

Please read all instructions thoroughly. Type or print your responses clearly, using only the front of each page.

BRIDGE recognizes that, due to COVID-19, many residents may be facing academic and/or financial uncertainty and do not know what their educational program will look like for the 2020-2021 year. If you have been accepted to and are currently planning to attend a public or private accredited college or university, for pursuit of a business program, including: accounting, marketing, finance, business administration, etc., then we encourage you to proceed with applying for the Kent Colwell Scholarship.

This scholarship is competitive. We regret that although the majority of applicants are qualified, not everyone who applies will receive an award.

## Application Procedures

- **APPLICATION DEADLINE:**

- All application materials must be **submitted by Sunday July 19, 2020 at 11:59 PM.**
- Applications submitted past the due date for any reason **will not be accepted.** This includes, but is not limited to, late submissions due to technical issues, missing email attachments, files bounced back, or applications that are illegible or incomplete.

- **APPLICATION SUBMISSION:**

- Packets can be **emailed to [colwellscholarship@bridgehousing.com](mailto:colwellscholarship@bridgehousing.com)**
  - i. If you email your application, you will receive a notice it has been received. If you do not receive notice within 48 hours, we recommend calling the Scholarship Administrator at (415) 321-4077. Assume it has not been received if you do not receive a confirmation.
- Alternatively, your packet can be **mailed to the following address**, postmarked by the deadline:

BRIDGE Housing Corporation  
Attn: Colwell Selection Committee  
600 California Street, Suite 900  
San Francisco, CA 94108

- **CHECKLIST:** We only review **complete** applications. Please include **all** of the following items when submitting:

- ☐ **A completed application form (pages 2-6)**

- ☐ Personal Information
- ☐ Education and Employment History
- ☐ Financial Plan and Educational Budget
- ☐ Essay Questions
- ☐ Applicant's Signature

- ☐ **Two recommendation forms, signed by recommenders (pages 7 – 9)**

*Please note: Due to COVID-19, it may take you additional time to acquire both letters of recommendation within the application period. For this reason, we strongly encourage you to start working with your recommenders as early as possible to finalize these letters before the application deadline.*

- ☐ **Proof of matriculation (enrollment) in an educational program, college or university**



## Education and Employment

Are you currently: *(please check all that apply)*

- ☐ A full-time student
 ☐ Unemployed
 ☐ Employment full-time  
☐ A part-time student
 ☐ Other (please describe):
 ☐ Employed part-time

Are you currently attending one of the following? *(check only if one applies)*

- ☐ 2-year College
 ☐ 4-year College
 ☐ Graduate school  
☐ Vocational school
 ☐ Other

Please provide the name of the college/university/vocational school you are currently attending **or** plan to attend (You must include a copy of proof of matriculation or acceptance letter at the college/university/vocational school):

Name

City, State

What is the title of the degree/ certificate that you are currently working towards? \_\_\_\_\_

From today's date, how long will it take to complete your educational goal? \_\_\_\_\_  
 Years Months

**EDUCATIONAL HISTORY:** *Please list your most recent place of study first.*

School and Location	Area of Concentration	Dates Attended	Degree/Year

**WORK AND/OR VOLUNTEER EXPERIENCE:** *Please list your most recent place of employment first.*

Position/Title/Role	Organization & Location	Dates	Full-Time, Part-Time, or Volunteer

## Financial Plan

The *Kent Colwell Scholarship* offers funds through BRIDGE Housing that may have personal tax implications. We recommend that you consult with an accountant or tax professional to understand how this may affect your taxable gross income. See “Frequently Asked Question” #9 for more details.

### EXPENSES:

- These scholarships and awards are designated for costs **directly related** to your **educational pursuits** such as tuition, books, school materials, a computer, mileage, parking permits or transit passes to/from school, class-time childcare, etc.
- Personal expenses are **not allowable scholarship expenses** and should not be included as part of your request. These include items such as food, meal plans, rent, utilities, fines/tickets, vehicle repair/purchase, personal electronics (TVs, phones, video game systems), furniture etc.
- We cannot list all allowable or disallowable expenses in this document. If you do not see your expenses on the lists above, please call the scholarship administrator for consultation. Any new expenses not listed on your approved educational budget (pg 5) **must be pre-approved** by the BRIDGE scholarships administrator.
- Please **use your best judgement** in keeping your expenses and expense reporting in-line with the intent of the scholarship program to support educational attainment for BRIDGE residents. If you have **questions** regarding a particular expense, please reach out **to the scholarships administrator** prior to spending funds.
- **Note:** You will be **required to report on expenses** (including submitting receipts) twice during the annual scholarship cycle. Failure to report expenses or to spend the scholarship funds in-line with the nature of the program may result in termination from the scholarship program.

