

**Northwestern Illinois Community Action Agency
2019 SCHOLARSHIP APPLICATION INSTRUCTIONS**

I. Application Form:

- A. **Personal Data:** Thoroughly complete all sections.
- B. **Household Members and Income Documentation:**
 - ✓ List all members of the household. Read directions for description of household members. Include yourself in the listing.
 - ✓ List income and provide documentation under each of the categories that apply to your household. Total income if figured on the past **90 days**. Documentation must be provided for all income listed.
- C. **Future Plans:** Please answer all questions. Your description of your future plans and how this scholarship will help you meet your goals is very important to the Scholarship Selection Committee.
- D. **References:** Thoroughly complete the information on the two people you will be using for references. **The persons listed in this section must provide a reference letter to submit with the application.**
- E. **Voluntary Information:** We encourage applicants to complete this information, but it is not required.
- F. **Affidavit:** Read. Sign and date the application form.
- G. **Agency Verification of Income: Do Not** complete. This is for internal office use only.

II. Income Documentation: Must be included with the application form. Refer to I. B.

III. Proof of Education: College transcripts or high school academic records must be submitted with this application.

IV. Reference Letters: Refer to I. D.

V. Submission: Submit completed application form, 90 day income documentation, two letters of reference and proof of education to:

Northwestern Illinois Community Action Agency
Scholarship Committee
27 S. State Ave., Suite 102
Freeport, IL 61032

VI. Follow-Up: Once the Agency receives your complete scholarship application packet, you will be contacted by a member of the Northwestern Illinois Community Action Agency CSBG Outreach/Intake staff for a follow-up visit to complete an intake form and verify the household income. This process is required by the Department of Commerce and Economic Opportunity (DCEO) which funds the scholarship program. Applicants cannot be considered for scholarship awards unless they complete this process.