



CHICAGO



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF COMMUNITY DEVELOPMENT
JB Pritzker, Governor

Chicago Department of Family and Support Services (CDFSS)

2021

CSBG Scholarship Application

*****Application for City of Chicago Residents Only*****

NEW 2021 INCOME GUIDELINES

Application due Monday, August 16, 2021
No later than 5:00 p.m.

Mail or deliver to:

Chicago Department of Family and Support Services
2021 CSBG Scholarship Program
ATTN: Dalina Bailey
1615 W Chicago Avenue, 2nd Floor
Chicago, IL 60622

*Mailed, delivered, or postmarked applications that arrive
after August 16, 2021, at 5pm will not be accepted.*

Two webinars will be presented: one on Friday, July 23, 2021, and one on Friday, July 30, 2021. In order to be placed on the Notification List to register for the “2021 CSBG Scholarship Application – an Overview” webinar please email your name and email address as soon as possible to: DFSScsbgscholarship@cityofchicago.org

City of Chicago Residents: Contact (312) 747-0327 or DFSScsbgscholarship@cityofchicago.org

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Eligibility Requirements

You are eligible to apply for the 2021 CSBG Scholarship if you meet the following requirements:

- Enrolled on a **full-time** basis in an educational institution by September 15, 2021.
- Enrolled in a tuition-based **Illinois** institution of higher education enrolled in a degree or certificate program.
- Resident of the **City of Chicago**.
- Income-eligible and provide proof of income for 1 month and/or 1-year (see table).

2021 Income Eligibility Guidelines (Gross Income – before taxes)		
Size of Household	1-Month Income Limit	Annual
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
For each additional person add	\$757.00	\$9,080.00

Income includes total annual cash receipts before taxes from all sources, with exceptions noted below. Income includes money wages and salaries before any deductions; net receipts from nonfarm self-employment (receipts from a person’s own incorporated business, professional business, or partnership, after deductions for business expenses); net receipts from farm self-employment (receipts from a farm which one operates as an owners, renter, or sharecropper, after deductions for farm operating expenses); regular payments from social security, railroad retirement, unemployment compensation, Unemployment compensation COVID-19 funding increase, strike benefits from union funds, workers’ compensation, veterans’ payments, public assistance (including Temporary Assistance for Needy Families, Supplemental Security Income, and non-Federally General Assistance or General Relief money payments), and alimony, child support and military family allotments or other regular support from an absent family members or someone not living in the household; private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, period receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include the following types of money received: **COVID-19 One-Time Stimulus Payment**, capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; or tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the inputted value of rent from owner-occupied nonfarm or farm housing, and such Federal noncash benefit programs such as Medicare, Medicaid, food stamps, school lunches, and housing assistance.

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Who Reports Income

Applicant (if 18 years of age or older) is reporting income for the past month or 4 weeks (June 1, 2021 through June 30, 2021) or submitting a “No Income/No Proof of Income Affidavit,” the 1-Page No Income Affidavit, and (if applicable) Supporting Letter. Also, all family members 18 years of age or older must supply proof of income for the past month or a No Income/No Proof of Income Affidavit, the 1-Page No Income Affidavit, and (if applicable) Supporting Letter. For those family members younger than 18 receiving a sustainable income such as SSI for a medical condition or child support must supply proof of that income.

Acceptable Income Documentation

Payroll check receipts or unemployment receipts for the last month or 4 weeks (June 1, 2021 through June 30, 2021) provide the required income information. Copies of Social Security, SSDI, SSI, or Public Aid letter stating monthly or yearly allotments also provide the required income information. Court documents may be used to document alimony/child support commitments. The “No Income/No Proof of Income Affidavit” and the “No Income Affidavit” must be witnessed. Anyone who knows the Applicant may be the Witness.

If Applicant is supporting himself/herself for basic living expenses using the types of money received in the section beginning “Income does not include” such as loans and scholarships, Applicant needs to complete the following: 1) No Income/No Proof of Income Affidavit, 2) the 1-Page No Income Affidavit, and 3) submit a Support Letter explaining how he/she is able to provide basic living expenses such as housing, utilities, and food. The supporting letter will be from the Applicant himself/herself duplicating the information supplied in the 1-Page No Income Affidavit referencing loans, scholarships, and savings as the means to provide basic living expenses.

