



## Youth Development Scholarship Program

*Note: This document may be modified at any time by the Community Bike Works Board of Directors.*

**Objective:** The Youth Development Scholarship seeks to provide Community Bike Works (CBW) youth with gap funding to help cover the expenses of post-secondary education or training while establishing these students as role models for younger CBW participants.

Funds awarded through this scholarship will generally be between \$500 and \$2,000, but will be determined based on student applications, need, and the amount of funds available. It is recognized that the funds available will not be sufficient to cover the full costs of tuition and living expenses. Rather, these funds are intended to augment an existing financial plan. Allowable expenses include direct educational expenses (tuition, fees, books, supplies, and equipment) or indirect educational expenses (room and board, travel, optional equipment).

The award of scholarships is based on available funding, and no guarantee is made of awards or continuation of the program from year to year. Awards made in 2017 are for the 2017-18 school year, and will be awarded after July 1, 2017.

**Eligibility:** Applicants must:

- Submit a completed Application to Community Bike Works on or before April 14, 2017.
- Be or have been active in CBW as an Apprentice or Youth Volunteer.
- Have been accepted into a college, university, or post-secondary training program. Students who are currently enrolled in a secondary education program may apply.
- Agree, if awarded a scholarship, to remain in touch with the CBW staff and, at least once within the twelve months following award receipt, share their educational experiences with current CBW students through a formal presentation, demonstration, college tour, or other form of engagement.

**Selection Criteria:** Scholarship awardees will be selected based on the following:

- Character, determination and leadership potential demonstrated during CBW participation and through other activities.
- Enthusiasm for post-secondary education/training as demonstrated by student initiative in identifying and applying for a degree/certificate program and financial aid.
- High probability of success as demonstrated by realistic goal setting and detailed financial planning.
- Personal commitment demonstrated by inclusion of summer and/or part-time earnings in financial plan.

**Selection Process:** Award decisions will be made by a scholarship committee consisting of at least one CBW staff member and two CBW board members. This committee will select award winners and establish the monetary value of each award. Committee selections will be forwarded to the full board for endorsement. The committee will make their decisions based on the relative merits of the application versus other current and past applications, judged by the criteria listed above, and on the amount of funds available.

**Distribution of Funds:** Awards will be announced by May 15, 2017. Payment will be made directly to the awardee's school to the extent possible. Awards made in 2017 are for the 2017-18 school year, and will be awarded after July 1, 2017.

Applicants should be aware of the tax implications of funding awards for direct versus indirect educational costs. Funds received for indirect expenses (room and board, travel, optional equipment) must be reported as part of gross income. *Please see IRS Topic 421.*

### **General**

- Plan of study can be full or part-time.
- The applicant must request a specific award amount, based on their detailed budget. The selection panel may award more or less after reviewing the application and interviewing the candidate.

Community Bike Works is an equal opportunity and affirmative action organization. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

## Youth Development Scholarship

To apply for the Community Bike Works Youth Development Scholarship, please complete the following:

### 1. APPLICATION

Complete and sign the following application.

### 2. BUDGET

Attach a completed budget, using the attached worksheet. If you show a shortfall, please be sure your answer to the Financial Need question on the application includes your plan to close this gap.

### 3. ESSAY

On a separate page, submit a typed essay of no more than 400 words that answers BOTH of the following questions:

- What do you hope to accomplish by pursuing this course of study?
- How has your role at Community Bike Works prepared you to continue your education?

### 4. LETTER OF REFERENCE

Provide at least one letter of reference from an adult who is involved with CBW as a mentor, volunteer, or staff member. The letter of reference may not be provided by a staff or board member of CBW who is part of the scholarship selection committee.

### 5. SUPPORTING MATERIALS

Attach the following information from the school you will be attending and/or have been attending (if applicable):

- Letter of acceptance or proof of continued enrollment
- Most recent grade report
- Most recent FAFSA or comparable financial aid statement

### SUBMISSION

All materials must be submitted to the Executive Director of Community Bike Works by 5 pm on **April 14, 2017**. Email submissions may be made to [kim@communitybikeworks.org](mailto:kim@communitybikeworks.org)

You may call the Executive Director or Program Director at 610-434-1140 with questions at any point up to the application due date.

Please double-check to make sure that you have included all of the following components:

- Application
- Budget
- Essay
- Reference Letter
- Letter of acceptance/proof of continued enrollment
- Most recent grade report
- Most recent FAFSA or comparable financial aid statement

# Youth Development Scholarship: APPLICATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## EDUCATION

Name of high school: \_\_\_\_\_ Graduation (month, year): \_\_\_\_\_

Name of school at which you have been accepted: \_\_\_\_\_

Enrollment date: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Anticipated program of study: \_\_\_\_\_

Anticipated degree upon graduation: \_\_\_\_\_

## COMMUNITY BIKE WORKS EXPERIENCE

I attended Community Bike Works since: Year: \_\_\_\_\_ Age: \_\_\_\_\_

Number of Earn a Bike sessions completed/bikes earned: \_\_\_\_\_

Youth Volunteer since age: \_\_\_\_\_ Youth Apprentice since age: \_\_\_\_\_

I have received the Community Bike Works Youth Development Scholarship in the past: Y / N  
If Yes, what year \_\_\_\_\_ and the amount of the award was \$ \_\_\_\_\_

In which other Community Bike Works programs have you participated?

- Drop-in
- Earn a Book
- Saturday bike rides
- Shifting Gears: Youth leadership
- Other: \_\_\_\_\_

Please list any other extracurricular or leadership activities you have participated in, not at Community Bike Works:

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Please write 2-4 **sentences** describing your role as a youth volunteer or apprentice at Bike Works.

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**FINANCIAL NEED**

Please write 2-4 **sentences** describing your need for assistance. Describe your major source(s) of income, the expenditures for which you need assistance, and plans for closing any budget shortfall.

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**FUNDS REQUESTED:** \$\_\_\_\_\_

Expense(s) for which funds will be used: \_\_\_\_\_  
\_\_\_\_\_  
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**CERTIFICATION:** I stipulate that all the information in this application is true and correct.

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

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