



J.B. Brown Scholarship Application for First Time Applicants

Cycle: **Fall 2024 DEADLINE FOR SUBMISSION: May 24, 2024**

Dear Applicant,

The J.B. Brown Scholarship Fund is intended to provide educational grants to residents of USA Properties affordable housing communities to support their goals of furthering their education and building community. We are delighted that you are considering applying and encourage you to read the application thoughtfully. Please follow directions carefully to ensure you submit your best application possible. For those applicants that reside at a USA property where LifeSTEPS services are available please contact your Director of Social Services for assistance.

Please read through the criteria to determine if you are a good fit for this opportunity. Pay special attention to the submission process and list of attachments to ensure you are submitting a complete application. Incomplete applications will not be considered. If you have any questions, please reach out to LifeSTEPS staff, your on-site DSS or by emailing scholarships@lifestepsusa.org.

You are encouraged to submit your application for review in advance of the deadline to verify that it is complete.

Eligibility Criteria – Applicants are required to meet ALL criteria to be considered for funding.

- Applicant has lived in a USA Properties community for two or more years, has had no more than three late rent payments during the past 12 months, and is considered to be in good standing by USA Properties (Exceptions: If community is less than two years old, a minimum of six months required or residency at multiple properties totaling 2 years is acceptable.)
- Applicant is a graduating high school senior, GED recipient or undergraduate enrolling in an accredited undergraduate program. Note: Graduate programs not eligible.
- Applicant can demonstrate community leadership through volunteer work at school or in the community.
- Applicant can provide proof of acceptance to an accredited University or Community College for full or part-time programs. Applicant is registered for a minimum of 6 units.
- Applicant's GPA from most recently completed term is 2.5 or higher. Student GPAs and academic progress will be monitored.
- USA Properties and LifeSTEPS employees and their family members and household members are not eligible for funding.
- Applicant must be able to demonstrate at least one source of income to pay for schooling.

Complete applications can be mailed, scanned or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: Scholarships@LifeSTEPSusa.org

Phone: 916-965-0110



Instructions and Checklist

Use this page as your **check list** for the application process. Please read and follow instructions carefully and **observe all deadlines**. If you have questions, you may contact your LifeSTEPS Director of Social Services for assistance. At properties where LifeSTEPS does not provide service, please contact the Community Manager.
DEADLINE FOR SUBMISSION: May 24, 2024

Applicant Name: _____

Please **type** your answers and arrange documents in the following order:

- Signed Instructions and Checklist
- Attachment A1: Cover Page
- Attachment A2: Annual School Budget
- Attachment A3: Honors & Activities
- Attachment A4: Autobiographical Essay Questions
- Attachment A5: Signed Verification of Residence and Notice of Good Standing
- Attachment A6: Signed JB Brown Scholarship Fund Terms of Agreement
- Attachment A7: Photo with Signed Photograph and Information Release
- Attachments B1 and B2: Provide two letters of recommendation from teacher, guidance counselor, employer, clergy, youth group leader, etc. – **NEW APPLICANTS ONLY**.
- Attachment C: Attach most current high school and/or community college, university or vocational program transcripts.
- Attachment D: Provide proof of acceptance for the upcoming term.
- Attachment E: Attach Class Schedule for upcoming term. If your schedule is not available, please forward it as soon as it becomes available. (Note: A copy of your class schedule is not required to apply; however it is required prior to funding.)
- Attachment F: Recap of Supporting Documentation
- Sign on all “Applicant Signature” lines provided.

Your completed application and attachments should be assembled in the order outlined above. You can send it as one PDF via email (Scholarships@lifestepsusa.org), fax it or place it in the mail so long as it is received on or before the deadline. *Please do not submit any documents that are not requested.* **Please note that applications are not considered on time unless they arrive at the corporate office on or before the deadline.** Applicants are responsible for verifying that applications have been received. LifeSTEPS is not responsible for lost applications. **Late and/or incomplete applications will not be considered.**

I am submitting a complete application with all of the required documents.

Applicant Signature _____

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ATTACHMENT A2 - Annual School Budget

Applicant Name: _____

When determining award amounts, the Scholarship Committee will review the **annual** budget of the family, the student, and the type of institution attending.

If an item does not apply, please enter N/A.

