

Big Sandy Area Community Action Program

2020 CSBG Scholarship Application



HELPING PEOPLE. CHANGING LIVES.



2020 CSBG Scholarship Application Information

Thank you for applying for the Community Services Block Grant (CSBG) Scholarship. Big Sandy Area Community Action Program (BSACAP) understands that you may have questions regarding the application process. The information provided below should help you. If you have further questions, please contact the Community Services office in your county.

What type of scholarship is offered?

Big Sandy Area Community Action Program offers an annual scholarship to CSBG-eligible applicants within the Big Sandy area. This one-time cash scholarship may be used for any expenses that the applicant incurs while pursuing a post-secondary education.

Am I eligible?

Qualifying students must be enrolled as a full time student in the Fall 2020 semester of a post-secondary institution, must have a GPA of 2.0 or above, must live in a household that falls below the 125% federal poverty level, and must live within the BSACAP service area (Floyd, Johnson, Magoffin, Martin, or Pike Counties). Applicants who have earned a 4-year degree or are pursuing education levels of Masters Degree and above are not eligible. BSACAP staff or family members of BSACAP staff are ineligible to apply. This includes spouses, children, parents, siblings, grandparents, nieces and nephews.

What information or documentation do I need to apply?

Applicants will need to provide the following information to be eligible for the scholarship:

- ✓ Applicants must complete and sign the scholarship application, including the case management authorization form.
- ✓ Applicants must have a Service Assessment completed by a CSBG staff member. The Service Assessment must include the social security number, date of birth, and verification of monthly income for every household member. **Applicants must provide proof of and meet CSBG income guidelines.** The original Service Assessment will be given to the applicant for inclusion in their application packet, with a copy retained by CSBG staff. **ALL pages of services assessment must be signed by the applicant.**
- ✓ Applicants must provide proof that they have completed high school or obtained their GED by inserting a copy of their diploma (for those entering their first semester of college).
- ✓ Applicants must provide proof of their cumulative grade point average (GPA) from high school or their last completed semester of college. **A minimum GPA of 2.0 is required to be eligible.**
- ✓ Two letters of reference are needed for the application. One letter of reference should be from a representative of an educational institution (this may be from a guidance counselor/advisor, teacher, or professor.) The other letter of reference should be from someone you know personally. This could be a church/clergy member, co-worker, caseworker, community or civic leader, etc., but **cannot** be from a BSACAP staff member or relative of a BSACAP staff member.
- ✓ Applicants must provide proof that they are enrolled as a full time student (at least 12 credit hours) in a post-secondary educational institution for the Fall 2020 semester/term.
- ✓ Applicants must write an essay on why they feel that they should receive this award. Please include any personal success, recognition, or special need that motivates you to pursue a post-secondary education. The essay should be two (2) typed pages, double-spaced, using one-inch margins and a 12-

point font. Essays that do not meet these specifications will not be counted and render the applicant disqualified.

- ✓ Applicants must provide proof that they live within the BSACAP service area (Floyd, Johnson, Magoffin, Martin, or Pike counties). This may be a utility bill with service address or a piece of first class mail post marked within 30 days of application.
- ✓ Applicants who are the first in their immediate family to attend college must provide a notarized statement from a family member or school official to document said statement.
- ✓ Applicants must agree to participate in BSACAP case management for one year.

How are the scholarships awarded?

Scholarships will be awarded based on a ratings point system that includes the application, essay, GPA, and other criteria. In the event of a tie, postmark date/earliest timestamp will take precedence. A total of ten (10) scholarships of \$500 will be awarded in Johnson, Martin, Magoffin, Floyd, and Pike Counties. Awards may be greater than the intended amount if there are not at least ten (10) recipients. No award shall be less than \$500. Recipients will be notified when to pick up their scholarship check, and must be present to receive it. Checks will not be mailed to recipients.

When are the scholarships awarded?

Scholarship packets cannot be returned by hand to any BSACAP office. They must be mailed to BSACAP, Attention: CSBG Scholarship Program, 230 Court Street, Suite 323, Paintsville, Kentucky 41240, no later than Friday, June 26, 2020. Packets received after June 26 must have a valid US postmark for that date. Scholarships will be awarded no later than July 31, 2020.

Note: Incomplete packets WILL NOT be reviewed.

Big Sandy Area Community Action Program

2020 CSBG Scholarship Application

Applicant Name _____ Social Sec. # _____

Home Phone # _____ Alternate Phone # _____

Home Address _____ State _____ Zip Code _____

Annual Household Income _____

College or University Where Applicant is Enrolled _____

Cumulative GPA _____

Are you the first member of your immediate family to attend college? Yes No

Please attach separate sheets with information for each of the following:

1. Service Assessment (must be completed by BSACAP staff according to CSBG guidelines and all pages must be signed by applicant)
2. Verification of residency (A utility bill OR piece of first class mail received within 30 days of application)
3. Verification of income and social security number for every household member (Proof of CSBG income eligibility is required)
4. Copy of high school diploma or GED (for those entering their first semester of college)
5. Verification of cumulative GPA from last semester of high school or last completed semester of college
6. Two letters of reference
7. Verification of Fall 2020 semester/term enrollment in a post-secondary institution
8. Essay completed to required specifications
9. Notarized statement from family member or school official documenting applicant as first time family member attending post-secondary educational institution, IF APPLICABLE
10. Signed Case Management Authorization form
11. Signed Release of Information form

I attest that the information provided in this application is true to the best of my knowledge, and I agree to comply with the terms of this award. **I further understand that if I fail to submit this application and all required items by 4:30pm on Friday, June 26, 2020, my application will be disqualified. Applications received after June 26th must have a valid US postmark for that date.**

Applicant's Signature

Parent/Guardian Signature (if under 18)

Date

Received by: _____

Date/Time: _____

Applicants who have earned a 4-year degree or are pursuing education levels of Masters Degree and above are not eligible. BSACAP staff or Family members of BSACAP staff are ineligible to apply. This includes spouses, children, parents, siblings, grandparents, nieces and nephews.

