

## 2019 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 2020 registration. Submissions must be received **NO LATER THAN FRIDAY, DECEMBER 6, 2019 AT 11:59 PM EST (no exceptions).**

#### **Eligibility Guidelines**

1. The applicant must be a **Peoples Church Member** who received a Scholarship in 2015, 2016, 2017 or 2018. 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 6, 2019 deadline.**
2. All Book Grant Applications and supporting documents must be received by **DECEMBER 6, 2019 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 2020 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 2019, you are *not* eligible to apply for a 2019 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://peopleschurchucc.org/>), under the Scholarship Committee tab.
- Soft copies are also available upon request by sending an e-mail to [peoplesscholarship@gmail.com](mailto: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/1FAIpQLSeIV1HTwmcMRRHo-o6dYTO0UBqrdWDppsifYIO9eG7NYLnP6Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeIV1HTwmcMRRHo-o6dYTO0UBqrdWDppsifYIO9eG7NYLnP6Q/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](mailto: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 6, 2019 AT 11:59 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](mailto: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 6, 2019 AT 11:59 PM EST.****

- 5) Send a confirmation e-mail to the Scholarship Committee ([peoplesscholarship@gmail.com](mailto: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 6, 2019 AT 11:59 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](mailto: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 January 2020. 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](mailto:peoplesscholarship@gmail.com) ).

## 2019 BOOK GRANT APPLICATION

PEOPLES CONGREGATIONAL UNITED CHURCH OF CHRIST

### 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 by the end January 2020.

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 are in good academic standing and will return to the above accredited college/university/post-secondary program for the Spring 2020 semester.**

\_\_\_\_\_  
Sign Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name