2023 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 Spring 2023 school registration or other evidence of enrollment in good standing. Submissions must be received **NO LATER THAN FRIDAY, JANUARY 27, 2023, AT 11:59 PM EST** (no exceptions).

Eligibility Guidelines

1. The applicant must be a **Peoples Church Member** who received a Scholarship in 2018, 2019, 2020 or 2021. 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 January 27, 2023, deadline.

2. All Book Grant Applications and supporting documents must be received by **JANUARY 27, 2023, at 11:59 pm EST**.

3. The recipient must be enrolled at an accredited post-secondary degree/certificate granting program, and *must plan to return to school for the Spring 2023 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., five book grants, or one scholarship and four book grants, in any order). 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 2022, you are *not* eligible to apply for a book grant this year.

<u>Instructions for Submitting Book Grant Applications via Online Form (PREFERRED METHOD)</u>

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

https://form.jotform.com/230138393240146

<u>Instructions for Submitting Book Grant Applications via E-mail</u>

If unable to submit application and supporting material via the online form, students are able to submit the Book Grant applications and supporting materials via e-mail (**scholarship@peopleschurchucc.org**). Perform the following steps to submit the Book Grant application and supporting materials via e-mail:

1) Complete 'fillable' Book Grant Application, including signature (may type in name for signature).
2) Obtain Supporting Materials for the Book Grant applications.
3) 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).
4) Attach Book Grant Application and Supporting Materials to e-mail created.
5) Enter brief description of the Book Grant application in the body of the e-mail.
6) Click 'Send' to send the e-mail. **Note: All applications and materials must be received by FRIDAY, JANUARY 27, 2023, AT 11:59 PM EST.**
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.

<u>Note:</u> Hard copies of this Book Grant Application are available outside the Peoples Congregational UCC office.

<u>Instructions for Submitting Book Grant Applications via Postal Mail</u>

If unable to submit application and supporting material via the online form, students are able to submit the Book Grant applications and supporting materials 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 mailed applications and materials must be received by <mark>FRIDAY, JANUARY 27, 2003, AT 5:00 PM EST</mark>.

5) Send a confirmation e-mail to the Scholarship Committee (**scholarship@peopleschurchucc.org)** 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

If unable to submit application and supporting material via the online form, students are able to submit the Book Grant applications and supporting materials via in-person at the church. 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 submitted in-person must be received by <mark>FRIDAY, JANUARY 27, 2023, AT 5:00 PM EST</mark>.

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 (**scholarship@peopleschurchucc.org**) 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 in February 2023. The Scholarship Committee retains the final decision to award Book Grants based on eligibility. As a note, students may be required to submit a W-9 form required by IRS for taxable scholarships and grants.

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: **scholarship@peopleschurchucc.org**). Questions may also be addressed by Scholarship Committee members Dr. Rebecca Harlan (202-550-4098) and Dr. Maureen Sullivan (301-351-5075).

Note: It is up to the applicant to ensure that their application has been received by the Scholarship Committee. No late application will be considered. If a student is out of the country for educational purposes and has limited access to the Internet and mailing, a parent or guardian may complete the book grant application on the student's behalf.

2023 BOOK GRANT APPLICATION

APPLICANT INFORMATION

Please complete (PRINT/TYPE) 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 mid-February 2023.

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:_____

Mailing Address to Send Check 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 2023 semester.

_____   _____
Sign Full Name   Date

_____
Print Full Name