

2021 CSBG Scholarship Application – An Overview

Presented by the Coordinator of Scholarship Review

July 23, 2021 and July 30, 2021

Residents of the City of Chicago

Eligibility Requirements

- City of Chicago Resident
- Enrolled Full-Time by September 15, 2021 in Degree or Certificate Program located in Illinois institution of higher education in a degree or certificate program
- Income Eligible

Income Guidelines

ANNUAL & 1-MONTH MAXIMUM INCOME LEVELS*

Household Size	Maximum 1-Month Income	Maximum Annual Income
1	\$2,147.00	\$25,760.00
2	\$2,903.00	\$34,840.00
3	\$3,660.00	\$43,920.00
4	\$4,417.00	\$53,000.00
5	\$5,173.00	\$62,080.00
6	\$5,930.00	\$71,160.00
7	\$6,687.00	\$80,240.00
8	\$7,443.00	\$89,320.00

*Maximum Annual Income and Maximum 1-Month Income are increased by \$9,080 and \$757, respectively, for each additional family member.

Note: Remember to download and complete part II of the application

Scholarship Information

- Use only for the fall semester/quarter of 2021
- May be used for tuition costs, fees, books, purchase of uniforms or other costs directly related to education/training
- Scholarship sent directly to school
- Applications range from \$1,000 to \$5,000

Scholarship Information

- 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 September 20th by email

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 (GPA)/GED Test Scores
3. One Personal Essay

Application Completeness – Submittal of Required Documents

- Eligibility Documentation
 - Household Information
 - Proof of Income
 - Proof of Chicago Residency

Note: Remember to revisit the DFSS Website and download Part II of the application. Your submission will not be considered complete without this section.

- Transcript and/or Proof of Enrollment
- Essay
- Letter of Support

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 COVID -19 One-Time Stimulus Payment
 - NOT CONSIDERED INCOME

Note: Remember to revisit the DFSS Website and download Part II of the application. Your submission will not be considered complete without this section.

Application Completeness – Submittal of Required Documents

- 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
 - include a letter indicating means of financial support)

Note: Remember to revisit the DFSS Website and download Part II of the application. Your submission will not be considered complete without this section.

Application Completeness – Submittal of Required Documents

- Proof of Income (payroll check receipts
- Unemployment Receipts
- Social Security, SSDI, SSI, etc.)

Note: Remember to download and complete part II of the application

Application Completeness – Data Requests

Data Requests -- 5-Page Application

- All blanks are answered with response or Not Applicable (N/A)
- Family/Household Members Characteristics (Parts I and II). List all family members

Note: Remember to download and complete part II of the application

- Sign the Application – If not 18 years of age or older and/or not self-supporting, a parent or guardian must also sign

Family/Household Member Characteristics

Part I

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

Family/Household Member Characteristics

Part II *(2 pages)*

- Print name of all household/family members
- Check appropriate boxes for demographic information
- Include dollar amounts of income sources for all family members that were received June 1, 2021 through June 30, 2021
- Include total family income on page 2
- Acknowledgement and applicant signature at the bottom of page 2.
Parent/guardian signature if applicable

Note: Remember to download and complete part II of the application

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
 - Discuss issue of personal, local, national, or international concern and its importance to you. Has it influenced your career choice?
 - Describe a person who has had a significant influence on you and that influence.

One Personal Essay (continued)

- Provide information that you feel will give a more complete and accurate picture of yourself. Describe the influence of these factors.
- Discuss what motivated you to select your area of study and/or how this is associated with your desired profession.

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

Application Completeness – Submittal of Required Documents

- Who to Ask? -- Someone you respect
 - 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

- Eligibility Documentation
 - Household Information
 - Proof of Income
 - Proof of Chicago Residency

Note: Remember to revisit the DFSS Website and download Part II of the application. Your submission will not be considered complete without this section.

- Transcript and/or Proof of Enrollment
- Essay
- Letter of Support

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
(including the letter indicating means of financial support)
- Family/Household Members Characteristics (Parts I and II)

Note: Remember to download and complete part II of the application

- 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. Monday, August 16th addressed as follows for City of Chicago:

Chicago Department of Family & Support Services

2021 CSBG Scholarship Program

Attn: Dalina Bailey

1615 W. Chicago Avenue – 2nd 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 312-747-0237

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

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QUESTIONS & ANSWERS

Additional DFSS Services

Department of Family and Support Services Website

<https://www.chicago.gov/city/en/depts/fss.html>

● **Available Services**

- **Community Service Center - Holiday Food Baskets**
- **Domestic Violence Prevention Services**
- **Homeless Shelter**
- **Rental Assistance**

https://www.chicago.gov/city/en/depts/fss/provdrs/serv/svcs/how_to_find_rentalassistanceinchicago.html

- **Summer Employment**

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*Thank You,
for Attending Today*