

ENDOWMENT AWARD INSTRUCTIONS

The MI-CAPP Education Foundation Committee presents the “Endowment Award” application packet for both pre-college and college-level TRIO/EOP students. The committee may award **fourteen \$1000 awards** to selected students for your projects at the Student Leadership Summit Scholarship Banquet. Project Directors will register student scholarship recipients for the Full Saturday Feb.22 conference and ensure they attend the Student Leadership Summit Scholarship Banquet on that evening.

Project Directors, nominators, and readers must be MI-CAPP members by December 4, 2020.

Two categories of awards will be awarded: 1) **Academic Achievement Awards** designated for students who have weighted cumulative grade point averages of 3.2 and above, and 2) **Academic Progress Awards** designated for students whose weighted cumulative grade point averages are from 2.00-3.199.

Scholarship Award Distribution is as follows:

Academic Achievement: At Least 3.2 GPA

- (4) Pre-college Scholarships
- (4) Adult Learners Scholarships

Academic Progress: 2.00-3.199 GPA

- (3) Pre-college Scholarships
- (3) Adult Learners Scholarships

Who can apply?

Pre-College: High school seniors who have been in the project for at least one year.

Adult Learners: In a TRIO project for at least one year.

Instructions

1. All application packets will be available in **electronic form only** on the MI-CAPP website www.micapp.org
2. Students/staff **must complete** the application packet electronically and submit via email by Friday, December 4, 2020.
3. All electronic application documents and supplemental materials: application, recommendation, essay, and the transcript must be emailed as **ONE** attachment to the MI-CAPP EFC email address micapp-scholarship@eo.org
4. Any project submitting application packets must agree to designate at least one (1) reader **from its project**. Reader responsibilities are reading and scoring scholarships, submitting scores electronically, and participating in the reading meeting. *Virtual Reading day is Friday, January 15, 2021.*
5. To ensure inclusion in the Scholarship Banquet program booklet, if the applicant is selected, please be prepared to e-mail a jpeg photograph, and a 150-word bio to Yadira Bautista, micapp-scholarship@eo.org as soon as notified of selection.
6. Directors will be notified of winners following the scholarship reading and board approval.
7. If an applicant’s scholarship application packet is selected for an EOA Regional Scholarship, additional forms must be completed. Forms will be dispersed as needed later.

Applications will be disqualified if:

1. They are emailed after Friday, December 4, 2020.
2. MI-CAPP nominator’s membership not active on Friday, December 4, 2020 (as verified by the EOA Registrar).
3. The Project Director does not sign (typed name is acceptable) the application.
4. The electronic application is edited from its original format.
5. The final application packet does not include all required documents.
6. The applicant is found to be ineligible for TRIO/EOP service, and admission date to the current program did not fall on or before the appropriate date. (December 4, 2019)
7. The applicant is not registered for the full Saturday Student Leadership Conference.

ENDOWMENT AWARD ESSAY GUIDELINES

1. The Applicant's Personal Essay should include the following information:
 - **Personal and environmental obstacles the applicant overcame** to pursue academic achievement or academic progress
 - **Leadership the applicant has demonstrated** in their TRIO/EOP project, school, family, and/or community
 - **Service the applicant has given** to the community, school, and/ or family
 - The final paragraph should state the **single most important way in which TRIO/EOP has helped** the applicant and describe **what the applicant will do to demonstrate their commitment to TRIO/EOP**

2. The Nominator's Recommendation should include the following information:
 - Evaluation Grid Portion**
 - Describe the applicant's academic achievement or academic progress
 - Describe the applicant's project participation (including project activities, service opportunities, etc.)

 - Written Portion**
 - Describe the applicant's success in overcoming personal and environmental obstacles in pursuing academic achievement or maintaining academic progress.
 - Describe the applicant's impact on the project, project staff and other project participants.

Formatting Guidelines

3. The Applicant's Personal Essay and Nominator Recommendation **must follow the following formatting guidelines within Microsoft Word or PDF documents**. Any deviation from the formatting guidelines in the electronic document will cause disqualification of the entire application packet.
 - **Double spaced**
 - **1-inch margins**
 - **12-point font**
 - **Applicant's name at the top of each page**
 - **A maximum of 2 pages for the student essay and a maximum of 1 page for the nominator written portion of the recommendation**

4. The application packet must include a **current** transcript (showing a cumulative weighted GPA). Unofficial transcripts **will** be accepted.

5. All application materials become the property of MI-CAPP and will not be returned.

6. If there are no applications eligible for one of the designated award categories, the Committee may grant the award to the next highest scoring qualified applicant from another category. Ultimately, it is at the discretion of the Education Foundation Committee and the Board on a yearly basis to decide if all scholarships will or will not be awarded once a category has been exhausted.