<u>Annual Expenses</u>		<u>Annual Income Sources for School</u>	
Annual Tuition & Fees	\$ _____	Individual or Expected Family Contribution	\$ _____
+ Annual Books	\$ _____	Loans	\$ _____
+ Annual Rent or Room and Board	\$ _____	Additional Grants/Financial Aid (no pay back)	\$ _____
Other Annual Miscellaneous Costs:		Non JB Brown Awards/Scholarships	\$ _____
+ Gas or Transportation	\$ _____		
+ Food	\$ _____		
Other	\$ _____		
= Total Expenses	\$ _____	Total Income Sources for School	\$ _____

Requested Amount of J.B. Brown Scholarship Fund \$ _____

Number of dependents in household: _____

Maximum awards* available per scholarship application cycle are:

- UC system: \$6,500
- Private system: \$3,500
- CSU system: \$2,800
- Community College system: \$750

*Maximum award amounts are not a guarantee. Awards will be granted as funds are available.

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ATTACHMENT A3 - Honors and Activities

Applicant Name: _____

The Scholarship Committee will assign one point for each of the following. Please type in the space provided below. **Items listed without a year/month associated will not be considered.**

I. HONORS RECEIVED (academic, sports, community service, etc.) in the last 18 months.
(3 Possible Points)

<i>Name/Type of Honor or Award</i>	<i>Year & Month</i>

II. SCHOOL ACTIVITIES (list memberships in clubs, participation in athletics, special classes and activities, positions held, etc.) in the last 18 months. (3 Possible Points)

<i>Name/Type School Activity</i>	<i>Year & Month</i>

III. COMMUNITY ACTIVITIES (Civic committees, church groups, scouts, tutoring, charitable groups, project-sponsored activities, etc.) in the last 18 months. *Volunteer work done within your USA community receives a bonus point!* (4 Possible Points)

<i>Committee or Group Name</i>	<i>Contact Name and Phone</i>	<i>Dates of Service</i>

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IV. **EMPLOYMENT** (Give job title, responsibilities, name of employer, etc.) within the last 18 months. (4 Possible Points if Presently Employed) Indicate dates hired and if still working.

<i>Employer</i>	<i>Job Title/Duties</i>	<i>Number of Hours Worked Per Week</i>	<i>Dates of Employment</i>

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ATTACHMENT A4 - Autobiographical Essay Questions (4 Possible Points Each)

Applicant Name: _____

The Scholarship Committee will award points for essay thoughtfulness, organization, clarity of responses and how you, the applicant, tell your story. **Please write approx. 100-200 words** for each question. COMPLETE the questions **BY TYPING** the answers in the space provided below.

- 1. How has your current living environment provided both challenges and opportunities in your life? Please also describe what your life was like before coming to affordable housing.

Write approx. 100-200 words

- 2. In your own words, describe your academic, professional, or personal goals for the next five years.

Write approx. 100-200 words

- 3. Please tell us how your educational success and long term goals will give back to your community, or create community for others?

Write approx. 100-200 words

- 4. Please describe any of your outstanding accomplishments or activities which have been particularly meaningful to you.

Write approx. 100-200 words

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5. Please tell us why you are seeking this scholarship.

Write approx. 100-200 words

6. Where do you see yourself in 10 years?

Write approx. 100-200 words

7. Please provide any additional information that you believe is important for us to consider in relation to your application.

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ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

To be eligible for a J.B. Brown Scholarship Fund award, the applicant **must be a current resident of a USA affordable housing community for at least 2 years and in good standing.** Exception: If community is less than two years old, a minimum of six months required or residency at multiple properties totaling 2 years is acceptable. This form can be handwritten. (To certify your status, please have the **Community Manager** complete this form for you). Once submitted, USA’s Corporate Compliance department will review and confirm good standing.

Applicant Name: _____

I hereby certify that the above named applicant is a resident of:

Property Name

Address & Apartment # **City** **State** **Zip Code**

The resident has lived here since _____.

