

Read the Guide, Application, and Frequently Asked Questions

This guide was prepared to assist you in successfully completing a scholarship application packet. If you have any questions, please contact us at 517.278.4517 or info@brcofoundation.org.

Review Criteria

Applications will be reviewed based on the following criteria:

- completeness and quality of application
- degree to which the applicant meets the requirements of the scholarship
- quality of personal résumé
- difficulty of course load
- employment history
- volunteer activities
- career-related awards and memberships

Complete an Application Packet

- ① Read through the Guide, the Application Form, and the Frequently Asked Questions (FAQ).
- ② Complete the Application Form
- ③ Prepare a one-page résumé which includes the following:
 - **Your Name**
 - **Personal Statement:** Include why you are attending college; your career goals; how your prior education, work, and/or volunteer experience prepared you for college and/or your chosen career; and why you believe you will be successful in college. Also include any unique situations that you would like considered by the Scholarship Selection Committee (for example, extraordinary responsibilities at home, extraordinary work schedule, etc.).
 - **Extracurricular Volunteer Activities:** List any school-based organizations for which you volunteered your time. Include special responsibilities, positions held, years of involvement, special recognition, etc.
 - **Scholastic Honors & Awards:** Honors and awards received in school. Include the year received and nature of honor/award.
 - **Community Volunteer Activities:** List any organizations outside of school for which you volunteered your time. Include special responsibilities, positions held, years of involvement, special recognition, etc.
 - **Community Honors & Awards:** Honors and awards received outside of school. Include the year received and nature of honor/award.
 - **Memberships:** List the name of organization, year(s) a member, and office if any held. Also list any projects or committees on which you worked.
- ④ Include at least one letter of recommendation in addition to any letters that are required in the scholarship criteria.
- ⑤ For scholarships based on financial need, include a copy of the Student Aid Report (SAR), **or** of the first page of your parents' or your own income tax return with social security numbers redacted.
- ⑥ Include any other documents required by the criteria of the scholarship.
- ⑦ Proofread the application and all other documents before submitting.
- ⑧ Assemble the application packet in this order:
 - application
 - personal résumé
 - recommendation letter(s)

- educational transcript(s)
- other documents required by individual scholarship criteria

Submit the Application Packet to the Community Foundation

Scholarship applications are due March 8.

You may mail or hand deliver **5 copies** of the application packet to our office at 2 West Chicago Street, Suite E-1, Coldwater, Michigan. We are on the lower level of the Conference Center for Southern Michigan Bank & Trust (next to Jeannie's restaurant on US 12).

Please do not put the application in any kind of binder or folder.



*No copies to make! You may submit your application and attachments electronically!
Please contact the Community Foundation for instructions.*

Frequently Asked Questions

Is there any specific information that I need prior to applying for a scholarship?

Yes. At minimum you will need the following:

- Scholarship criteria to determine if you qualify.
- SAR and estimated amount of family contribution, for financial need based scholarships.
- GPA, ACT scores, academic transcript(s).
- Work history.
- Family information.
- Family financial information.
- List of volunteer and extracurricular activities.

Is there a required application form?

Yes. Your application must be submitted on the 2010 Branch Area Local Scholarship Application Form downloaded from our website or requested from our office.

If I hand deliver my application, why do I have to submit five copies of my application for each scholarship?

Electronically submitted applications can be reviewed by our committees without the need to print. Hand-delivered paper copies need to be distributed to the committee via USPS mail.

Should I redact (black out or remove) my social security number from my transcript if it is included?

Yes. Since your application is being distributed to community committee members for review we cannot guarantee the privacy of any information that you supply. We suggest that you remove private information, such as social security numbers, from all documents you provide.

Should I have someone else proof-read my application for spelling mistakes and grammatical errors?

Yes.

Should I include a cover sheet with my application?

No. Use the 2010 Branch Area Local Scholarship Application Form only.

Should I place my scholarship applications into folders?

No; save your money. In the interest of making the packets as easy to manage as possible, all scholarship applications are removed from any folders, envelopes, or booklets. We do not need more office supplies of this type!

I am an adult looking for a scholarship to help me further my own education. Where should I start?