### SAMPLE EDUCATIONAL BUDGET:

- *In this example, and in the personal worksheet on the following page, the:*
  - “**COST TO YOU**” is how much this program will cost you personally
  - “**REQUEST FROM BRIDGE**” is how much of this expense you are requesting through the scholarship

1-year full-time student:

ITEM	COST TO YOU	REQUEST FROM BRIDGE
Tuition: San Francisco State University	\$ 20,900	\$ 9000
Books and Supplies	\$700	\$700
Campus Parking Permit	\$100	\$0
Transportation (public transportation pass)	\$ 300	\$300
<b>TOTALS</b>	<b>\$22,000</b>	<b>\$10,000</b>
	<b>BOX A</b>	<b>BOX B</b>

- *In this sample, the student has applied for Cal Grants for tuition assistance and put some money aside for transportation/ supplies. This sample is not an extensive summary of all costs that may be associated with your program.*
- *Note that a total Colwell scholarship or award falls between \$5,000 and \$10,000 per year for up to four years. Your Scholarship eligibility is not dependent on the amount you request from BRIDGE, so applications requesting less than the \$10,000 annual maximum will not be given priority or be deemed more competitive. You are encouraged to request an amount that would most help you offset the cost to you for eligible academic expenses.*
- *If your request exceeds this amount and you are chosen as a recipient, the most you can expect to receive would be \$10,000 annually.*

## Applicant's Educational Budget – REQUIRED

**Please submit a budget** of your educational plan, including how much it will cost in total (Box A), and how much you are requesting from BRIDGE (Box B). *(Applications submitted without a budget will not be considered.)*

For how long is your education budget designed?

- ☐ One Year      ☐ One Semester      ☐ Other \_\_\_\_\_

ITEM	COST TO YOU	REQUEST FROM BRIDGE
<b>TOTALS</b>		
	<b>BOX A</b>	<b>BOX B</b>
Amount requested may not exceed \$10,000		

### Other Financial Assistance:

If your educational costs exceed the scholarship amount, please fill in the chart below to help us understand what other sources of funding you are seeking to assist you in paying for school this year, and to evaluate how complete your plan is for achieving your educational goals. The Total in Box C below should equal the Total in Box A above.

- ☐ If you do not qualify for financial aid or it is not offered at your school, please check this box.
- ☐ If you have not yet received your financial aid awards notice(s), check this box and show amounts you expect to receive for coming school year in the table below.
- ☐ If you are requesting 100% of your educational funding through the BRIDGE Scholarships program, check this box.

SOURCE OF FUNDS	TOTAL AMOUNTS
Work or work study	\$
Savings/family assistance	\$
FAFSA*	\$
BOG Waiver**	\$
EOPS Program**	\$
Subsidized student loans	\$
Unsubsidized student loans	\$
Other Awards/ Grants/ Scholarships :	\$
Other (continued):	\$
Other (continued):	\$
Other (continued):	\$
<b>Total ' Other Financial Assistance' :</b>	<b>BOX C</b>

\* For info on applying for aid through FAFSA (The Free Application for Federal Student Aid) see <http://www.fafsa.ed.gov/>.

\*\* For info on the Extended Opportunity Programs and Services (EOPS) or the Board of Governors Waiver (BOGW), visit your college Financial Aid Office.

## Essay Question (1 of 2)

**STATEMENT OF PURPOSE:**

Please use the space below to **tell us about your educational and/or career goals**, including how this scholarship will help you to achieve them. Tell us what drives you towards these specific goals, why they are meaningful to you, and examples of how you have prepared yourself to reach them. *Limit your essay response to 1 page, single-spaced (up to 500 words.)*

## Essay Question (2 of 2)

**YOUR IMPACT:**

The Kent Colwell Scholarship Program was created through the generosity of donors to assist BRIDGE residents who are pursuing degrees in business or related fields. How would you use your degree to better your personal circumstances **AND** create a positive impact in the lives of others? *Please limit your response to 1 page, single spaced (up to 500 words).*

I certify to the best of my knowledge that all of the above statements in Essays #1 and #2 are correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommendation Forms

We ask for **two recommendations** from persons (e.g. a teacher, mentor, present or past employer) who are qualified to give us an evaluation of your character, ability, accomplishments, and potential for success in your chosen educational or employment path. **Please do not include forms completed by relatives.** Forms may be mailed separately from the application, but must be post-marked no later than July 19, 2020. Please list both the recommenders' names and relationships to you below.

