

Smart Start Early Learning Center



Scholarship Application

Dear Scholarship Applicant,

At the Smart Start Early Learning Center, we strive to empower the children in our community by providing high quality education and care services. We understand that even though we work to keep our tuition as low as possible for all families, the cost is at times greater than the financial resources available.

By means of generous contributions, the program is able to offer assistance to qualifying families through the Smart Start Early Learning Center Scholarship. The intent of this scholarship is to provide financial assistance to those families that might not otherwise be able to afford the full cost of tuition during a period of financial hardship. At present, the program has funding to award two \$500 scholarships. Please understand that our financial assistance fund is limited, and while all requests are considered, we cannot guarantee assistance to any applicant.

Enclosed you will find a list of eligibility criteria, a checklist for supplemental documentation, and an application form. Applicants must meet all eligibility requirements to be able to apply. Completed applications with supporting documentation must be received by the Smart Start Program Coordinator no later than 4:00 p.m. on the application deadline provided in the box below.

Application Deadline	Award Date	Award Period
October 31, 2011	December 1, 2011	December 1, 2012 – February 29, 2012
January 31, 2012	March 1, 2012	March 1, 2012 – May 31, 2012
April 30, 2012	June 1, 2012	June 1, 2012 – August 31, 2012
July 31, 2012	September 1, 2012	September 1, 2012 – November 30, 2012

Once your application package is received, it will be reviewed by a panel that includes at least one member from the Board of Directors, the Smart Start Coordinator, the West Point Family Advocate, and the Fiscal Manager. The panel may also include other members as necessary. Please be assured that all committee members will maintain strict confidentiality.

If you have any questions regarding the application process, please call Heidi Condrey at (804) 843-4869 or via e-mail at hcondrey@pcdcva.org.



Verlane H. Mack
Executive Director



Heidi Condrey
Smart Start Program Coordinator

Eligibility Criteria:

- Must be enrolled full-time with the Smart Start Early Learning Center for at least six months.
- Must show a demonstrated financial need.
- Must be willing to volunteer 30 hours with the program during the award period.
- Must be directly paying for at least 50% of the weekly tuition cost. Clients that receive more than 50% of tuition support for their child(ren)'s tuition from another agency are not eligible to apply.
- Must complete the take home Financial Literacy training or other relevant personal financial management training (approved by the Executive Director).
- Must not be employed by the Parent Child Development Corporation.
- Must not have received an award within the previous 12 month period.

Application Checklist:

To apply for the Smart Start Early Learning Center Scholarship, you will need to complete the enclosed application and include the following items:

- _____ Two most recent pay stubs for all employed family members;
- _____ Prior year's tax return or statement of annual earnings;
- _____ Unemployment income statements (if applicable);
- _____ Assistance Documents such as Social Security, etc.;
- _____ Child Support and/or alimony;
- _____ Special Circumstances
- _____ Monthly bills: Rent/Mortgage, Utilities, Credit Cards, Car Payments, etc.
- _____ At least one written reference that can substantiate your need for a scholarship (doctor, principal, social service worker, pastor, or other appropriate professional)

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Child's Name: _____ Date of Birth: _____

Mother's Name: _____ Father's Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

With whom does the child reside? (Circle one) Mother Father Both Parents Other: _____

Mother's Occupation: _____ Father's Occupation: _____

Place of Employment: _____ Place of Employment: _____

Work Phone: _____ Work Phone: _____

Length of Time Employed: _____ Length of Time Employed: _____

Highest Level of Education: _____ Highest Level of Education: _____

Please list all other members in the household below: (Attach list of additional members.)

Name	Age	Sex	Relationship to Child

Total Family Income per month: \$ _____ Adjusted Gross Income 2010/2011:\$ _____

Do you receive any financial support from any other source than employment income? ___ Yes ___ No
(If yes is checked, please provide documentation for each form of external support.)

Have your financial circumstances changed during the past year? Describe.

Do you expect any of your financial circumstances to change during the year? Please explain:

Briefly describe your reason for applying for this scholarship:

Briefly describe how your child will benefit from this scholarship, if awarded:

What do you hope your child will gain from attending the Smart Start program? Please explain:

What will your family gain from your child's attendance at the Smart Start program? Please describe:

Is there anything else the committee should consider? Please describe:

Certification:

By signing below, I certify that the information provided on this application is true. I understand that if any of the information I have provided is found to be false or misleading, I will be subject to termination from the Smart Start program and may be subject to legal action. I understand that the information in this application will be held in the spirit of confidence within the agency and is accessible to me upon written request.

Applicant's Signature

Date: _____