

2017 BOOK GRANT APPLICATION

PEOPLES CONGREGATIONAL UNITED CHURCH OF CHRIST



The Peoples Congregational United Church of Christ Scholarship Committee is pleased to announce Book Grant Applications for Church Scholarship Recipients who meet the eligibility requirements. This Book Grant is for eligible students, enrolled in an accredited post-secondary degree/certificate granting program. Please review the guidelines below to determine your eligibility. Eligible applicants must submit their completed Book Grant Application and a copy of their most recent college transcript or other evidence of enrollment in good standing. Submissions must be received **NO LATER THAN FRIDAY, DECEMBER 8, 2017 AT 5:00 PM EST (no exceptions)**.

Eligibility Guidelines

1. The applicant must be a **Peoples Church Member** who received a Scholarship in 2013, 2014, 2015 or 2016. Alternatively, the Book Grant applicant must have joined Peoples Congregational UCC by the process of Confirmation or by Public Affirmation, at a Sunday morning worship service, prior to December 8, 2017 deadline.
2. All Book Grant Applications and supporting documents must be received by **DECEMBER 8, 2017 at 5 pm EST**.
3. The recipient must be enrolled at an accredited post-secondary degree/certificate granting program, as verified by a transcript and must plan to return to school for the Spring 2018 semester. By submitting this application, the applicant affirms that s/he will return to school next semester. As a note, students who have already earned a Bachelor's degree are not eligible to receive a book grant.
4. Students are eligible for a total of up to five Peoples UCC monetary awards from the Scholarship Committee, only one of which may be a scholarship (i.e., one scholarship and four book grants). No student may receive more than one award – a scholarship or a book grant – in the same calendar year. For example, if you received a scholarship in June 2017, you are not eligible to apply for a 2017 book grant this year.

Instructions for Requesting a Book Grant Applications

- Hard copies of the book grant application are available outside the Peoples Congregational UCC main office.
- Soft copies of the application are available on the Peoples Congregational UCC website (<http://peoplesschurchucc.org/>), under the Scholarship Committee tab.
- Soft copies are also available upon request by sending an e-mail to peoplesscholarship@gmail.com with the title '**Book Grant Application Request**' in the subject line.

Instructions for Submitting Book Grant Applications via Online Form

The Scholarship Committee strongly prefers the submission of Book Grant applications and supporting material via the online form. The online form can be accessed via the following link or via e-mail:

https://docs.google.com/forms/d/e/1FAIpQLSe3uJsrG3rORw5sP_Ky6nJjc5EdMD2q40jZWHCmiK-Cdy6fhQ/viewform?usp=sf_link

Instructions for Submitting Book Grant Applications via E-mail

The Scholarship Committee strongly prefers the submission of Book Grant applications and supporting material via e-mail (peoplesscholarship@gmail.com). Perform the following steps to submit the Book Grant application via e-mail:

- 1) Complete Book Grant Application (please print information), including signature.
- 2) Obtain Supporting Materials for the Book Grant applications.
- 3) Scan documents listed in Steps 1 and 2 into 1 document (acceptable formats are PDF, DOC, or DOCX).
- 4) Create E-mail and enter Applicant's Name and the title 'Book Grant Application' in the Subject Line (e.g., Book Grant Application – Jane Doe).
- 5) Attach scanned document (created in step 3) to e-mail created.
- 6) Enter brief description of the Book Grant application in the body of the e-mail.
- 7) Click 'Send' to send the e-mail. **Note: All applications and materials must be received by FRIDAY, DECEMBER 8, 2017 AT 5:00 PM EST.**
- 8) A confirmation e-mail will be sent to the applicant once the application has been received. The applicant bears the duty to confirm that the Committee has received their application.

Note: Hard and soft copies of the application are available, either outside the Peoples Congregational UCC office or upon request by sending an e-mail to peoplesscholarship@gmail.com with **Book Grant Application Request** in the subject line.

