



Community Action, Inc.  
Topeka, Kansas 66607-1578

## 2011 Scholarship Guidelines and Application Instructions for Traditional Students

**Number, Amount & Type of Award:** A minimum of one (1) \$1,000 scholarship grant will be offered to a traditional student for the 2011-12 school year. These grants are not renewable. Previous recipients may reapply.

**This scholarship application is to be used for Traditional Students pursuing educational goals from educational institutions beyond high school. A traditional student is defined as a student who is a graduating high school senior or a home schooled student who has successfully completed required Kansas Department of Education coursework and received a GED.**

### **Eligibility Requirements:**

- Applicant must be a graduating high school or home schooled senior residing in Clay, Dickinson, Geary, McPherson, Ottawa, Saline, Shawnee or Wabaunsee County, Kansas.
- Applicant must be enrolling in at least 6 credit hours in a Kansas college or be enrolling in an equivalent course of study at a Kansas vocational or trade school. The award of the scholarship grant will be pending documentation of acceptance to an educational institution.
- Applicants must be attending a Kansas college or be enrolling in an equivalent course of study at a Kansas vocational or trade school during the fall of 2011.
- Applicant must be pursuing a course of study that promotes the Community Action mission summary, vision, promise and motto (*additional information can be found on the following page*).
- Applicant must demonstrate a financial need, a plan for financing education plans, and demonstrate qualities of leadership, good citizenship and community service.
- Graduating high school seniors must sign a release allowing contact with the school counselor.
- Grant recipients must agree to present a written or oral presentation to Community Action's Board of Directors at the end of the Spring semester (2012) reporting how the scholarship grant was of benefit.
- Grant recipients must use the scholarship grant for the purpose intended by the Board of Directors (in direct pursuit of a higher education) or forfeit the right to the award.
- Applicant must meet 125% of the Federal Poverty Level Income as defined by the 2009/2010 CSBG Poverty Guidelines. *Note: If Federal Poverty Level Income levels increase or decrease the Board reserves the right to adjust to the accurate income level.*

**Method of Distribution:** A check will be made payable to the recipient of the scholarship grant on proof of enrollment at a qualifying educational institution. Grant recipients will be required to sign an agreement stipulating the use of the grant award (see Authorized Use of Funds).

### **Authorized Use of Funds:**

- Tuition/books
- Child Care
- Other (per individual need and on agency approval)
- Living Expenses
- Tools/Uniforms

**Interview Process:** The interview panel will interview selected applicants mid-March to mid-May 2011. Applicants selected for interviews that reside outside of Shawnee County will be offered a Board approved travel reimbursement rate per mile.

**Application Period:** Applications must be received prior to the close of business on **January 31, 2011**.

**Application Instructions:** Applications are to be completed in accordance with the guidelines communicated within this document and as instructed within the 2011 Scholarship Application. Only complete applications will be considered.

**Submission:** Applications are to be submitted to: Community Action, Inc., 1000 SE Hancock, Topeka, KS 66607-1578

**Information/Applications:** Information and application documents may be obtained by calling Community Action at 785/235-9561 or by web access at [www.cactiontopeka.com](http://www.cactiontopeka.com).



Community Action, Inc.  
Topeka, Kansas 66607-1578

## 2011 Scholarship Guidelines and Application Instructions- Supplemental Agency Information

Community Action is a locally controlled, private non-profit corporation that receives major grants and funding from federal, state and private entities. Since the mid-1960s Community Action Agencies have been involved with helping to provide services that improve the lifestyle of low-income individuals. Through the services accessed at our organization, clients are able to gain empowerment and reach self-sufficiency goals. There are over 1,000 Community Action Agencies in the United States. The Community Action Agency in Topeka, KS, Community Action, Inc. has been located in this community for over 35 years. The agency forbids discrimination on the basis of race, creed, color, national origin, sex, political affiliation, beliefs, age or disabilities in all aspects of its policies, procedures and operations.

### OUR MISSION SUMMARY

To alleviate the causes and conditions of poverty:

1. through the promotion of public policy that helps those in poverty move to greater self-reliance; and
2. by providing services and resources that meet basic needs, promote self-reliance and enhance the quality of life for individuals and families.

### **OUR MOTTO**

Helping People Help Themselves

### **OUR PROMISE**

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### OUR VISION

For Individuals & Families	For the Communities That We Serve	For Community Action, Inc.
All people have the “tools” needed to thrive	Every sector contributes to the full range of experiences and opportunities that create a high quality of life for all community members	The Agency environment supports associates, volunteers and constituents as they work together to achieve the Agency’s mission



Community Action, Inc.  
Topeka, Kansas 66607-1578

## 2010 Scholarship Application Traditional

Community Action, Inc., Topeka, Kansas, is offering a minimum of one (1) \$1,000 scholarship grant to a graduating high school or home schooled senior seeking financial assistance to support college, vocational or trade school education during the 2011-12 school year. Eligible applicants are individuals who reside in Clay, Dickinson, Geary, McPherson, Ottawa, Saline, Shawnee or Wabaunsee County who, through the application process, demonstrate a need for financial aid in support of education. **The selection committee will evaluate only applications that provide all of the requested information.** The committee will select finalists who will be invited for interview. Following the interviews, scholarship recipients will be identified. Notification will be provided to all applicants following the selection. Community Acton will make every effort to present a scholarship award certificate acknowledgement to all winners and present the certificate in the awardees local community through planned local events. The official scholarship awards will be presented at the agency's Board of Directors' meeting, in Topeka, on July 14, 2011. The recipients will be asked to attend.

