THE J.B. BROWN FUND

Trade School Scholarship Application

LifeSTEPS
Life Skills Training & Educational Programs

Instructions and Checklist

Use this page as your check list for the application process. Please read and follow instructions carefully. If you have questions, you may contact your LifeSTEPS Director of Social Services or the LifeSTEPS Fund Development Team for assistance. At properties where LifeSTEPS does not provide service, please contact the Community Manager.

Applicant Name: _____

Please **type** your answers and arrange documents in the following order:

- ☐ Signed Instructions and Checklist
- ☐ Attachment A1: Cover Page
- ☐ Attachment A2: Annual School Budget
- ☐ Attachment A3: Employment
- ☐ Attachment A4: Autobiographical Essay Questions
- ☐ Attachment A5: Signed Verification of Residence and Notice of Good Standing
- ☐ Attachment A6: Signed JB Brown Scholarship Fund Terms of Agreement
- ☐ Attachment A7: Signed Photograph and Information Release
- ☐ Attachment B: Attach most current high school and/or community college, university, or vocational program transcripts, or a copy/photo of high school or GED diploma
- ☐ Attachment C: Provide proof of acceptance for the upcoming term
- ☐ Attachment D: Attach Class Schedule for upcoming term. If your schedule is not available, please forward it as soon as it becomes available. (Note: A copy of your class schedule is not required to apply; however, it is required prior to funding.)
- ☐ Attachment E: Recap of Supporting Documentation

Your completed application and attachments should be assembled in the order outlined above. You can send it as one PDF via email (Scholarships@lifestepsusa.org), fax it, or place it in the mail. *Please do not submit any documents that are not requested.*

I am submitting a complete application with all of the required documents.

Applicant Signature _____

Complete applications can be mailed, scanned or faxed.
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

Fax: 916-965-0102 Email: Scholarships@LifeSTEPSusa.org Phone: 916-965-0110

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ATTACHMENT - A1 Cover Page
J.B. Brown Fund: Robert Clark Trade School Scholarship
Application must be typed.

Applicant is responsible for ensuring timely receipt. You may send your application to this email: scholarships@lifestepsusa.org to verify receipt of your application.

SPECIAL NOTE: Scholarships must be used within 18 months of the award date.

Last Name | **First Name** | **MI** | **Program or College Student ID#**

Property Name

Address & Apartment # | **City** | **State** | **Zip Code**

( ) -
Your Phone # (###) ### - #### | **Email (*required*)** | **Your Date of Birth MM/DD/YEAR**

Ethnicity - Optional: ☐ Alaskan Native/American Indian ☐ Asian ☐ Black/African American ☐ Hispanic/Latino ☐ Pacific Islander ☐ White/Caucasian ☐ Unknown ☐ Other

Name of School Attending | **Anticipated Graduation or Program Completion Date**

School Mailing Address for Scholarships* | **City** | **State** | **Zip Code**

Anticipated Degree or Certificate/Current Program or Field of Study

*The address for Financial Aid, or Student Services etc. Please verify where scholarship checks should be sent.

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ATTACHMENT A2 - Trade School Budget

Applicant Name: _____

LifeSTEPS scholarships go directly towards annual tuition. When determining award amounts, the Scholarship Committee will review the annual budget of the family, the student, and the type of institution attending. If an item does not apply, please enter N/A.

Annual Household Income: $ _____ **# of Dependents in Household:** __

Trade School Expenses				**Annual Income Sources for School**		
School Expenses	Annual School Tuition:	$		**Financial Aid**	Loans (payback required)	$
	+ Annual Books	$				
	+ Annual Rent or Room and Board	$			+ No payback required	$
Personal Expenses	+ Gas or Transportation	$		**Additional Funding**	+ Other Scholarships	$
	+ Food	$			+ Individual or Expected Family Contribution	$
	+ Other	$				
= Total Annual Expenses		$		**= Total Income Sources for School**		$

Maximum awards* available for trade and vocational programs: $4,000

*Maximum award amounts are not a guarantee. Awards will be granted as funds are available.

Requested Amount of Scholarship Fund **$** _____

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ATTACHMENT A3 - Employment

I. **EMPLOYMENT** (Give job title, responsibilities, name of employer, etc.) within the last 18 months. *Indicate dates hired and if still working.*

Employer	*Job Title/Duties*	*Number of Hours Worked Per Week*	*Dates of Employment*

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ATTACHMENT A4 - Autobiographical Essay Questions

Applicant Name: _____

Please write approx. 100-200 words for each question. COMPLETE the questions **BY TYPING** the answers in the space provided below.

1. How has your current living environment provided both challenges and opportunities in your life? Please also describe what your life was like before coming to affordable housing.

