

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

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 June 15th, 2023 at 11:59 PM. *With the exception of the two signed Recommendation Letters, see below for details.**
- 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:**

- Application Packets can be **submitted online at:** <https://bridgehousing.com/scholarships>
 - i. **We strongly encourage applicants to apply via our new online application.** This new feature allows you to complete the application in stages by saving your work and continuing the application at later time. The online application process also allows you to send direct links to contacts for your letters of referral. This helps ensure that our team receives your application on time and in full.
 - ii. If you have submitted your application online, you will receive a notice it has been received. If you do not receive notice within 48 hours, we recommend contacting the Scholarship Administrator at (415) 321-3524 or emailing scholarship@bridgehousing.com. Assume it has not been received if you do not receive a confirmation.
- Application Packets can be **emailed to** scholarship@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) 321-3524. 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: BRIDGE Scholarship 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
 - Statement of Purpose
 - Applicant's Signature



2023 - 2024 SCHOLARSHIP APPLICATION

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, trade school, college or university

- **QUESTIONS:** All inquiries should be directed to the **Scholarships Administrator** at **(415) 321-3524**. For more information, please see the “Frequently Asked Questions” section at the end of this application.
- **NOTIFICATION AND PAYMENTS:** Awards will be **announced by Monday, July 10th, 2023**.
 - Payments will be distributed in 2 equal disbursements (Fall and Spring) following recipient completion of required acceptance paperwork and scholarship reporting documentation.

Applicant Information

NONDISCRIMINATION STATEMENT: BRIDGE Housing Corporation does not unlawfully discriminate on the basis of race, color, creed, religion, gender, national origin, ancestry, age, sex, sexual orientation, gender identity, familial status, marital status, veteran status, disability, medical condition, HIV status or Acquired Immune Deficiency Syndrome, height, or association with members of such classes or any other characteristic protected by law.

Full Name: _____
Last First M.I.

Date of Birth: _____
Day Month Year

Gender: Male Female Non-binary/ third-gendered Prefer to Self-Describe: _____

Preferred Pronouns: _____

Ethnicity:
 Hispanic Non-Hispanic Prefer Not to Answer

Race/Ethnicity: *(please check all that apply)*
 African American/Black Arab/ Middle Eastern Asian, Pacific Islander
 Caucasian/ White Native American/Alaskan Native Another Race: _____
 Prefer Not to Answer

Property Name: _____
This is the name of the apartment building in which you live, such as “North Point Village Apartments.”

Home Address: _____
Street Address Apt # City State ZIP Code

Primary Phone: _____ Email: _____

Household Size: _____ I am the head-of-household/co-head-of-household: Yes No

I have **applied** for this scholarship before: Yes No I have **received** this scholarship before: Yes No

Education and Employment

Employment Status at time of application?

- Employed full-time Unemployed
 Employed part-time Other (please describe):_____

Current Student Status at time of application?

- Full-time Student Not a Student
 Part-time Student Other:_____

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

- High School 2-year College 4-year College
 Graduate school Vocational school Other:_____

Please provide the name of the college/university/vocational school you are 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 your field of study?

- Art (e.g., graphic design, dance, fine art) Business & Accounting Computer Science
 Cosmetology Education Health Sciences
 History & English Human Resources Law & Criminal Justice
 Match & Engineering Mechanics Nursing (RN)
 Other Science (e.g., Biology, Chemistry) Social Science (e.g., Psychology, Sociology, Anthropology)
 Unknown

What is your degree type?

- Certificate Bachelors Doctorate
 Associates Masters Other:_____

Based on your proposed educational plan in this application, please list your projected program start date and date of program completion.

Start Date: Mo/Day/Yr End Date: Mo/Day/Yr

Are you a first-generation college student? Yes No



2023 - 2024
SCHOLARSHIP APPLICATION

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

Name of School	City, State	Area of Concentration	Degree	Program Start Date	Program Completion Date

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

Name of Organization	City, State	Position	Status	Start Date	End Date
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer		

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 June 15, 2023. Please list the recommenders' names and relationships to you below.

Scholarship Applicant Name

Relationship to Applicant

Email Address of Recommender

Scholarship Applicant Name

Relationship to Applicant

Email Address of Recommender

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.**

Financial Plan

The *BRIDGE Housing Scholarships* offer **Scholarships and Awards**. Receiving these funds from BRIDGE 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**. If you have questions on whether an expense is eligible, please contact the Scholarship Administrator. Allowable expenses include:
 - Tuition
 - Books and Supplies: Includes School supplies, trainings needed, or trades materials
 - Transportation: Includes mileage to and from your program, parking permits and/or transit passes to and from your program
 - Computer or Other Technology: This includes iPads, computer screens, keyboards, usb adapters etc.
 - Child Care
 - Other eligible expenses
- 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
 - Clothes etc.

- **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.
- 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 prior to spending funds. Any new expenses not listed on your approved educational budget (pg. 5) **must be pre-approved** by the BRIDGE Scholarships Administrator. We reserve the right to allow or deny expenses based on the intent of the program to support educational attainment.
- 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.

