



**DUPAGE
COUNTY**

Community
Development
630-407-6600
Fax: 630-407-6601

Family Center
422 N. County Farm Rd.
Wheaton, IL 60187
630-407-2450
Fax: 630-407-2451

Housing Supports
and Self-Sufficiency
630-407-6500
Fax: 630-407-6501

Intake and Referral
630-407-6500
Fax: 630-407-6501

Psychological
Services
505 N. County Farm Rd.
Wheaton, IL 60187
630-407-6400
Fax: 630-407-6401

Senior Services
630-407-6500
Fax: 630-407-6501

COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupageco.org

www.dupageco.org/community

February 19th, 2019

Dear Community Partner:

DuPage County Community Services has received, as part of our 2019 Community Services Block Grant (CSBG), an allocation for **Scholarship** purposes. The Scholarships will be awarded to CSBG-eligible individuals who are residents of DuPage County.

This scholarship program is designed, in cooperation with the Illinois Department of Commerce and Economic Opportunity, to provide financial assistance to low-income and disadvantaged persons of high academic attainment or potential. Education and training made possible through the scholarships include general education to achieve short-term training (two years or less) in growth occupation skills, or general post-secondary education. It is important for applicants to realize this program is designed not to interfere with any other financial assistance. If the award causes a reduction of other assistance, the scholarship will be retracted. Please note all materials must be returned to DuPage County Community Services **by Friday, May 3rd, 2019**.

The enclosed copies of the scholarship information and application form are intended to be made available to those individuals who are interested in such a scholarship. If you have any questions or concerns, feel free to call our office at (630) 407-6500 or (800) 942-9412.

Thank you for helping us publicize our scholarship program.

Sincerely,

Bridget James & Lisa Hamilton
DuPage County Community Services

Enclosure

cc: Gina Strafford-Ahmed, Community Services Administrator
DuPage County Community Services

2019 COMMUNITY SERVICES BLOCK GRANT (CSBG) SCHOLARSHIP

The CSBG Scholarship is designed, in cooperation with the Illinois Department of Commerce and Economic Opportunity, to provide financial assistance to low-income and disadvantaged persons of high academic attainment or potential, with preference given to applicants of racial or ethnic minorities. Scholarships will go toward providing formal education or occupational training in an accredited Illinois educational institution to CSBG-eligible clients, with particular consideration given to study in high technology areas or other growth occupations. Education and training made possible through the scholarships include either general education to achieve short-term training (2 years or less) in growth occupation skills, or general post-secondary education. This is a competitive scholarship. Not all applicants who are eligible will be chosen as a recipient. The Scholarship Committee of the CSBG Administrative Board will determine the recipients and forward their recommendations to the full board.

Eligibility:

1. CSBG income-eligible, see enclosed guidelines below
2. DuPage County resident.
3. Enrolled or accepted at an Illinois accredited higher educational or occupational training institute.
4. Applicants must have a minimum 2.5 GPA on a 4.0 scale.

Guidelines:

- This award will be retracted if it causes a reduction in any other financial aid.
- This award will be retracted if not utilized entirely for educational related purposes.
- If you are pursuing a master's degree or attending a professional school, do not apply.
- Staff will communicate with the applicant only.

Approved Ways to Utilize This Scholarship: Tuition, Room and Board (living on campus), Books, Supplies, Transportation related expenses, Laboratory Fees, Computer and related accessories, Uniforms

2019 CSBG INCOME GUIDELINES

Household #	<u>Yearly</u>	3 months	1 month
1	\$15,613.00	\$3,903.00	\$1,301.00
2	\$21,138.00	\$5,284.00	\$1,761.00
3	\$26,663.00	\$6,666.00	\$2,222.00
4	\$32,188.00	\$8,047.00	\$2,682.00
5	\$37,713.00	\$9,429.00	\$3,143.00
6	\$43,238.00	\$10,809.00	\$3,603.00
7	\$48,763.00	\$12,192.00	\$4,064.00
8	\$54,288.00	\$13,572.00	\$4,524.00

For each additional person add: \$5520 yearly or \$460 monthly

Application Checklist:

Please review list to ensure that the following documentation has been included. Failure to submit all required documents will cause your application to be denied.