Scholarship funding made possible by Community Services Block Grant with funds made available by the Cabinet for Health and Family Services and the U.S. Department of Health and Human Services.

Big Sandy Area Community Action Program

2020 CSBG Scholarship

Case Management Authorization Form

In order to receive the 2020 CSBG Scholarship, applicants must first agree to be case managed for up to one year by BSACAP staff. This will include monthly contact (at minimum) for education follow ups. Case management may also include requests for copies of semester grades or documentation of post-secondary education completion (if applicable). If the applicant fails to return Case Manager calls, emails, or requests after receiving the scholarship, they will become ineligible for the CSBG scholarship in future years.

I, _____, hereby authorize BSACAP staff to contact me monthly for case management services and agree to provide any information that they may require. I understand that failure to communicate with my CSBG Case Manager will result in ineligibility for future CSBG scholarship opportunities.

Signed this _____ day of _____, 2020.

Applicant (print)

Address

Applicant (signature)

City, State, Zip

Email

Witness (print)

Phone

Witness (signature)



Big Sandy Area Community Action Program

Release of Information

Name – Please Print

Address

City County State Zip Code

Home Phone Alternate Phone

I authorize Big Sandy Area Community Action Program (BSACAP) to use my photograph, statements, and related information for publicity purposes.

Signature Date

Witness Date

Big Sandy Area Community Action Program

Notice of Client Appeals Rights

Under various titles of federal law, Kentucky Revised Statutes and pursuant to terms of contracts and agreements with and through the Kentucky Cabinet for Health and Family Services, this agency is required to provide a hearing to any applicant or recipient of services who is aggrieved by any agency action resulting in denial, suspension, discrimination, exclusion, or termination of services administered under federal or state statute or funding pertaining to its administered programs.

This agency, as a grantor, and/or contractor in the public interest, hereby affirms its compliance with this policy and directs its staff to act accordingly.

Please consider your receipt of this statement as your personal and formal notice of your right to a fair hearing should you be aggrieved by any covered action by this agency or its staff.

If you are dissatisfied with the action by the agency, you may request a fair hearing of your complaint. Your request must be filed in writing within thirty (30) days* of the action you wish to appeal. You may appear by letter or by completing an appeal form which may be obtained from the agency's local county coordinator. Your complaint must contain:

- Your full name, complete address, and telephone number;
- A detailed statement of the nature of your complaint, including the date and place of the agency action and the agency program or service involved;
- Name(s) and addresses (at least their office or service location) of staff you believe treated you inappropriately;
- Your signature and/or that of your authorized representative, if any; and
- A clear indication whether your complaint pertains to service or involves alleged discrimination.

Please forward your complaint to:

Executive Director
BSACAP
230 Court Street
Paintsville, KY 41240

OR

Equal Opportunity Officer
BSACAP
230 Court Street
Paintsville, KY 41240

A full and complete statement of the agency's fair hearing policy is available upon request, with reasonable processing considerations, through the agency's office of the Executive Director.



***USPS postmark or agency date-of-receipt stamp will serve to verify timeliness.**

Big Sandy Area Community Action Program
Community Services Block Grant
2020 Scholarship Application
Check Sheet

Name _____ County _____

_____ Completed Application

_____ Signed Case Management Authorization Form

_____ Signed Release of Information

_____ Service Assessment (completed by CSBG staff with proof of income, proof of residency, copies of social security cards and all pages signed by applicant)

_____ High School Diploma / GED Verification (if this is your first year of college)

_____ Verified Current GPA

_____ Proof of Full Time (12 hours) College Enrollment for Fall 2020 Semester

_____ Letters of Recommendation (2)

_____ Applicant Essay Completed to Required Specifications

_____ Notarized, written statement declaring that applicant is the first person in the immediate family to attend a school of post-secondary education (if applicable)

Mail Signed and Completed Packet to:

**Big Sandy Area Community Action Program
Attention: CSBG Scholarship
230 Court Street
Paintsville, Kentucky 41240**

Applicants who have earned a 4-year degree or who are pursuing education levels of Masters Degree and above are not eligible. Staff or family of BSACAP staff, including spouses, children, parents, siblings, grandparents, nieces and nephews are ineligible.

Big Sandy Area Community Action Program

CSBG Community Service Offices

Floyd County Service Office

60 Court Street
Allen, KY 41601
606/ 874-3595
606/ 874-1281 (fax)

Johnson County Service Office

Johnson County Courthouse, Third Floor
230 Court Street
Paintsville, KY 41240
606/ 789-6515
606/ 789-4344 (fax)

Magoffin County Service Office

131 Church Street
Salyersville, KY 41465
606/ 349-2217
606/ 349-6148 (fax)

Martin County Service Office

Roy F. Collier Community Center
387 East Main Street
Inez, KY 41224
606/ 298-3217
606/ 298-3257 (fax)

Pike County Service Office

478 Town Mountain Road
Pikeville, KY 41501
606/ 432-2775
606/ 432-7145 (fax)