



## PHILLYSEEDS SCHOLARSHIP PROGRAM APPLICATION REQUIREMENTS, FORM, AND CHECKLIST

*Form dated 11.15.22 - updated on 11.09.23 re: 1) amounts, 2) timing of submissions & 3) alternative program*

An eligible applicant must submit: 1) this form, 2) the essay, in the described format, 3) the required supporting documentation re: Awards & Honors and/or Employment & Internships, 4) a transcript or GED, in the form designated (official), and 5) two letters of recommendation.

### **ELIGIBILITY**

- Be accepted as a full-time student by an accredited two-year or four-year college, university, or trade/technical school;
- Have a GPA of at least 2.5 or B- or a corresponding percentage overall GED score (if less, see the PhillySEEDS Post-Secondary Education Assistance Program); and
- Be a resident of PHA public housing or a scattered site, a PHA housing choice voucher resident, or receive subsidized rent through a PHA partner household (verified by the lease), such as PAPMC, AME or a RAD site, for at least one (1) year.

### **AWARDS**

Awards are based on funding availability and will be granted on a rolling basis. A minimum score of 12 points, out of 20 possible, is required for an award, based on the following categories:

<b>Category</b>	<b>No. of Points</b>
<i>Essay</i>	Up to 10
<i>Employment &amp; Internships</i> , for past 2 yrs – require documentation	4*
<i>Community Service</i> (voluntary work intended to help people in a particular area) - for past 2 years <b>or</b> <i>Extracurricular Activities</i> (school or college activities pursued in addition to the normal course of study, such as sports, drama, music, chess) – for past 2 years	4
<i>Awards &amp; Honors/Leadership</i> for past 2 yrs – require documentation <b>or</b> <i>For Returning Students</i> <sup>1</sup> – if ineligible for Awards & Honors or Extracurricular Activities points due to the 2-yr time requirement, uniquely compelling circumstances may be considered	2*

\* **Points for Awards & Honors and/or Employment & Internships require supporting documentation**, such as an award certificate or a signed letter from the organization.

<sup>1</sup> “Returning Students” are any who were not in an academic environment for the last 2 years

If an applicant receives at least 12 points, as noted above, scholarships will be awarded as follows:

- \$5,000 scholarships – minimum GPA of 3.3
- \$4,000 scholarships – minimum GPA of 3.0
- \$3,000 scholarships – minimum GPA of 2.5
- For GED holders, please contact [info@PhillySEEDS.org](mailto:info@PhillySEEDS.org)

## **SCHOLARSHIP APPLICATION TIMELINE**

Completed applications, with all required documents, should be received between March 1 and June 15 of the year for which the applicant is applying.

Scholarship awards are dependent on the amount of PhillySEEDS funding available per year, which is limited.

Decisions will be made on a rolling basis by the evaluation committee, based on when applications are received, so earlier applicants will have a better chance of being sure to receive funding.

Applications may be emailed to [info@phillyseeds.org](mailto:info@phillyseeds.org) or mailed or hand delivered in hard copy (for which one should coordinate with [info@phillyseeds.org](mailto:info@phillyseeds.org) to arrange a verified delivery – applications cannot just be dropped off at the front desk) to:

PhillySEEDS/OGC  
2013 Ridge Ave.  
Philadelphia, PA 19121

## **SCHOLARSHIP PAYMENTS**

Scholarship payments are only to be made to the educational institution, absent both extraordinary circumstances and written approval by the Board of PhillySEEDS.

Scholarship payments are to be used to pay for tuition and fees required for enrollment or attendance at the educational institution, or for fees, books, supplies, and equipment required for courses at the educational institution.

## APPLICATION CHECKLIST

Please use the checklist below to ensure that you are eligible and have submitted all items below. Incomplete applications will not be considered.

- Are a **resident of PHA** public housing or a scattered site, a PHA housing choice voucher holder, or receive subsidized rent through a PHA partner household (verified by the lease), such as PAPMC, AME or a RAD site, for at least one (1) year
  
- Are **accepted as a full-time student** by an accredited two-year or four-year college, university, or trade/technical school
  
- Have a **GPA of 2.5 or above** or an overall **GED score percentage equivalent**
  
- Submit the **completed Scholarship Application Form** (pgs. 4-6 of this document)
  
- Submit an **essay** that is typed, double-spaced, in a 12 point font, in Word or .pdf (no screen shots), 500-750 words, and is on one of the following topics:
  1. What are your future goals and aspirations? Where do you see yourself 10 years from now?
  2. Write about how you have been significantly influenced by a particular person.
  3. How has your education contributed to who you are today?
  4. Pick an experience from your own life and explain how it has influenced your development.

*Essays used in previous applications are not allowed and, if submitted, the applicant will be disqualified.*
  
- Submit an **official transcript or GED certificate**. A copy of an official document may suffice but PhillySEEDS may require a sealed copy or electronic equivalent from the issuing institution.
  
