**) constitutes a breach of this agreement and a nullification of the final scholarship award.

Date: _____

Signature of High School Student: _____

Signature of Parent or Guardian (if under 18): _____

BOARD OF COMMUNITY ASSISTANCE
Enhancing Life and Community in Upper Merion Township

SCHOLARSHIP SERVICE PROJECT COMPLETION LETTER

This form must be **completed and signed by the organization's supervisor** for Service Project.

Dear Upper Merion Township Board of Community Assistance, I,

_____[Your Name], on behalf of the

_____ [Your Organization] am writing this letter to express thanks to

_____[Student's Name] and to validate that this student completed the

required hours of_____[Hours per the BCA Grant/Project Approval Form] on their BCA Service

Project:_____[Project Title].

The Service Project work was performed from_____[Start Month]_____[End Month]

[Year] _____

Brief description of service contribution to the organization or the community:

_____

_____

_____

Comments on student's performance:

_____

If you have any questions do not hesitate to contact me. Best,

Project Supervisor's Signature: _____

Date: _____

Phone: _____

Email: _____

ATTENTION STUDENT: This Service Project Verification/Completion Letter <u>and</u> the Service
Project Completion Report Form due dates:

Seniors: December 2, 2024 | Juniors: April 1, 2025

SCHOLARSHIP COMMUNITY SERVICE PROJECT COMPLETION REPORT

The following items <u>must</u> be included as part of the BCA Service Project Completion Report:

1. **ITEM 1** -Fill out this **Scholarship Community Service Project Report**

2. **ITEM 2 - Verification/Completion Letter** filled out and <u>signed</u> by the organization's project supervisor. Include your **Total Hours of Service** performed. Due dates: Seniors: December 2, 2024 | Juniors: April 1, 2025

<u>Describe</u> **your community service project: summary narrative and bullets of key results** (use extra sheet if necessary)**:**

_____

_____

_____

_____

How did your service project benefit our local community? Explain:

_____

_____

Service Hours: _____

<u>SUBMITTAL</u>:

a. **Create a Google Drive BCA Service Project Summary Folder**
   Upload all project items (i.e. flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report and verification letter)
   Photos of your service project: minimum of **two (2) photos** with captions explaining activity.

b. **Email the BCA Liaison at gvattimo@umtownship.org and provide the link to your Google Drive Folder** (provide the Google Drive https://drive.google.com Link (use copy link anyone access).

Questions? Contact Gerri Vattimo, Board of Community Assistance Staff Liaison via email at gvattimo@umtownship.org or call 484-636-3899.