Signature of Community Manager: _____

Printed Name

Date () - **Telephone #**

Prior USA affordable housing communities:

Property Name **Dates Resided:** **From** **To**

Property Name **Dates Resided:** **From** **To**

FOR CORPORATE/OFFICE USE ONLY:

Notice of Good Standing	Today’s Date:
Resident has had three or fewer late rent payments during the past 12 months and is considered to be in good standing. Therefore, based on this criteria, I recommend this resident to be eligible to apply for a JBBF Scholarship Award.	
Corporate Signature:	

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ATTACHMENT A6 - J.B. Brown Scholarship Fund Terms of Agreement

1. I understand that I must enroll in and complete a minimum of 6 academic units per term and maintain a minimum GPA of 2.5 or higher. I understand that if I withdraw from or achieve less than a 2.5 GPA while receiving scholarship funds, LifeSTEPS has the authority to adjust or cancel the award accordingly.
2. I understand that it is my responsibility to notify LifeSTEPS immediately if I:
 - (a) change my college
 - (b) change my permanent address
 - (c) cease to carry the minimum of 6 academic units
 - (d) achieve less than a 2.5 GPA while using J.B. Brown Scholarship Fund funds
 - (e) stop attending an institution of higher education
3. I understand that LifeSTEPS has the right to request transcripts to verify my GPA and my academic progress.
4. I understand that I need to reapply for this scholarship annually. There are two scholarship opportunities each year.
5. I confirm that all the information that I have provided for this scholarship fund is valid and is subject to verification.
6. I will commit to attending the award ceremony.
7. By signing below, I consent, without further consideration or compensation, to the use (full or in part) of photographs, videos, and/or details made of me as a participant of LifeSTEPS programs and services for the purposes of LifeSTEPS and/or USA Properties Fund, Inc. reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org or www.usapropfund.com, and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS and USA Properties Fund, Inc., its contractors and/or employees or any other related party from any liability that may arise from the use of such materials. The release will remain in full force and effect until withdrawn in writing by me. In use of participant photographs, LifeSTEPS and/or USA Properties Fund, Inc. affirm that: no personal phone numbers and/or addresses will be published.
8. I understand that late and/or incomplete applications will not be considered.
9. USA and LifeSTEPS employees and their family members and household members are not eligible for funding.
10. I have provided a valid email address on the Cover Page and understand that LifeSTEPS will use the address provided to communicate with me about my application.
11. I understand that points will be deducted in the subsequent semester if I withdraw from classes resulting in enrollment in two or fewer classes. Students that withdraw from classes in two consecutive semesters are ineligible for funding until proof of successful completion of one semester with enrollment in at least 2 classes can be provided.

Applicant Printed Name: _____

Applicant Signature: _____

Parent/Guardian Signature (If under 18 years old) : _____

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ATTACHMENT A7 - PHOTOGRAPH AND INFORMATION RELEASE FORM

Property Name: _____

Please note that signing this form is voluntary and that one's decision to sign or not to sign will not affect their eligibility. **Please include photo attachment.**

Photo Release

By signing below, I consent, without further consideration or compensation, to the use (full or in part) of photographs, videos, and/or details made of me as a participant of LifeSTEPS/J.B. Brown Fund programs and services for the purposes of LifeSTEPS and/or USA Properties Fund, Inc. reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org or www.usapropfund.com, and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS and USA Properties Fund Inc., its contractors and/or employees or any other related party from any liability that may arise from the use of such materials. The release will remain in full force and effect until withdrawn in writing by me. This release is intended to grant permission for photos and/or videos that include my/our minor children when applicable.

Public Release of Impact Story Information

I am aware I have provided personal information on myself including my participation in LifeSTEPS and USA Properties Fund, Inc. activities. I understand the information about me may be used for publicity purposes and I consent to having it released for this purpose.

Applicant
Printed Name: _____

Applicant
Signature: _____ Date: _____

(If under 18
years old)
Parent Printed
Name: _____

*Parent
Signature: _____ Date: _____

*If applicant is under 18.

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ATTACHMENT F – Recap of Supporting Documentation

1. My transcripts (Attachment C) from Spring 2024 are attached. (College/high school) True False

If FALSE: My transcripts from Spring 2024 will be available (specify date) _____, at which time I will submit them to LifeSTEPS.

2. My Proof of Acceptance *(Attachment D) for the specified school is attached. True False

If FALSE, please explain: _____

***Proof of Acceptance can be enrollment verification/letter of acceptance/class schedule or registration appointment for upcoming term.**

3. My class schedule (Attachment E) for the upcoming term is attached. True False

If FALSE: My schedule for the upcoming term will be available (specify date) _____, at which time I will submit it to LifeSTEPS.

4. Attached is a picture of myself (Attachment A7) to submit with this scholarship application.
True False

I have included all attachments and completed each

Applicant

Signature: _____

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