If another person is providing support to the Applicant for basic living expenses, the Support Letter must come from the person providing the support. For example, the Applicant’s mother, aunt or family friend is supplying support by providing the Applicant free rent and utilities while in school. The Applicant needs to submit: 1) No Income/No Proof of Income Affidavit; 2) the 1-Page No Income Affidavit; and 3) a Support Letter signed by the person providing the support stating what type of support he/she is providing the Applicant. In this situation, the support is free room and board.

Scholarship Information

Scholarship Awards are based on the **total number of points** received by an applicant in three areas:

1. Application Completeness: all data requests (5-page application) and documents provided.
2. Grade Point Average (GPA) or Graduate Equivalency Degree (GED) scores
3. One Personal Essay

Points are awarded across these three areas as follows: Application Completeness 25%; GPA 35%; and Essay 40%. Applicants need to pay attention to detail by submitting all requested documentation and answering all data requests in the application; providing an official transcript with current GPA or GED with test scores; and writing a thoughtful essay that has been reviewed for grammar, spelling and typographical errors.

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Scholarship Awards may be used for **ONLY** the Fall semester/quarter:

- Tuition costs for the Fall semester or quarter.
- Purchase of uniforms, payment of fees or books related to Fall semester.

Other Scholarship Award Information:

- Scholarship award will be based on the need of applicant not met through other grants or scholarships.
- Scholarship award will be sent directly to the institution in the name of the recipient.
- Only institutions in the state of Illinois are acceptable.
- Scholarships range from \$1,000 to \$5,000.
- Applicants will be notified the **week of September 20, 2021, by email.**

Application Information

STAPLED PAGES AND 2-SIDED COPIED DOCUMENTS ARE NOT ALLOWED.

A “No Income/No Proof of Income Affidavit” is included before the “Application Checklist” of this application packet. If this affidavit is necessary to satisfy the requirements of your application, please complete and submit with application. Make copies of the affidavit for additional family/household members as necessary.

DFSS will be hosting two webinars on Friday, July 23rd and Friday, July 30th to assist in application completion. In order to participate in the “2021 CSBG Scholarship Application – An Overview” webinar, please email your name and email address as soon as possible to DFSScsbgscholarship@cityofchicago.org **Participation is not required.**

Applications and supplemental documentation must be received in this office on or before Monday, August 16, 2021, no later than 5:00 p.m. addressed as follows:

Chicago Department of Family and Support Services
2021 CSBG Scholarship Program
ATTN: Dalina Bailey
1615 W. Chicago Avenue, 2nd Floor
Chicago, IL 60622

Email, Mailed or hand-delivered scholarship applications that arrive after August 16, 2021, at 5 p.m. will not be reviewed. Call (312) 747-0327 with any questions.

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Application Instructions

Read entire application thoroughly before completing and submitting. Scholarship awards are based on the total number of points received by an applicant. Answer **ALL** data requests in the 5-page application. If not applicable, please state "Not Applicable" or "NA".

Sign your name legibly and date the application before mailing or delivering. **If mailing, allow a sufficient number of business days for delivery and affix the required postage.** Check with your Post Office to ensure the following: 1) correct postage is affixed to your application; and 2) delivery will meet the date and time deadline requirement for submittal to this office.

Please note that a parent or guardian must also sign this application, as well as other indicated pages, if you are: 1) not 18 years of age or older; and/or 2) not self-supporting.

Application is due no later than Monday, August 16, 2021, no later than 5:00 p.m. at the Chicago Department of Family and Support Services, 2021 CSBG Scholarship Program, ATTN: Dalina Bailey, 1615 W. Chicago Avenue, 2nd Floor, Chicago, IL 60622.

Applicants are REQUIRED to submit the following documents with the completed application.

1. Official transcripts including most recent semester grades, grade point average (GPA) or graduate equivalency degree (GED) test scores. No copies of transcripts or "unofficial" transcripts will be accepted.
2. Acceptance letter from the school to be attended in the Fall of 2021 (not required if currently attending college) or explanation why acceptance letter is not included. ***(Please Note: This scholarship is for post-secondary education only)***
3. Proof of family/household income (for last month or 4 weeks – June 1, 2021, through June 30, 2021): Payroll check receipts or unemployment receipts for the past month or 4 weeks (June 1 through June 30). Social Security, SSDI, SSI or Public Aid letter documenting monthly or yearly allotment. **All family members 18 years of age or older and those members younger than 18 receiving a sustainable income such as SSI for a medical condition are required to provide income documentation or a "No Income/No Proof of Income Affidavit".** The "No Income/No Proof of Income Affidavit" must be witnessed. Anyone who knows the applicant may be the witness.
4. Current financial aid awards from all sources including those obtained from completing the Free Application for Federal Student Aid (FAFSA). If you are not eligible for financial aid, you must write a statement affirming that you are not eligible for financial aid and the reason for your ineligibility.
5. Proof of Residency must include a **legible copy** of the applicant's Illinois Driver's License **or** Illinois State ID. Copies for all other family/household members' Driver's Licenses or State IDs are required. *(Pictures from phones or cameras are not acceptable.)*
6. Copies of Social Security cards for all household/family members (to include infants and children) are required. *(Pictures from phones or cameras are not acceptable.)*
7. Minimum 300-word personal essay.
8. One letter of recommendation. The recommendation must be on letterhead and signed by the endorser.
9. Completed Release of Information form that is signed and dated. Please note that a parent or guardian must also sign the Release of Information if the applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting.