---

*Name*

*Relationship to Applicant*

---

*Name*

*Relationship to Applicant*

Please use the below attached forms (2 copies) to submit as letters of recommendation. Once they are completed, the recommenders may email or mail the forms directly to the BRIDGE address noted, OR return the form to you to submit with the remainder of your application. Letters of recommendation must be signed by the recommender to be deemed complete. **Electronic signatures are acceptable.** Submission of more than 2 letters of recommendation will not impact your scholarship eligibility.



**Recommendation Form (1 of 2)**

*Recommender Name*

*Relationship to Applicant*

Thank you for agreeing to complete a recommendation form for \_\_\_\_\_

*Applicant Name*

who is applying for a scholarship through the Kent Colwell Scholarship Fund. This program provides funds for residents of properties affiliated with the non-profit affordable housing developer, BRIDGE Housing Corporation.

BRIDGE residents planning attend a public or private accredited community college, or university, for pursuit of a business program (accounting, marketing, finance, business administration, etc) are invited to apply. Grant recipients are selected based on financial need, personal commitment to their educational and career goals, and a clear plan for achieving these objectives. Recipients typically receive awards of \$5,000- \$10,000 for up to 4 years.

Because this program is highly competitive, you have been asked to supply some background information for this candidate's application. Please provide a 1-2 page letter to aid us in our selection process, addressing the applicant's character, ability, accomplishments, and potential for success in their chosen educational or employment path. Please include this (signed) recommendation form with your response. (Note: This form must be postmarked no later than July 19th, 2020 to be considered.)

Below are some possible themes which may assist you in crafting your scholarship recommendation:

- 1) Describe your relationship to the applicant. How long have you known the applicant?
- 2) In what ways has the applicant been working towards the educational and professional goals they have expressed during the time that you have known them? What is special about this applicant and their goals?
- 3) In your opinion how would the applicant benefit from a scholarship award in the amount of \$5,000- \$10,000?
- 4) What factors in the applicant's background or experience will most contribute to their success in their chosen field?  
Comment on areas in which the applicant excels and areas in which they have room to grow.

When complete, please return this form to the applicant, email to [colwellscholarship@bridgehousing.com](mailto:colwellscholarship@bridgehousing.com) or mail to:

BRIDGE Housing Corporation  
Attn: Colwell Selection Committee  
600 California Street, Suite 900  
San Francisco, CA 94108

I certify to the best of my knowledge that all of the above statements are correct and complete.

***Signature of Recommender***

***Date***

## Recommendation Form (2 of 2)

\_\_\_\_\_  
*Recommender Name*

\_\_\_\_\_  
*Relationship to Applicant*

Thank you for agreeing to complete a recommendation form for \_\_\_\_\_

\_\_\_\_\_  
*Applicant Name*

who is applying for a scholarship through the Kent Colwell Scholarship Fund. This program provides funds for residents of properties affiliated with the non-profit affordable housing developer, BRIDGE Housing Corporation.

BRIDGE residents planning attend a public or private accredited community college, or university, for pursuit of a business program (accounting, marketing, finance, business administration, etc) are invited to apply. Grant recipients are selected based on financial need, personal commitment to their educational and career goals, and a clear plan for achieving these objectives. Recipients typically receive awards of \$5,000- \$10,000 for up to 4 years.

Because this program is highly competitive, you have been asked to supply some background information for this candidate's application. Please provide a 1-2 page letter to aid us in our selection process, addressing the applicant's character, ability, accomplishments, and potential for success in their chosen educational or employment path. Please include this (signed) recommendation form with your response. (Note: This form must be postmarked no later than July 19th, 2020 to be considered.)

Below are some possible themes which may assist you in crafting your scholarship recommendation:

- 5) Describe your relationship to the applicant. How long have you known the applicant?
- 6) In what ways has the applicant been working towards the educational and professional goals they have expressed during the time that you have known them? What is special about this applicant and their goals?
- 7) In your opinion how would the applicant benefit from a scholarship award in the amount of \$5,000- \$10,000?
- 8) What factors in the applicant's background or experience will most contribute to their success in their chosen field? Comment on areas in which the applicant excels and areas in which they have room to grow.

When complete, please return this form to the applicant, email to [colwellscholarship@bridgehousing.com](mailto:colwellscholarship@bridgehousing.com) or mail to:

BRIDGE Housing Corporation  
Attn: Colwell Selection Committee  
600 California Street, Suite 900  
San Francisco, CA 94108

I certify to the best of my knowledge that all of the above statements are correct and complete.

\_\_\_\_\_  
**Signature of Recommender**

\_\_\_\_\_  
**Date**

## Frequently Asked Questions

### **1. Description of Program**

The Kent Colwell Scholarship assists residents in the pursuit of educational and career goals with the aim of enabling socioeconomic mobility. This program provides grants to residents of BRIDGE-affiliated affordable family properties. Funding for this program is provided by friends and associates of BRIDGE who have been involved with our work and believe in the importance of educational opportunity. Grants typically range from \$1,000 to \$6,000.

