



Better Housing  
COALITION

## BHC Founders' Scholarship Step-by-Step Guide for 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 rental communities seeking higher education (see general guidelines for eligibility). Applications are available online at <https://bit.ly/ScholarshipBHC> and a limited number of hard copies in the property leasing offices.

Completed applications and supporting documentation should be submitted via email to [scholarships@betterhousingcoalition.org](mailto:scholarships@betterhousingcoalition.org).

**The deadline for submission of completed applications is 5 p.m. on June 15, 2020.**

How to apply:

1. Download and fill out the application; provide all supporting documentation as required. Incomplete applications or missing documentation may result in the application being denied.
  - a. *If you have a hard time filling out the application online it is acceptable to respond to the application fully handwritten on paper.*
2. Complete the **General Information** section.
  - a. **Applicants must include a valid email address that is checked regularly since most communications regarding BHC Founders' Scholarships are made via email**
  - a. Complete the **Enrollment Information**:
    - i. Major (ex. Psychology)
    - ii. Desired degree/certificate/continuing education (ex: Bachelor's Degree)
    - iii. Expected graduation or course completion date
    - iv. Semester and year for which you are requesting funds (ex. Fall, 2020)
  - b. Complete the **School Information**.
    - i. Name of Educational Institution (ex: Virginia Commonwealth University)
    - ii. Student ID # (if applicable)
    - iii. First Day of Class
    - iv. Financial Aid/Business office Contact information
  - c. Read and sign the agreements on page 2
    - i. It is very important that you sign these two sections!
    - ii. If you are awarded, we cannot disburse funds without a signature on these agreements
  - d. Please leave the section marked "FOR OFFICE USE ONLY" blank
    - i. Once we receive your application, Scholarship admin will send to your property manager for verification of good standing
    - ii. If for some reason the property manager finds the applicant not in good standing, the applicant will be notified and asked to resolve any outstanding issue with property management staff directly; the application will be withheld from consideration until issues are resolved

- iii. If issues are resolved before the application period closes, applicant will not need to reapply and the application will be entered in for consideration
2. Complete **Essay Questions** (starting page 3).
  - a. Our scholarship review committee will use these answers to evaluate each applicant, so do your best to answer each question fully
  - b. If you have a hard time filling out the application online it is acceptable to respond to the application fully handwritten on paper.
  - c. There are no right or wrong answers here!
  - d. Don't be afraid to brag on yourself – what you've accomplished, what you've overcome, what sets you apart, etc.
  - e. Don't worry if your handwriting, spelling, etc. aren't perfect; the Scholarship Admin can help clear things up before the application is submitted for review
3. Recruit two character references (first time applicants only)
  - a. Have two references complete reference forms and email them to [scholarships@betterhousingcoalition.org](mailto:scholarships@betterhousingcoalition.org).
  - b. 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.
  - c. Scholarship admin will contact you via email if references aren't received by the closing deadline.
  - d. It is the applicant's responsibility to follow up with references to be sure that he/she submitted them.
4. Assemble all required supporting documentation, and complete document checklist (see page 4).
5. Submit your application
  - a. If you have a hard time filling out the application online it is acceptable to respond to the application fully handwritten on paper. You can download the free [Genius Scan app](#) on your smartphone to scan your document or any supporting documents
  - b. Email your application to [scholarships@betterhousingcoalition.org](mailto:scholarships@betterhousingcoalition.org)
  - c. OR mail to:  
Founders' Scholarship Fund  
PO Box 12117,  
Richmond, VA 23241
  - d. Keep a copy of the signed application and supporting documents for yourself.

### **What Happens Next?**

- Your 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 approves the final application to BHC.
- 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 in 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 From(s)*.

For questions, please contact [scholarships@betterhousingcoalition.org](mailto:scholarships@betterhousingcoalition.org)