Currently Community Foundation scholarships are only available to graduates of Branch County Schools. If you are an adult who graduated from a Branch County school then please click on the link for your school. The scholarship listing will advise you if the scholarship is also available for adults.

What is a letter of intent?

A letter of intent includes information regarding how you plan to use the scholarship, what school you will be attending, what course of study you are pursuing, and what you plan to accomplish with your degree upon graduation.

What is a career pathway?

The State of Michigan has six career pathways. These are defined as the following:

ARTS & COMMUNICATIONS

Careers related to humanities and performing, visual, literary and media arts. Includes architecture, graphic, interior, and fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations.

BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY

Careers related to the business environment. Includes entrepreneurship, sales, marketing, computer information systems, finance, accounting, personnel, economics, and management.

ENGINEERING/MANUFACTURING AND INDUSTRIAL TECHNOLOGY

Careers related to technologies necessary to design, develop, install, and maintain physical systems. Includes engineering, manufacturing, construction, service and related technologies.

HEALTH SCIENCES

Careers related to the promotion of health and treatment of disease. Includes research, prevention, treatment and related health technologies.

HUMAN SERVICES

Careers related to economic, political, and social systems. Includes education, government, law and law enforcement, leisure and recreation, military, religion, child care, social services, and personal services.

NATURAL RESOURCES AND AGRI-SCIENCE

Careers related to agriculture, the environment, and natural resources. Includes agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

How do I contact the Community Foundation if I have any further questions?

We are here to help you with your scholarship application process. If you have any questions you may contact us by phone, email, or by stopping in at the office. We are involved in many community activities, and there may not always be someone available in the office or by phone. If you leave a message please leave your name, return phone number, best time to call, and your question so that we can be prepared with an answer when we return your call.

Phone: (517) 278-4517 Email: info@brcofoundation.org
Office: Basement of Southern Michigan Bank & Trust Conference Center
2 W. Chicago Street, Coldwater, Michigan.

2010 Community Foundation Scholarships

A list of available scholarships is available on our website or by emailing info@brcofoundation.org or calling 517.278.4517

Funding Your Education

Local Sources

Altrusa International of Branch County offers vocational scholarships to adults who are beginning or returning to college or trade school. Scholarship applications are available at KCC Grahl Center, Branch County Library, Chamber of Commerce, Branch Area Careers Center, Michigan Works! Service Center, Kiess Jewelry, and Farm Bureau Insurance. Application deadline is March 31.

Community Health Center Foundation offers nursing scholarships. Contact the CHC Foundation at (517) 279-5414 or e-mail foundation@chcbc.com for more information.

Online Resources

This list is compiled for information purposes only. The Community Foundation does not endorse any of these sources nor have we verified the validity of any claims made on these sites. Always to your own research and investigation before making any financial decisions.

Higher Education, Career, & Financial Aid Information	http://mappingyourfuture.org
Free Application for Federal Student Aid	http://www.fafsa.ed.gov
Sallie Mae – College Answer: The Planning for College Destination	http://www.collegeanswer.com
Fast Web – Scholarship Search	http://www.fastweb.com/
National Association of Student Financial Aid Administrators	http://www.nasfaa.org/redesign/ParentsStudents.html
Scholarships.com: Find Money for College	http://www.scholarships.com/

College Scholarships, Colleges, and Online Degrees	http://www.college-scholarships.com
FinAid: The Smart Student™ Guide to Financial Aid	http://www.finaid.org
Student Edge: College Planning Made Simple	http://www.studentedge.com
College View	http://www.collegeview.com/financialaid/index.html
State of Michigan Student Aid	http://www.michigan.gov/mistudentaid
US Department of Education	http://www.ed.gov
Back to College (<i>targeted to adult students</i>)	http://www.back2college.com/library/scholarships.htm

The Foundation Center’s Virtual Classroom has a free e-learning tutorial is designed for U.S. students seeking financial support in the form of undergraduate scholarships or fellowships, residencies, internships, or other awards in order to pursue their education. Register and access this learning tool for free.

http://foundationcenter.org/getstarted/training/online/free_ffsye_detail.ihtml;jsessionid=SYDD2KSKOK2TNTQRSI4CGXD5AAAACI2F

Search Tip: Also try searching for your particular area of study, e.g. “paralegal scholarships”.