ENDOWMENT AWARD CHECKLIST

Student Name: _____

- The Applicant has been a participant in the nominating TRIO/EOP project for at least one year by the scholarship due date.
- The Applicant plans to be enrolled at a college or university for the upcoming academic year and will provide official proof of such enrollment before the funds can be disbursed.
- The Project Director, nominator, and reader are MI-CAPP members as of scholarship due date. To confirm your memberships, please email micapp-president-elect@eo.org by December 3, 2020.
- The Project Director confirms that **the Applicant will attend the Student Leadership Summit Scholarship Banquet (Full day Saturday Feb. 27, 2021 registration is required)** to receive the certificate or award.

Application Packet Requirements

The following items must be attached and emailed at the same time in one (1) final submission to micapp-scholarship@eo.org.

- Application:** must be **typed or hand written** in a Microsoft Word Document or PDF.
- Nominator's Recommendation:** must be **typed in a Microsoft Word Document or PDF and meet the formatting guidelines.**
- Applicant's Personal Essay:** must be **typed in Microsoft Word Document or PDF and meet the formatting guidelines.**
- Current Academic Official or Unofficial Transcript** from credit-granting institution showing current weighted cumulative grade point average (GPA).
- Application Packet** emailed by Friday, December 4, 2020 to micapp-scholarship@eo.org.

Additional Information (if applicant is awarded)

- Jpeg photograph, 150 word bio and EOA photo release** ready to e-mail to micapp-scholarship@eo.org upon notification of selection.
- If an applicant's scholarship application packet is selected for an EOA Regional Scholarship, additional forms must be completed. Forms will be dispersed as needed later.

ENDOWMENT AWARD APPLICATION
TYPE OR LEGIBLE HAND WRITTEN

THIS APPLICATION IS FOR: Academic Achievement Award (GPA \geq 3.2) Academic Progress Award (GPA 2.00-3.199)

Pre-College

Talent Search Upward Bound Math & Science Upward Bound EOP

Adult Learners

Veterans Upward Bound Student Support Services Educ. Opp. Center Ronald E. McNair EOP

APPLICANT'S NAME: _____
Last First Middle Email Address

APPLICANT'S PERMANENT ADDRESS: _____
House No. & Street Name City/State/Zip Code

APPLICANT'S PERMANENT PHONE: _____
Area Code & Number

APPLICANT'S WEIGHTED CUMULATIVE GRADE POINT AVERAGE: _____

HIGH SCHOOL (if currently enrolled or will be attending): _____

APPLICANT'S HIGH SCHOOL GRADUATION DATE: _____

COLLEGE: (if currently enrolled) _____

APPLICANT'S CURRENT CLASS LEVEL: Fresh. Soph. Jr. Sr.

APPLICANT'S COLLEGE/UNIVERSITY FOR UPCOMING FALL TERM: _____

APPLICANT'S ANTICIPATED MAJOR IN THE UPCOMING FALL TERM: _____

PROJECT INFORMATION

APPLICANT'S ADMISSION DATE TO CURRENT TRIO PROJECT: _____

CURRENT TRIO PROJECT HOST INSTITUTION: _____

NOMINATOR (must be MI-CAPP Member): _____

READER (must be MI-CAPP Member): _____

CURRENT PROJECT DIRECTOR'S NAME (must be MI-CAPP Member)*: _____

***By typing or hand writing the Project Director's name above, the Project Director is responsible for assuring that the entire application packet is complete and correct.**

Release for use of photograph. In the event that I am chosen as a recipient of the Endowment Scholarship I authorize that my photograph may be used in publications or any additional promotional materials/social media sites of the Michigan College Access Programs and Personnel and in publications of the Education Opportunity Association.

Student Signature

Date

ENDOWMENT AWARD NOMINATOR'S FORM

Please rate the student in the categories below using a 1-5 rating scale. In order to score a 5, the student's performance in that category should be among the best you have encountered in your entire career.

Student Name: _____

0= Don't Know, 1=Poor, 2=Average, 3=Good, 4=Excellent, 5=Most Excellent

1. Level of commitment to educational goals

0 1 2 3 4 5

2. Student Academic Achievement or Academic Progress as reflected by GPA

0 1 2 3 4 5

3. Determination to Succeed

0 1 2 3 4 5

4. Demonstrated Leadership Ability

0 1 2 3 4 5

5. Level of Commitment to Project Activities

0 1 2 3 4 5

6. Level of Commitment to Community Service

0 1 2 3 4 5

7. Leadership Roles within the Project

0 1 2 3 4 5

8. Student's Resiliency

0 1 2 3 4 5

Written Portion (1-page Maximum, 12 pt. Font, Double-spaced)

1. Describe the applicant's success in overcoming personal and environmental obstacles in pursuing academic achievement or maintaining academic progress.
2. Indicate the applicant's impact on your project, other students and their commitment to TRIO's mission.