

2016 CSBG Scholarship Application – An Overview

Presented by the Coordinators of Scholarship Review

May 10 and May 12, 2016

Residents of the City of Chicago & Suburban Cook County

Eligibility Requirements

- City of Chicago or Suburban Cook County Resident
- **City of Chicago Applicants**
Enrolled Full-Time by September 15, 2016 in
Degree or Certificate Program located in Illinois
- **Suburban Cook County Applicants**
Enrolled Full-Time by September 15, 2016 in
Degree Program (only) located in Illinois.

Eligibility Requirements

- CEDA's CSBG funded* Trade Skills Program provides financial assistance for short-term trade skills training to income-eligible residents of suburban Cook County who are already enrolled or planning to attend accredited, certified vocational training schools in Illinois.
- Application deadline is June 1, 2016
- Call 312-259-4237 or 312-384-0671

Income Guidelines

Annual Maximum – Gross

3-Month Maximum– Gross

March 1 through May 31

● Family of 1 -- \$14,850.00	\$ 3,712.50
● Family of 2 -- \$20,025.00	\$ 5,006.25
● Family of 3 -- \$25,200.00	\$ 6,300.00
● Family of 4 -- \$30,375.00	\$ 7,593.75
● Family of 5 -- \$35,550.00	\$ 8,887.50
● Family of 6 -- \$40,725.00	\$10,181.25
● Family of 7 -- \$45,912.50	\$11,478.13
● Family of 8 -- \$51,112.50	\$12,778.13

Annual and 3-Month Maximum amounts are increased by \$5,200 and \$1,300 for each additional family member, respectively.

Scholarship Information

- Use only for the fall semester/quarter of 2016
- May be used for tuition costs, fees, books, purchase of uniforms or other costs directly related to education/training
- Scholarship sent directly to school
- **City of Chicago Applicants**
Scholarships range from \$500 to \$3,000

Scholarship Information

- **Suburban Cook County Applicants**
Scholarships range from \$500 to \$2,000
- Scholarship award is based on total points received by application and on need of applicant not met through other grants or scholarships
- Applicants notified week of August 8th

Basis of Scholarship Award – Total Points in 3 Application Areas

Scholarship Awards Based on Points Received in 3 Application Areas

1. Application Completeness
2. Grade Point Average/GED Test Scores
3. One Personal Essay

Application Completeness – Submittal of Required Documents

- Copies of Social Security Cards for all family members (includes infants and children)
- Copies of IL State ID or IL Driver's License for all family members
- Release of Information
- Official Transcript with GPA or GED with test scores

Application Completeness – Submittal of Required Documents

- Financial Aid Letter or Explanation
- School Cost Form (Suburban Cook County Application).
- Proof of Income or No Income/No Proof of Income Affidavit for all family members 18 years of age and older and for those younger than 18 years of age receiving a sustainable income such as SSI for a medical condition
- No Income Affidavit – (City of Chicago Application)
- Letter of Recommendation

Application Completeness – Submittal of Required Documents

- Letter of Recommendation
 - School, Work, Extra-curricula activity, church/House of worship activity
 - Must be on letterhead
 - Name, title, phone # and signed
 - Not evaluated but required
 - Practice in asking someone to write you a Letter of Recommendation

Application Completeness – Submittal of Required Documents

- Elements of a Letter of Recommendation
 - How you know the person and nature of that relationship
 - Duration of relationship
 - Provides honest evaluation of skills and accomplishments
- Who to Ask? -- Someone you respect

Application Completeness – Data Requests

Data Requests -- 4-Page Application

- All blanks are answered with response or Not Applicable (N/A)
- Family Composition Chart – 2 Pages List All Family Members
- An infant/child with no income must check the Other Income or Infant/Child No Income column on Page 2 of 2 and designate \$0
- Sign the Application – If not 18 years of age or older and/or not self-supporting, a parent or guardian must also sign

Family Composition Detail – Page 1 of 2

- Print name of all household/family members
- Relationship to Applicant – 1 as HOH
- If disabled, specify disability
- Use code for Race
- Under Educational Level – Use current grade or level of education completed

Family Composition Detail – Page 2 of 2

- Print name of all household/family members
- Check appropriate boxes
- Dollar amounts follow in checked category
- All infants/children will check last column and specify \$0
- HOH signs Page 2 of 2

Grade Point Average (GPA)

- Official Transcript (sealed envelope by school) or GED
 - No “unofficial” or copies
 - Transcript requires GPA
 - GED requires test scores

One Personal Essay

300 Words – Minimum

- This is about YOU!!! -- Your thoughts, opinions, insights, aspirations in the past, present or the future
- Carefully read and consider topics provided -- Select topic of your choice
- Indicate choice of topic by checking the appropriate box
- Review for errors (grammar, spelling, typos)
- Read aloud (Does it flow correctly? Is a word or thought missing?)

One Personal Essay (continued)

- Evaluation of Essay
 - Effective introduction and conclusion
 - Topic is discussed or described adequately and the importance, influence or impact is evident
 - Point of view, examples, reasons, and evidence
 - Focused and organized (logical progression of ideas)
 - Does it make sense?

One Personal Essay (continued)

- Topics
 - Your advice for high school career
 - Issue of personal, local, national, or international concern and its importance to you
 - Describe a person who has had a significant influence on you and the influence

One Personal Essay (continued)

- Describe the neighborhood that you grew up in and how it shaped you into the kind of person you are today
- Describe a character in fiction, a historical figure, or creative work that has influenced you and explain the influence
- Provide information that you feel will give a more complete and accurate picture of yourself

Common Mistakes

- Incomplete No Income/No Proof of Income Affidavit
 - Indicate each month \$0 for No Income
 - Indicate each month \$ amount for No Proof of Income
 - Additional 1-Page No Income Affidavit (City of Chicago Application)
- Family Composition Tables Incomplete
- Signature and Witness Signature – Same Date
- Missing Parent/Guardian Signature
- Incorrect postage – returned to sender

Submittal – City of Chicago

Applications are due no later than 5:00 p.m. Friday, June 10th addressed as follows for City of Chicago:

Chicago Department of Family & Support Services
2016 CSBG Scholarship Program

Attn: Jenny Schuler

1615 W. Chicago Avenue – 3rd Floor
Chicago, IL 60622

No staples or double-sided copies

Make a copy of your application for your reference

If you have questions, please call 312-746-7291

Submittal – Suburban Cook County

Applications are due no later than 5:00 p.m. Friday, June 10th addressed as follows for Suburban Cook County:

CEDA of Cook County, Inc.

Attn: 2016 Scholarship Program

3518 W. 139th St.

Robbins, IL 60472

No staples or double-sided copies

Make a copy of your application for your reference

If you have questions, please call 312-288-9319 or email csbgscholarship@cedaorg.net

Other Scholarship Opportunities

- You have a 300-word essay (most applications ask for an essay between 300 and 500-words);
- You have a Letter of Recommendation;
- You have copies of all the documentation other applications would require and answers to data requests;
- So, apply for other scholarships . . .

Other Scholarship Opportunities

- www.fastweb.com – Create profile
- www.finaid.org – Use Search Button
- www.scholarshipexperts.com – Search by Category
- www.scholarships.com – Create profile
- www.scholarshipsonline.org – Search by Category, Key Word, and Deadline

CSBG Scholarship Application

QUESTIONS & ANSWERS