Scholarship applications are due to Community Action, Inc., before the close of business on January 31, 2011.

Additional information may be obtained by calling Community Action at 785 235-9561.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date High School/GED Completed \_\_\_\_\_

Anticipated Post-High School/GED Completion/Graduation Date \_\_\_\_\_

E-mail address \_\_\_\_\_

How did you learn about this opportunity? \_\_\_\_\_

For those graduating from high school in May 2011 -

Name of High School \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Counselor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Yes No



Community Action has my permission to contact my high school counselor.

### REQUIREMENTS

Yes No



I am a resident of Clay, Dickinson, Geary, McPherson, Ottawa, Saline, Shawnee or Wabaunsee County, Kansas.



I have applied or have been admitted to a Kansas university or a Kansas vocational or trade school and will be taking at least 6 credit hours or equivalent during the Fall 2011 semester.



I am pursuing a course of study that promotes the Community Action mission summary, vision, promise and motto.



I have a need for financial assistance so that I might fulfill my education plan.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I am not, nor am I the member of the immediate family of, 1) a Community Action employee or 2) a member of the agency's Board of Directors.  |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand, that if I am selected for interview I will be required to furnish a listing of all of the scholarships that I have applied for and/or have been awarded and the amount awarded.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | I understand, that if I am selected as a winner of this scholarship, I must be attending a Kansas college or be enrolling in an equivalent course of study at a Kansas vocational or trade school during the fall of 2011. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have applied for a Community Action, Inc. scholarship in the past.   |
| <input type="checkbox"/> | <input type="checkbox"/> | I have won a Community Action, Inc. scholarship in the past? If yes, what year: _____  |

**MATERIALS TO BE SUBMITTED**

1.  This cover sheet, completed.
2.  A typewritten/word processed narrative that addresses the following:
  - Your education plan including a discussion of
    - the educational institution you plan to attend,
    - the anticipated course of study, and how the course of study aligns with the Community Action mission.
    - the degree/certificate sought, and
    - the completed **Income Form** which addresses income level, plans for financing the education plan (grants, scholarships, etc. applied for and received).
  - Your need for a Community Action scholarship grant and any extenuating financial situations that are impacting your education plan.
  - Activities that demonstrate your leadership ability, good citizenship and/or community service.
3.  A **complete copy (front & back of form)** of IRS Form 1040 as submitted with the most recent Federal tax return. Applicants who have lived independently for 3 years or more are to submit a copy of the Form 1040 found in the personal return. Those applicants who have not lived independently for 3 or more years are to submit a copy of Form 1040 as found within the family's income tax return. **NOTE: All social security numbers are to be concealed on the copy submitted in support of this application.**
4.  A minimum of one letter, and no more than three letters of support from school counselors, organization sponsors, employers or supervisors of volunteer activity.

**ATTESTATION**

I certify that the information submitted in support of my application for a Community Action scholarship grant is, to the best of my knowledge, true and accurate.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Scholarship applications are due prior to the close of business on January 31, 2011, and are to be submitted to:**

Community Action, Inc. at 1000 SE Hancock, Topeka, Kansas 66607-1578

***Applicants who choose to mail an application must plan adequate mailing time to insure its arrival on or before the due date.***

*Community Action is a 501(c)(3) organization that works to alleviate the causes and conditions of poverty through the promotion of public policy that helps those in poverty move to greater self-reliance, and by providing services and resources that meet basic needs, promote self-reliance and enhance the quality of life for individuals and families.*

**Community Action, Inc.**  
**2011 Nontraditional Student Scholarship Application Information**

*Note: If Federal Poverty Level Income levels increase or decrease the Board reserves the right to adjust to the accurate income level.*

**2010: 125 percent of the Federal Poverty Level:**

Family Size	Maximum Income
1	\$13,538.00
2	\$18,213.00
3	\$22,888.00
4	\$27,563.00
5	\$32,238.00
6	\$36,913.00
7	\$41,588.00
8	\$46,263.00

\*For each additional member add: \$4,675.00

**Note: 2011 Federal Poverty Level has yet to be released.**

**Community Action, Inc.**  
**2011 Scholarship Application-Income Form-Supplemental**  
*(Must be returned with scholarship application)*

**First Name:**

**Last Name:**

	<i>Yes</i>	<i>No</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I have attached a <b>complete</b> copy of IRS Form 1040 as submitted with the most recent Federal tax return.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I am willing to specify in writing (no more than 200 words) why I feel that I am qualified to receive this scholarship.

**Please answer the following questions**  
*This section may be typed or handwritten legibly.*

**1. What are your plans for financing your education plan (grants, scholarships, work study/etc.)? (Please answer in 500 words or less)**

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**2. How will the Community Action scholarship grant help/contribute to your education plan? (Please answer in 500 words or less)**

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**3. Are there any extenuating financial situations that are impacting your education plan? (Please answer in 200 words or less)**

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