



BHC Founders' Scholarship Application Guide: Residents

BHC Founders' Scholarships, established in honor of the Better Housing Coalition's (BHC) co-founders Mary Tyler McClenahan and Carter McDowell are available to adult residents (17+) of BHC's Lincoln Mews, North Oak Market Square, Beckstoffer's Mill Lofts, Somanath Senior Apartments, Jefferson Mews, Cary 2000, Randolph Place and Winchester Greens rental communities seeking higher education (see general guidelines for eligibility). Applications are available at property leasing offices.

Completed applications and supporting documentation will be returned to the leasing office for verification and submission.

The deadline for submission of completed applications is 5:00pm on June 1, 2018.

Please fill out the application and provide all supporting documentation as required. Incomplete applications or missing documentation may result in the application being denied.

1. Complete the **Personal Information**.
2. Complete the **Enrollment Information**:
 - a. Major (ex. Psychology)
 - b. Desired degree/certificate/continuing education (ex: Bachelor's Degree)
 - c. Expected graduation date
 - d. Semester and year for which you are requesting funds (ex. Fall, 2016)
3. Complete the **School Information**.
 - a. Name of Educational Institution (ex: Virginia Commonwealth University)
 - b. Student ID # (if applicable)
 - c. First Day of Class
 - d. Financial Aid/Business office Contact information
4. Complete **Essay Questions** (see page 3). Attach additional sheet(s) if needed.
5. Have two references complete reference forms and return them to you (see page 5). References are those who can speak to your commitment to self-advancement. References must be either an employer (past or present) or professional associate: co-worker, supervisor, instructor, or community leader. References must be willing to be contacted for verification and phone numbers must be provided.
6. Assemble all required supporting documentation, and complete document checklist (see page 2).
7. Review, sign and date the Statement of Educational Commitment.
8. Review, sign and date the Statement of Accuracy, Authorization for Release of Information and Disclosure.
9. Keep a copy of the signed application and supporting documents for yourself.
10. Return the original completed application and supporting documents to the Property Manager.

What Happens Next?

- The property manager is required to review, verify and submit an applicant's final application to the Better Housing Coalition (BHC). The applicant is encouraged to communicate with his/her property manager throughout the application process.
- A notification email will be sent to the applicant when his/her property manager submits the final application to BHC.

Next Steps (continued)

- If an application is denied, an email will be sent to the applicant and his/her property manager detailing the reason(s) for denial.
- Applications may be resubmitted with corrections as long as the eligibility period has not expired and the grant criteria is still met. Once an application is resubmitted, the application process and notification emails will occur as indicated above.
- BHC's Scholarships committee will meet to review eligible applications. Awards will be announced the first week of July.

If an application is approved:

- a. The property manager will receive an email copy of the applicant's award letter detailing the grant amount and date of expiration.
- b. The applicant's educational institution will receive a *Payment Authorization* letter in the mail requesting an itemized invoice on the applicant's behalf.
- c. Upon payment to the educational institution, BHC will send the in an email also containing the payment amount, remaining grant funds, and awardee a copy of the *Awardee Reporting and/or Renewal Form(s)*.

For questions, please contact the property manager.