



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 bit.ly/scholarshipbhc and a limited number of hard copies in the property leasing offices.

Completed applications and supporting documentation should be submitted by 11:59 p.m. on May 1, 2021.

How to apply:

1. Review the [questions list](#) prior to beginning your application form.
 - a. **Forms cannot save your progress!**
 - b. We recommend using the Questions List to draft your responses, then copy/paste your answers into the form when you're ready to submit
2. If you are a first time applicant, ask two people to serve as references.
 - a. 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.
 - i. Email the [REFERENCE FORM](#) to your chosen references or direct them to the website where the form is available for download under the section entitled "I'm an applicant reference."
 - ii. Your reference can email the form directly to scholarships@betterhousingcoalition.org
 - iii. Scholarship admin will contact you via email if references aren't received by the closing deadline.
 - b. It is the applicant's responsibility to follow up with references to be sure that he/she submitted them.
 - c. Returning applicants may also do this if they would like to update their references, but it is not required
3. When you're ready, begin the application form accessed using the following link:
<https://forms.gle/uF8JeqjLWWdTULzY8>
4. Complete the **Applicant 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 initial the Applicant Certifications
- 5. Complete **Essay Questions** (starting section 2).
 - d. Our scholarship review committee will use these answers to evaluate each applicant, so do your best to answer each question fully and thoughtfully.
 - e. There are no right or wrong answers here!
 - f. Don't be afraid to brag on yourself – what you've accomplished, what you've overcome, what sets you apart, etc.
 - g. 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
 - h. If you have a hard time filling out the application online it is acceptable to respond to the application fully handwritten on paper.
- 6. Assemble all required supporting documentation listed below, and submit using the document upload feature on the application form OR email documents to scholarships@betterhousingcoalition.org.
 - i. Reference Forms (2) (First-time applicants only)
 - j. Class Schedule or other proof of enrollment
 - k. Syllabi (Only if requesting funds for books or supplies)
 - l. Copy of State ID (First-time applicants only)
 - m. Previous Semester Grades (Renewal applicants only)
- 7. Submit your application
 - n. Review all of you responses one final time. Incomplete applications or missing documentation may result in the application being denied.
 - o. Submit your application by clicking the 'submit' button at the bottom of the application.
 - i. You will receive a confirmation message on screen.
 - ii. An email will be sent with a copy of your application, please review it.
 - 1. This email will also have a link if you need to edit any of your responses.
 - 2. **Save this email.**
 - p. Alternate methods of completing the application
 - i. If you have a hard time filling out the application online it is acceptable to respond to the application fully handwritten on paper.
 - 1. You can download the free [Genius Scan app](#) on your smartphone to scan your document or any supporting documents, or ask property/resident services staff for assistance.
 - 2. Email your application to scholarships@betterhousingcoalition.org
 - ii. OR drop in your property's office inbox, sealed with "Scholarship" written on the outside
 - iii. OR mail to:

Founders' Scholarship Fund
PO Box 12117,
Richmond, VA 23241
 - q. Keep a copy of the signed application and supporting documents for yourself.

What Happens Next?

- Your property manager is required to review and verify an applicant's final application to the Better Housing Coalition (BHC).
- 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 June.

If an application is approved:

- a. The applicant will be notified and will receive an 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 awardee 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 scholarships@betterhousingcoalition.org