- Submit **two (2) signed letters of recommendation**, from a teacher, school counselor, professor, or other instructor; a coach; or a community, club, or religious leader, *including their contact information*
  
- Submit **supporting documentation to receive points in the categories of: Awards & Honors, Employment & Internships** (such as a certificate or copy of awards or honors, letters from work or internship supervisor and/or organization representative) or Section 6 for certain
  
- Returning Students**, if you have been out of an academic environment for 2 years or more and may therefore not be eligible for the points in the categories of extracurricular activities or awards & honors, submit information regarding uniquely compelling circumstances, if applicable to your situation..

# **SCHOLARSHIP APPLICATION FORM**

## 1. PERSONAL INFORMATION

Student's Name ( <i>Last, First, Middle Initial</i> )		PHA Client Number OR Full Social Security Number	
		Birth Year	Ethnicity (optional)
Permanent Address			
City:	State PA	Zip Code	Name of Property or HCV or other PHA Affiliated Development:
Home Telephone Number		Cell Number	
E-mail Address			
Name of Parent/Guardian or Head of Household, if different			

**2. EDUCATION (CHECK ONE)**  **High school senior**  **GED**  **Currently attending college/univ. or trade school**

Name of High School, College/Univ. or Trade School	City/State	Zip Code
School Counselor's Name/Advisor's Name	(Expected) Graduation Date	Cumulative GPA _____/4.0
GED Year	GED Score	

### **3. COMMUNITY SERVICE/ EXTRACURRICULAR ACTIVITIES**

Please list community service activities and/or extracurricular activities in which you have participated in the past two (2) years and include the name and contact information for a reference related to the activity. Attach an additional sheet, if needed.

### **4. AWARDS & HONORS (Need confirming documentation) or LEADERSHIP**

Please list awards and honors that you have received in the past two (2) years or describe your demonstrated leadership in an activity in the past 2 years. Attach an additional sheet, if needed.

### **5. EMPLOYMENT & INTERNSHIPS (Need confirming documentation)**

Please list employment and internships in which you have participated in the past two (2) years. Attach an additional sheet, if needed.

**6. FOR RETURNING STUDENTS** – if out of an academic environment for the past 2 years and therefore ineligible for Awards & Honors or Extracurricular Activities points, uniquely compelling circumstances may be considered and may be described. Attach an additional sheet, if needed.

7. **Check the box indicating the scholarship amount for which you are applying**, based on your GPA or GED score:

- \$5,000.00 Scholarship Award - Must have a GPA of 3.3 (B+) or above to be eligible
- \$4,000.00 Scholarship Award - Must have a GPA of 3.0 (B) or above to be eligible
- \$3,000.00 Scholarship Award - Must have a GPA of 2.5 (B-) or above to be eligible
- GED Score: \_\_\_\_\_

8. **For the university/college or trade school** that you will be attending in the fall, please provide:

**A. Its name and full address:**

**B. Your university/college or trade school ID number, if it has been assigned**

\_\_\_\_\_

**C. Your intended Major/Minor/ Certificate/Training:**

9. **Sign below to certify** that the information you are submitting is accurate and correct to the best of your knowledge, information and belief.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

(Only required if under the age of 18)

Date: \_\_\_\_\_

## Scholarship Survey Request

By having more data regarding our scholarship recipients and the value to them of the scholarships, in more than just monetary terms, we are better equipped to ask sponsors and potential donors for support – when we can show how it does make a difference.

Therefore, we ask that you please provide the information below, to help PhillySEEDS improve and increase scholarship funding, to assist more award recipients.

**1) Are you currently attending school (college, university, trade, vocational)?**

Yes: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_ No: \_\_\_\_\_

**2) Has any other person in your immediate family attended college or had a formal education after high school?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**3) What are your career plans/goals after graduation?**

**4) Have you received other scholarships (including from PhillySEEDS or elsewhere) in the past?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**5) If you have previously received a PhillySEEDS scholarship award, what has been the impact for you (or your family)?**

**6) If you are currently employed, what field/industry do you work in (such as health services, food service, retail, automotive, administrative, etc.)?**

**7) If you are self-employed or own a business, please describe the products/services that you provide to the general public.**

**8) Are you enrolled in PHA's Family Self Sufficiency Program or other Self Sufficiency programs?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**9) Are you now working in the field in which you are receiving your degree?**

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**10) What is your approximate annual cost of tuition? (not including room and board)**

Less than \$5k \_\_\_\_\_ \$5k to \$10 \_\_\_\_\_ \$10k to 15k \_\_\_\_\_ \$15k to \$20k \_\_\_\_\_

\$20k to \$25k \_\_\_\_\_ \$25k or more \_\_\_\_\_

Thank you!