- ✓ Completed Application
- ✓ Completed Household Member Income Affidavit or Zero Income Affidavit for all household members (see attachments)
- ✓ Proof of Income (paystubs, Social Security award letters, self-employment, child support, etc.) for last 3 months from the application date for all household members
- ✓ Original essay of 500 words typed and double-spaced, on one of the following topics:
Personal statement or Relating personal achievements to educational goals (see tip sheet)
- ✓ Official transcripts signed by school dean or counselor, in sealed envelope from school.
- ✓ Two Signed and dated letters of recommendation (**originals please**): one from a member of the faculty at school last attended or employer/agency if not currently a student; and one from a member of the community, who is not a relative and is over the age 18.
- ✓ Current Financial Aid Award letter (award letter from the school outlining your financial aid for the year) from the school attending
- ✓ Proof of residence in DuPage county (such as a photocopy of letter/ bill addressed to the applicant or parent or guardian)
- ✓ Proof of enrollment at an Illinois accredited higher educational or occupational training institute (acceptance letter and/or schedule. Letter from the School's Registrar's Office)

****When mailing, please arrange application materials in the order shown above.**

Remember that scholarship awards are based on the total number of points an application receives, points will be deducted for incomplete applications. Review your application for any missed data requests on the application and sign the application. Please note that a parent or guardian's signature is required on multiple pages if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting. Anyone that knows the applicant can witness a signature if required. Missing signatures may disqualify an application

All materials must be received by **Friday, May 3rd, 2019** and addressed to:

DuPage County Community Services
CSBG Scholarship Program
421 North County Farm Road
Wheaton, IL 60187

For additional information call: (630) 407-6500 or 1-800-942-9412; TDD (630) 407-6502 between Monday and Friday; 8:00am to 4:30pm.

Scholarship recipients will be notified in June 2019.

Community Services Block Grant Scholarship Application

Applicant Information:

Applicant Name: _____
(Last) (First) (M.I.)

SS#: _____ Date of Birth: ____/____/____
Mo Day Yr.

Address: _____
(No.) (Street)

(City) (Zip)

Phone: _____ Email address: _____

Sex: ___ Male ___ Female ___ Other

Disabled: ___ Yes ___ No Veteran: ___ Yes ___ No Homeless: ___ Yes ___ No

Number of household members _____

Education:

Name of Last High School Attended:

(School) (Location) (Period Attended)

Date of Graduation or General Education Diploma: _____
(Mo. /Yr.)

Name of College or Vocational Institution attending: _____

Area of study: _____

Other Financial Awards and/or Scholarships Granted: _____

List any clubs, honors, or activities: _____

Attestation:

I understand that I must provide proof of my attendance and/ or confirmation of my acceptance at an Illinois institution to be eligible for this scholarship. I affirm that the attached essay is an original writing that I have composed. Also, I understand that I am signing a legal document, and that inaccurate disclosure of income to obtain assistance is a fraudulent offense. I hereby acknowledge that the information relating to the determination of my eligibility requires verification and/ or documentation, and by my signature, I understand that a parent or guardian must sign this application if I am not 18 years of age or older and/ or not self-supporting.

Finally, I understand that incomplete applications, which do not include all required documents under the Application Checklist will not be reviewed and will not be eligible for the CSBG Scholarship Program. I understand that there are no exceptions to this policy.

