



## Components of a Good Application

- Essay
  - Write about the subject matter that is listed
  - Tie your essay to that specific scholarship (personal touches stand out in the crowd)
  - Use spell check and follow proper grammar and punctuation rules
  - Proofread (at minimum read it out loud to yourself and if possible, have someone else read it)
  
- Transcript
  - Obtain a copy from the school you currently attend, usually from a guidance counselor
  
- FAFSA (Free Application for Student Aid)
  - Fill government FAFSA form out in order to be eligible for financial aid
  - Can be time consuming, so plan ahead
  - Information based on your most recent tax information
  - Student Aid Report (SAR), generated from a completed FAFSA, indicates amount of financial aid for which you are eligible
  - Expected Family Contribution (EFC) usually located in upper right corner of SAR
  - **If you cannot complete or are not eligible to apply for FAFSA**, just attach a note explaining that and why, and attach that in place of the SAR.
  
- Letters of Recommendation
  - Should be from employer, teacher, guidance counselor, coach, and/or clergy member
  - Should not be from a relative
  - Personalize to that specific scholarship when possible
  - Talk to your recommender before you have them submit the letter to ensure they are the best person to recommend you
  - Pay special attention to scholarships which require specific letters be submitted
  - If using our third-party email feature, be sure to double check the email addresses of those you are requesting a letter from
  
- Resume
  - Should include: employment history, extracurricular activities, volunteer work, athletic and leadership activities and honors/awards received
  - Include name of employer/activity/organization, position/role, dates of participation, time participated
  - Proofread your resume and focus on formatting



### **Additional Sources for Scholarships:**

Our website is just a starting point. Investigate all possible sources of assistance for which you may be eligible. Look into the following potential resources:

- Guidance counselor/department
- College financial aid office
- Employers (for you or your parent/guardian)
- Labor unions or trade and professional associations (check to see if you or your parents are members)
- House of worship/Religious groups (see if either the local or national organization offers any student aid programs)
- Hometown newspapers: especially in April, May and June, often list scholarships given in the area. (Contact sponsoring organization for more information)
- Local civic and fraternal organizations (ex: Rotary Club, Masons, Lions Club, Garden Club, etc.)
- Military affiliation (children of active or veteran service members)
- Veterans' posts (many local, state and national units sponsor some scholarship programs, especially for members' children).
- State Department of Higher Education

***The most important thing to remember is that if you don't apply, you cannot receive most scholarships.  
So apply!***

Questions? Please contact [scholarships@CommunityFoundationsHV.org](mailto:scholarships@CommunityFoundationsHV.org) or 845-452-3077, Ext. 1020.