Instructions for Submitting Book Grant Applications via Postal Mail

Perform the following steps to submit the Book Grant Application via regular postal mail:

- 1) Complete Book Grant Application (please print information), including signature.
- 2) Obtain Supporting Materials for the Book Grant applications.
- 3) Make copies of the Book Grant Application and the supporting materials.
- 4) Mail original copies of the Book Grant Application and the supporting materials to the following address:

Attn: Scholarship Committee: Book Grant Application
Peoples Congregational UCC
4704 13th Street, NW
Washington, DC 20011

Note: All applications and materials must be received by **FRIDAY, DECEMBER 8, 2017 AT 5:00 PM EST.**

- 5) Send a confirmation e-mail to the Scholarship Committee (peoplesscholarship@gmail.com) with **Applicant's Name and title 'Book Grant Application Mailed'** in subject line to advise the committee that the application and supporting materials have been mailed (e.g. Book Grant Application Mailed – Jane Doe).
- 6) Click 'Send' to send the e-mail.
- 7) A confirmation e-mail will be sent to the applicant, once the application has been received. The applicant bears the duty to confirm that the Committee has received their application.

Instructions for Submitting Book Grant Application In-Person

Perform the following steps to submit the Book Grant application in-person:

- 1) Complete Book Grant Application (please print information), including signature.
- 2) Obtain Supporting Materials for the Book Grant applications.
- 3) Make copies of the Book Grant Application and the supporting materials.
- 4) Insert the Book Grant Application and the supporting materials into a large brown envelope.
- 5) Address Envelope to the Attn: **Scholarship Committee: Book Grant Application**
- 6) Bring envelope with the original copies of the Book Grant Application and the supporting materials to the following address (main office):

Peoples Congregational UCC
4704 13th Street, NW
Washington, DC 20011

Note: All applications and materials must be received by **FRIDAY, DECEMBER 8, 2017 AT 5:00 PM EST.**

- 7) Insert the envelope into the box labeled **'Book Grant Applications'** or request it be placed in the **'Scholarship Committee'** mailbox.
- 8) Send a confirmation e-mail to the Scholarship Committee (peoplesscholarship@gmail.com) with **Applicant's Name and title 'Book Grant Application In-Person'** in subject line to advise the committee that the application and supporting materials have been delivered to the church and placed in the Book Grant Application box. (e. g. **Book Grant Application In-Person – Jane Doe**).
- 9) Click 'Send' to send the e-mail.
- 10) A confirmation e-mail will be sent to the applicant once the application has been received. The applicant bears the duty to confirm that the Committee has received their application.

Selection/Notification of Book Grant Awards

Recipients of the Book Grant Awards will be notified via e-mail of their award by the end of December 2017. The Scholarship Committee retains the final decision to award Book Grants based on eligibility.

For More Information

If you have any questions regarding the Book Grant Application and/or process, contact Scholarship Committee at Peoples UCC (Phone: 202-829-5511 or via e-mail: peoplesscholarship@gmail.com).

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APPLICANT INFORMATION

Please complete (PRINT) in the information below. Book grant checks will be made payable and mailed to the applicant listed below. Checks are expected to be mailed to applicants in late December 2017 or the beginning of January 2018.

First Name: _____

Middle Initial: _____

Last Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

E-mail Address: _____

Applicant's Cell Phone: _____

Applicant's Alternate Phone (indicate home, parent's cell, etc.): _____

Make Check Payable To: _____

PARENT/GUARDIAN INFORMATION

Please fill in the information below.

First Name: _____

Last Name: _____

Contact Cell/Telephone Number: _____

Contact E-mail Address: _____

SCHOOL INFORMATION

Please fill in the information below.

Name of College/University/Post-Secondary School: _____

School Mailing Address: _____

School City: _____

School State: _____

School Zip Code: _____

High School Name: _____

Applicant's Cell Phone: _____

Applicant's Alternate Phone (indicate home, parent's cell, etc.): _____

ELIGIBILITY INFORMATION

Please fill in the information below.

Church Member (Yes/No): _____

Previously Received Peoples UCC Scholarship (Yes/No): _____

Previously Received Peoples UCC Book Grant (Yes/No): _____

If Yes, Indicate Scholarship (Year), and/or Book Grant Year(s): _____

By completing this application and signing your name in the box below, you are affirming that you will return to the above accredited college/university/post-secondary program for the Spring 2018 semester.

Sign Full Name

Date

Print Full Name