2. In your own words, describe your educational, professional, or personal goals for the next five years.

3. Please tell us why you chose this trade and how will the trade benefit your goals?

4. Please describe any of your outstanding accomplishments or activities which have been particularly meaningful to you.

5. Please tell us why you are seeking this scholarship.

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6. Where do you see yourself in 10 years?

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ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

To be eligible for a J.B. Brown Scholarship Fund award, the applicant **must be a current resident of a USA affordable housing community for at least 2 years and in good standing.** Exception: If community is less than two years old, a minimum of six months required or residency at multiple properties totaling 2 years is acceptable. This form can be handwritten. (To certify your status, please have the **Community Manager** complete this form for you). Once submitted, USA's Corporate Compliance department will review and confirm good standing.

Applicant Name: _____

I hereby certify that the above named applicant is a resident of:

_____
Property Name

_____ _____ _____ _____
Address & Apartment # **City** **State** **Zip Code**

The resident has lived here since _____.

Signature of Community Manager: _____

_____
Printed Name

_____ ( ) -
Date **Telephone #**

Prior USA affordable housing communities:

_____ **Dates Resided:** **From** _____ **To** _____
Property Name

_____ **Dates Resided:** **From** _____ **To** _____
Property Name

FOR CORPORATE/OFFICE USE ONLY:

Notice of Good Standing	Today's Date:
Resident has had three or fewer late rent payments during the past 12 months and is considered to be in good standing. Therefore, based on this criteria, I recommend this resident to be eligible to apply for a JBBF Scholarship Award.	
Corporate Signature:	

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ATTACHMENT A6 - J.B. Brown Scholarship Fund Terms of Agreement

1. I understand that I must enroll in and complete the number of units and or classes that are required to be considered a part-time of full-time student. I understand that if I withdraw from classes while receiving scholarship funds, LifeSTEPS has the authority to adjust or cancel the award accordingly.
2. I understand that it is my responsibility to notify LifeSTEPS immediately if I:
   (a) change my program
   (b) change my permanent address
   (C) stop attending trade or vocational program
3. I understand that LifeSTEPS has the right to request transcripts to verify my GPA and/or my academic progress.
4. I confirm that all the information that I have provided for this scholarship fund is valid and is subject to verification.
5. I will commit to attending the award ceremony.
6. USA and LifeSTEPS employees and their family members and household members are not eligible for funding.
7. I have provided a valid email address and understand that LifeSTEPS will use the address provided to communicate with me about my application.
8. I understand that points will be deducted in the subsequent term if I withdraw from classes. Students that withdraw from classes in two consecutive semesters are ineligible for funding until proof of successful completion of one semester.

Applicant Printed Name: _____

Applicant Signature: _____

Parent/Guardian Signature (If under 18 years old) : _____

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ATTACHMENT A7 – PHOTOGRAPH/VIDEO AND INFORMATION RELEASE FORM

Property Name: _____

Please note that signing this form is voluntary and that one's decision to sign or not to sign will not affect their eligibility. Please include photo attachment.

Photo/Video Release ☐

By signing below, I consent, without further consideration or compensation, to the use (full or in part) of photographs, videos, and/or details made of me as a participant of LifeSTEPS/J.B. Brown Fund programs and services for the purposes of LifeSTEPS and/or USA Properties Fund, Inc. reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org or www.usapropfund.com, and/or other digital promotional outlets, and printing on paper for distribution, and any marketing and publicity materials. Further, I release LifeSTEPS and USA Properties Fund Inc., its contractors and/or employees or any other related party from any liability that may arise from the use of such materials. The release will remain in full force and effect until withdrawn in writing by me. This release is intended to grant permission for photos and videos that include my/our minor children when applicable.

Public Release of Impact Story Information ☐

I am aware I have provided personal information on myself including my participation in LifeSTEPS and USA Properties Fund, Inc. activities. I understand the information about me may be used for publicity purposes and I consent to having it released for this purpose.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

(If under 18 yrs. Old) Parent Printed Name: _____

*Parent Signature: _____ Date: _____

*If applicant is under 18.

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ATTACHMENT E – Recap of Supporting Documentation

1. My transcript (Attachment B) for the last term or copy of my high school or GED diploma is attached.

   True ☐ False ☐

If FALSE: My transcript for the last term or copy of my high school or GED diploma will be available (specify date) _____, at which time I will submit the document(s) to LifeSTEPS.

2. My Proof of Acceptance *(Attachment C) for the specified school is attached. True ☐ False ☐

If FALSE, please explain: _____

3. My class schedule (Attachment D) for the upcoming term is attached. True ☐ False ☐

If FALSE: My schedule for the upcoming term will be available (specify date) _____, at which time I will submit it to LifeSTEPS.

***Proof of Acceptance can be enrollment verification/letter of acceptance/class schedule or registration appointment for upcoming term.**

I have included all attachments and completed each section

Applicant Signature:_____

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