SAMPLE EDUCATIONAL BUDGET:

- *In this example, and in the personal worksheet on the following page, the:*
 - “Cost of Education” is how much your education will cost you personally

1-year full-time student:

ITEM	Expense
Tuition: City College of San Francisco	\$ 3,900
Books and Supplies	\$700
Childcare (20 weeks x 6 hrs/week x \$25/hr)	\$3,000
Transportation (public transportation pass, mileage to/from school)	\$ 800
TOTALS	\$8,400
	BOX A

Applicant’s Educational Budget – REQUIRED

Please submit a budget of your educational plan for the current school year in the table below, including the total cost of 1-year of a full-time student (Box A), (Applications submitted without a budget will not be considered.)

Item	Expense
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTALS	\$
	BOX A

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. If you have not yet received your financial aid awards notice(s), show the amounts you expect to receive for coming school year in the table below.

If you do not qualify for financial aid or it is not offered at your school, please 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	\$
Request from BRIDGE (Box C)	\$
Other (Continued):	\$
Other (Continued):	\$
'Other Financial Assistance' TOTALS	\$
	BOX 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.

Breakdown of BRIDGE scholarship:

Please fill in the chart below to help us understand what the Bridge Scholarship will be funding to assist you in paying for school this year.

Item	Request from BRIDGE
Tuition	\$
Books and Supplies	\$
Transportation	\$
Computers or Other Technology	\$
Childcare	\$
Other Expenses	\$
TOTALS	\$
	BOX C
Amount requested may not exceed \$10,000	

- Note that a total BRIDGE Scholarship or award traditionally falls between \$1 and \$10,000. Applications that request less than the \$10,000 maximum will not be given priority or be deemed more competitive. You are encouraged to request the amount that would most help you offset the cost of eligible academic expenses.
- If your request exceeds this \$10,000 and you are chosen as a recipient, the maximum you can expect to receive would be \$10,000.

Evaluate how complete your plan is for achieving your educational goals.
Note that the Total in Box B below should = Total in Box A as seen below.

Total	=	Total
Input Total Amount from Box B (Includes Box C) here:		Input Total Amount from Box A here:

Statement of Purpose

Use the space below to **tell us about your educational and/or career goals and the positive impact this will have on the lives of others**, including how this scholarship will help you to achieve them. Please answer the prompts below:

Describe your goals, tell us what drives you towards these specific goals and the positive impact this will have on others.

Why are these goals meaningful to you, your family and your community?

Provide examples of how you have prepared yourself to reach these goals.

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

Signature: _____ Date: _____

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 BRIDGE Housing Scholarship Program. This program provides funds for residents of properties affiliated with the non-profit affordable housing developer, BRIDGE Housing Corporation.

BRIDGE residents planning to attend a public or private accredited community college, university, approved vocational school, certification program, or job-skills program, are invited to apply. Grant recipients are selected based on financial need, a personal commitment to their stated educational and career goals, and a clear plan for achieving these objectives. Recipients typically receive awards of \$1,000- \$10,000.

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 June 15, 2023 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) 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 scholarship@bridgehousing.com or mail to:

BRIDGE Housing Corporation
Attn: BRIDGE Scholarship 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 BRIDGE Housing Scholarship Program. This program provides funds for residents of properties affiliated with the non-profit affordable housing developer, BRIDGE Housing Corporation.

BRIDGE residents planning to attend a public or private accredited community college, university, approved vocational school, certification program, or job-skills program, are invited to apply. Grant recipients are selected based on financial need, a personal commitment to their stated educational and career goals, and a clear plan for achieving these objectives. Recipients typically receive awards of \$1,000- \$10,000.

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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 BRIDGE Housing Scholarship Programs 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 \$10,000.

2. Who can apply?

The BRIDGE Housing Scholarship Programs 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. The Program is available for residents pursuing vocational classes and certificate programs, post-secondary or graduate education, or individuals who are not currently attending school, but who have been accepted for college admission in the fall.
- c. Applicants are eligible to receive this scholarship for a maximum of four academic years.
- d. BRIDGE Housing resident or a resident of Jordan Downs Public Housing, New Harvest at Jordan Downs, and Potrero Hill Terrace and Annex.

3. What is the application deadline?

COMPLETE applications must be received, or if mailed, post-marked by, June 15, 2023. 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 BRIDGE Housing Scholarship Program 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 BRIDGE Housing 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) See 'Financial Plan' (pg. 4) for more details regarding expenses and expense reporting.
- c) BRIDGE reserves the right to determine eligible and non-eligible expenses on a case-by-case basis.

8. I need assistance paying for tuition as well as other education-related expenses. Can I apply for both a scholarship and an award?

Yes. Please specify your exact request on your educational budget and check both the *Scholarship* and *Award* selection boxes.

9. 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.

10. 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.

11. 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 August/September and one in January/February. The second disbursement is dependent upon submission of required reporting materials; checks will not be mailed until all reporting materials (including receipts) are received.

12. 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.

13. 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. See question #12 for more info.

14. 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.

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

Yes. BRIDGE Housing Scholarship will be available on an annual basis.

16. Can I apply for a multi-year award?

Scholarship recipients are eligible to receive the award for a maximum of four years. To maintain eligibility, recipients will need to submit reporting materials twice per year including continued proof of matriculation.

17. 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 2023.