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM
APPLICATION

I have been accepted by, plan to attend, or currently attending _____
(Name of School)

in _____, Illinois during the 2021 School Year. Course of Study: _____
(City)

Check one of the following programs: Undergraduate Program Graduate Program Certificate Program
 Expected Graduation: Month _____ Year _____

PERSONAL INFORMATION	
Legal Name:	
First	Middle
Last	
Address: _____ Apt/Unit No.: _____	
City: Chicago	State: Illinois Zip Code: _____
PLEASE NOTE: THIS APPLICATION IS FOR CITY OF CHICAGO RESIDENTS.	
Home Phone Number: ()	Cell Phone: ()
Email Address: (Please print legibly. This email address will be used to communicate with the applicant.)	
FAMILY INFORMATION	
<u>Family Type:</u> <input type="checkbox"/> Single Parent/Female <input type="checkbox"/> Single Parent/Male <input type="checkbox"/> Single Person <input type="checkbox"/> Non-related adults with Children <input type="checkbox"/> Two Adults/No children <input type="checkbox"/> Other <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Unknown/Not Reported <input type="checkbox"/> Multi-generational Household	<u>Housing*:</u> <input type="checkbox"/> Rent <input type="checkbox"/> Homeless <input type="checkbox"/> Own <input type="checkbox"/> Other <input type="checkbox"/> Other Permanent Housing <input type="checkbox"/> Unknown *Verification of Housing may be required if awarded a CSBG Scholarship.
<u>Sources of Total Household Income:</u> <input type="checkbox"/> Income from Employment Only <input type="checkbox"/> Income from Employment and Other Source <input type="checkbox"/> Income from Employment, Other Income Source, and Non-Cash Benefits <input type="checkbox"/> Income from Employment and Non-Cash Benefits <input type="checkbox"/> Other Income Source and Non-Cash Benefits	
<input type="checkbox"/> No Income ¹ <input type="checkbox"/> Non-Cash Benefits ¹ A "No Income/No Proof of Income Affidavit" and other documents are required if box is checked.	
Total Number of Members in Family/Household (includes applicant, infants, children and adults):	
Total Number of Youth ages 14-24 who are neither working nor in school:	

For each member of the family provide requested information by completing the 3-page Family/Household Members Characteristics – Part I and Part II. Refer to Examples.
Make copies of Part I or Part II of Family/Household Characteristics if greater than 8 members.

COMBINED FAMILY GROSS INCOME INFORMATION (June 1 through June 30): Please complete the following table by providing the following: 1) list names for **ALL** family/household members as noted in the Family Composition Detail-Page 2 of 2 table on the previous page; 2) Total Gross (before taxes) One Month of Income or 4 weeks; and 3) Additional Sources of Income Some family/household members may have more than one Source of Income. For the family/household listed below, the Total Family Income would be \$1,504.14 for the 1-Month period.

Name of Family Member	Total June 1 through June 30 Gross Income	Source of Income (1)	Source of Income (2)
Example: Katherine Smith	\$904.14	Wages – Retail Store – Provides \$737.14 in gross pay receipts for the 1-month period.	Supplies No Income/No Proof of Income Affidavit – Earned \$167.00 during the 1-month period as a hairdresser.
Example: Joseph Smith (age 8)	\$ 600.00	SSI – Provides copy of letter from Social Security stating the \$300 monthly payment.	Joseph receives \$300 in child support from his father.

List all family/household members on lines provided below. If additional lines are needed use the back of this page.