### **2. Who can apply?**

The Kent Colwell Scholarship is open to current residents of BRIDGE-affiliated family properties.

- a. Applicants do not have to be the head of household, but must be at least 17 years of age, on the lease, and in good standing.
- b. This Scholarship is specific to residents pursuing programs in business, including post-secondary education, vocational classes and certificate programs in Accounting, Finance, Marketing, and Business Administration or individuals who are not currently attending school, but who have been accepted for admission in the Fall.
- c. Though the scholarship is available as a multi-year grant, applicants are eligible to receive this scholarship only one time. Eligible applicants will have received 3 years (or less) of funding from the Colwell scholarship in the past.

### **3. What is the application deadline?**

COMPLETE applications must be received, or if mailed, post-marked by, July 19, 2020. Applications must include two (2) letters of recommendation to be considered. Refer to the checklist (pg 1) for a list of what constitutes a complete application. The deadline is the same for those who request translated applications.

### **4. My roommate has limited English skills but would like to apply. What can they do?**

Residents with limited English skills may request an application in Spanish, Russian, Vietnamese, Chinese, Arabic or Farsi. Applications may be completed in the applicant's native language, and will be translated into English for evaluation purposes. Applicants who request and submit their application in their native language may also submit their progress reports in that language.

### **5. How will recipients be selected?**

Recipients will be selected based on personal commitment, financial need, and a clear, realistic educational and financial plan. Applications will be reviewed and selected by a committee of BRIDGE staff and board members. Finalists may be interviewed. The Kent Colwell Scholarship is a competitive scholarship program. We regret that not everyone who applies will receive an award.

### **6. Can a family member who is not a BRIDGE resident apply for a grant?**

No. The Kent Colwell Scholarship is only available to current residents (on the lease) of BRIDGE-affiliated family properties. (see question #2 for details)

### **7. How can the grants be used?**

- a) Grants may be applied towards expenses that arise in the pursuit of educational objectives.
- b) These costs may include items such as tuition, books, educational equipment (such as computers), and certain transportation costs.
- c) They may not include: food, rent, or other personal items that are not directly related to attending school.
- d) See 'Financial Plan (pg 4) for more details regarding expenses and expense reporting.
- e) BRIDGE reserves the right to determine eligible and non-eligible expenses on a case-by-case basis.

**8. If I receive a grant, does it count toward my income?**

Applicants may apply for a “Scholarship” or an “Award”.

- a) “Scholarships,” have allowable expenses determined by the IRS, including:
  - Tuition and fees required for the enrollment or attendance of a student at an educational organization.
  - Fees, books, supplies, and equipment required for courses at an educational institution.
- b) “Awards” may be applied to cover additional costs, such as:
  - Transportation, childcare, and educational equipment not required for, but incurred during, courses of instruction.
  - These costs count as part of the recipient's gross income, and may be taxable.
- c) Please consult a tax professional for more information.

**9. Will this grant affect my status as a BRIDGE resident?**

Applicants living in properties financed through the Low-Income Tax Credit program should be aware that the full-time student status rule still holds: households cannot be comprised only of full-time students.

**10. When will grants be distributed?**

Funds will generally be distributed to recipients and/or educational institutions in two disbursements, with one check being mailed in time for each semester. After initial awards are released, the next set(s) of funds will not be released until the first progress report and receipts from the initial semester are received (See question #12).

**11. If I receive a grant, do I have to report on my progress?**

Yes. BRIDGE requires all recipients to submit biannual reports (every six months) that describe their educational progress and how grant funds are being used. After the initial round of funding, future funds will not be released until the bi-annual report is submitted.

**12. What if my educational plans change?**

We require biannual reports (every six months) from all scholarship recipients. Any change in your educational plans and funding needs should be reflected in this bi-annual report.

**13. What if I move during the award period?**

If you are a resident when the initial award is distributed, your award will not be affected if you move out. However, any funds not yet disbursed will be forfeited and you will not be eligible to apply in the future as a non-resident.

**14. If I do not receive an award this year, can I apply in the future?**

Yes. The Kent Colwell Scholarship will be available on an annual basis.

**15. Can I apply for a multi-year award?**

Although applicants should submit their entire educational plan, funding will only be provided for one year. Awardees may apply for a renewal of funds the following year, but there is no guarantee of future funding.

**16. What else should I know about this program?**

If awarded a grant, you may be asked to participate in an awardee and donor recognition event in 2020 or future program years.