_____/_____
(Signature of Applicant) (Date)

_____/_____
(Signature of Parent/ Guardian if under 18) (Date)

Household Member Income Affidavit

Instructions: Print family/ household names at the top, place an "X" for each correct characteristic for that family member. Please copy if you need to add additional members. Put N/A if statement does not apply

Family/ Household Members	Member Name	Member Name	Member Name	Member Name
Print All Household Members Names *The applicant must be included as well*				
Date of Birth				
Family Information				
Gender				
Male				
Female				
Other				
Military Status				
Veteran				
Active Military				
None				
Work Status				
Employed Full Time				
Employed Part Time				
Unemployed (Short Term, 6 months or less)				
Unemployed (Long Term Longer than 6 months)				
Retired				

	Member Name	Member Name	Member Name	Member Name
Family/ Household Members				
Employment	\$	\$	\$	\$
TANF (AFDC)	\$	\$	\$	\$
Supplemental Insurance Income (SSI)	\$	\$	\$	\$
Social Security Disability (SSDI)	\$	\$	\$	\$
VA Benefits	\$	\$	\$	\$
VA Service- Connected Disability Comp	\$	\$	\$	\$
VA Non- Service Connected Disability Pension	\$	\$	\$	\$
Private Disability Insurance	\$	\$	\$	\$
General Assistance (GA)	\$	\$	\$	\$
Worker's Compensation	\$	\$	\$	\$
Retirement Income for Social Security	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Alimony or Other Spousal Support	\$	\$	\$	\$
Unemployment Insurance	\$	\$	\$	\$
Earned Income Tax Credit	\$	\$	\$	\$
Other	\$	\$	\$	\$
None (if none, indicate \$0)	\$	\$	\$	\$
Total (Individual Members)	\$	\$	\$	\$

No Income/Zero Income Affidavit

This form must be completed for all household members 18 and over that report no income for the last 90 days. Please use a new form for each household member.

Name (Print): _____ Date: _____

Address: _____

City & State: _____ Zip Code: _____

Choose one of the following statements and provide requested information:

___ I HEREBY CERTIFY THAT I HAVE NO INCOME FOR THE FOLLOWING TIME PERIOD:

_____ TO _____
TODAYS' DATE 90 DAYS BACK

By certifying that you have "No Income," please provide explanation in the space provided below or attach a supporting letter as to how you are able to provide for basic living expenses such as housing, utilities, and food.

SIGNATURE: _____ DATE: _____

PLEASE NOTE: Parent or guardian signature is required if applicant is: 1) not 18 years of age or older; and/or 2) not self-supporting.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

Essay Requirements:

- Original essay of 500 words on one of the following topics:
Relating personal achievements to educational goals or Personal statement
- Personal statements must be typed and double-spaced; using a professional, easy to read font such as: Arial, Calibri, Tahoma, Times New Roman, or Verdana.
- Font size should be between 10 and 12 points for the body; 14 points for the heading.
- Proofread your personal statement; ensure it is free of typographical and grammatical errors or spelling mistakes.

Useful Personal Statement Tips

- ALLOW SOMEONE ELSE TO PROOFREAD YOUR PERSONAL STATEMENT prior to submission, as well there is many web based readers that the will read your statement out loud one example is natural reader free download <https://www.naturalreaders.com/software.html>
- Make sure the personal statement is comprehensive and provides detailed insight into who you are.

Suggested Personal Statement Outline:

- Paragraph One: Introduction: Ensure this paragraph expresses who you are; provide a specific personal history and background, family life, what type of person you are, what motivates you, hobbies, interests, community involvements, achievements/awards, etc.
- Paragraph Two: What does education mean to you? This paragraph should describe the type of student you are/or have been/or desire to be, the importance of post-secondary education from your perspective, and why you want to pursue your specific degree, certification, and/or vocation.
- Paragraph Three: Describe any financial and/or personal obstacle that may impede your pursuit of a college education. This paragraph should detail your current financial situation and how this could adversely affect your ability to attend college.
- Paragraph Four: Describe your future goals, objectives, and aspirations. This paragraph should reflect how attaining a degree/trade/certification will enhance the lives of you and your family as well as your career goals.
- Paragraph Five: Conclusion. This paragraph should summarize the main points of your personal statement and express why you deserve to be a recipient of the DuPage County CSBG Scholarship.