1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

TOTAL FAMILY INCOME: \$ _____

I understand that I must provide proof of my attendance and/or confirmation of my acceptance at an Illinois institution to be eligible for this scholarship. I affirm that the attached essay is an original writing that I have composed. Also, I understand that I am signing a legal document, and that inaccurate disclosure of income to obtain assistance is a fraudulent offense. I certify that the information provided is an accurate and complete disclosure of the requested information. I hereby acknowledge that the information relating to the determination of my eligibility requires verification and/or documentation, and by my signature, I authorize others to release such information as may be required for the determination of my eligibility. I understand that a parent or guardian must sign this application if I am not 18 years of age or older and/or not self-supporting.

Finally, I understand that incomplete applications, which do not include all required documents listed under the Application Checklist, will not be reviewed and will not be eligible for the CSBG Scholarship Program. I understand there are no exceptions to this policy.

_____/_____
(Signature of Student) (Date)

_____/_____
(Signature of Parent/Guardian) (Date)

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Personal Essay

Please write an essay (**300 words minimum**) on one of the topics listed below. This personal essay helps to familiarize us with you as a person apart from classes, course of study, and other objective data. It also demonstrates your ability to organize your thoughts and express yourself on a topic that is of concern to you. Please indicate your topic by checking the appropriate box. Type the essay on an additional sheet(s) of paper. Include your name and birth date for identification purposes on the essay. Finally, if you were awarded a scholarship with an essay previously submitted, you must submit a different essay, or you will be disqualified.

- 1. Discuss some issue of personal, local, national, or international concern and its importance to you. Has this concern influenced your career choice?
- 2. Indicate a person who has had a significant influence on you. Describe that person and describe the influence.
- 3. Discuss what motivated you to select your area of study and/or how this is associated with your desired profession.
- 4. Provide information that you feel will give a more complete and accurate picture of yourself (i.e., background, personal philosophy, traits, goals, etc.). Describe the influence of these factors.

Letter of Recommendation

Provide one letter of recommendation. The writer of the letter of recommendation may come from your school, work, extra-curricular or church/house of worship activity environments. The recommendation **must be on the letterhead** of the agency, business, church or school and **signed by the endorser.**

Your application is accepted for evaluation based on its required submittal and assigned points as part of Application Completeness.

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

In administering the CSBG Scholarship Program, the Chicago Department of Family and Support Services (CDFSS) communicates with numerous organizations.

CDFSS believes that by gathering additional information and surveying attitudes and experiences of applicants, we would be able to communicate these findings to the appropriate organizations to ultimately improve the overall scholarship process and learning experience of the applicant.

Please complete this form by printing your name, providing social security number, signing and dating. Completion of this form is required to be considered for the 2021 CSBG Scholarship.

Release of Information (Valid for the Fall 2021 Term)

I consent that the school that I am currently attending may release financial aid Information to the Chicago Department of Family and Support Services (CDFSS) to include the total dollar amount of my student loans and total dollar amount of scholarships received. I consent that the school that I am currently attending may release admissions/registrar information to the Chicago Department of Family and Support Services (CDFSS) to include overall student standing, most recent grades, GPA, and anticipated date of graduation.

Acceptance Agreement

I agree to complete and return a short survey that will be emailed or mailed to me after this current semester/quarter. In addition, I agree to submit a transcript of my Fall 2021 grades to the CSBG Scholarship Program.

Applicant Name *(please print legibly)*

Social Security Number

Email Address *(please print legibly)*

School ID Number

Applicant Signature

Date

PLEASE NOTE: Parent or Guardian Signature is required if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting.

Parent/Guardian Signature: _____ Date: _____

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

NO IDENTIFICATION AFFIDAVIT

(For family/household members other than the applicant)

Scholarship applicants must submit a copy of their driver's license or state ID

Please complete this affidavit if necessary and make additional copies as required.

Name (Print): _____ Date: _____

Address: _____

City & State: _____ Zip Code: _____

Choose applicable statements below then sign and date affidavit. In addition, have a witness print their name then sign and date affidavit. Please remember that by witnessing a signature **all dates must be the same.**

- I HEREBY CERTIFY THAT I DO NOT HAVE A SOCIAL SECURITY CARD READILY AVAILABLE TO SUBMIT WITH THE 2021 CSBG SCHOLARSHIP APPLICATION
- I HEREBY CERTIFY THAT I DO NOT HAVE AN IL DRIVER'S LICENSE OR IL STATE I.D. READILY AVAILABLE TO SUBMIT WITH THE 2021 CSBG SCHOLARSHIP APPLICATION
Please note: Scholarship applicants must submit a copy of their driver's license or state ID

SIGNATURE: _____ DATE: _____

WITNESS (PRINT NAME) _____ DATE: _____

WITNESS (SIGNATURE) _____ DATE: _____

This form must be witnessed. Anyone who knows the applicant may be the witness.

PLEASE NOTE: Parent or guardian signature is required if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

NO INCOME / NO PROOF OF INCOME AFFIDAVIT

Please complete this affidavit if necessary and make additional copies as required.

Name (Print): _____ Date: _____

Address: _____

City & State: _____ Zip Code: _____

Choose one of the following statements and provide requested information:

I HEREBY CERTIFY THAT I HAVE NO INCOME – Indicate monthly period with **NO INCOME**

0 – 30 Days (Month 1)

By certifying that you have “No Income,” please provide explanation in the space provided below or attach a supporting letter as to how you are able to provide for basic living expenses such as housing, utilities, and food.

I HEREBY CERTIFY THAT I HAVE NO PROOF OF INCOME – Indicate monthly \$ amount for period with **NO PROOF OF INCOME**

0 – 30 Days (Month 1)

With certifying that you have “No Proof of Income,” please provide explanation in the space provided or attach a supporting letter as to the absence of any income receipts and the service or product provided to receive this income.

SIGNATURE: _____ DATE: _____

WITNESS (PRINT NAME) _____ DATE: _____

WITNESS (SIGNATURE) _____ DATE: _____

This form must be witnessed. Anyone who knows the applicant may be the witness.

PLEASE NOTE: Parent or guardian signature is required if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

Chicago Department of Family and Support Services (CDFSS)
2021 CSBG SCHOLARSHIP PROGRAM

Application Checklist

Please review package to ensure that the following documentation has been included:

1. CSBG Scholarship Application (5 pages includes Family/Household Members Part I and Part II.)
2. Income for the past month or 4 weeks (June 1, 2021, through June 30, 2021) for all family members 18 years of age or older and those members younger than 18 receiving a sustainable income such as SSI for a medical condition or a No Income/No Proof of Income Affidavit.
3. Legible copy of all family members' Illinois driver's licenses or Illinois state I.D.
(Pictures from phones or cameras are not acceptable)
4. Legible copy of social security cards for all family members (includes infants and children).
(Pictures from phones or cameras are not acceptable)
5. Current Financial Aid Award. If your current financial aid award is not submitted with application, please provide an explanation and a copy of your completed FAFSA. Also, if you are not eligible for financial aid, you must provide that explanation in writing.
6. Most recent transcripts with grade point average (GPA) or graduate equivalency degree (GED) with test scores.
7. Acceptance Letter from school attending the Fall of 2021 (not required if currently attending) or explanation as to why acceptance letter is not included.
8. Minimum 300-word essay. If you were awarded a scholarship with an essay previously submitted, you must submit a different essay, or you will be disqualified.
9. Letter of Recommendation. The writer of the letter of recommendation may come from school, work, extra-curricular or church/house of worship activity environments. The recommendation must be on the letterhead of the agency, business, church or school and signed by the endorser.
10. Release of Information Form. This form must be completed in its entirety, signed and dated.

Remember that scholarship awards are based on the total number of points an application receives. **Points will be deducted for incomplete applications.** Review your application for any missed data requests on the 5-page application and sign the application. Please note that a parent or guardian's signature is required on multiple pages if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting. Anyone that knows the applicant can witness a signature if required. Missing signatures may disqualify an application.

With proper postage affixed to application, mail or deliver to the following address:

Chicago Department of Family and Support Services
2021 CSBG Scholarship Program
ATTN: Dalina Bailey
1615 W. Chicago Avenue, 2nd Floor
Chicago, IL 60622

APPLICATIONS ARE DUE IN THE OFFICE LISTED ABOVE
NO LATER THAN 5:00 PM ON MONDAY, August 16, 2021
If you have any questions, please call 312-747-0327

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND WILL NOT BE ELIGIBLE
FOR THE 2021 CSBG SCHOLARSHIP PROGRAM.

COMMUNITY SERVICES BLOCK GRANT (CSBG)

2021 CSBG Scholarship Application

NO INCOME AFFIDAVIT

Attach "Letter of Support" (if required)

With No Income (\$0 income) over the last thirty days, I have supported myself and, if applicable, my family in the following areas in the ways explained:

Housing (rent or mortgage):

Food:

Utilities:

Other:

Name (Print): _____

Date: _____

Signature: _____

Witness (Print Name) _____

Date: _____

Witness (Signature) _____

PLEASE NOTE: Parent or guardian signature is required if applicant is 1) not 18 years of age or older; and/or 2) not self-supporting.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____