



# CATHOLIC COMMUNITY FOUNDATION

## *ST. TIMOTHY SCHOLARSHIP*

### 2012 Application and Instructions

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#### **History and Purpose:**

The St. Timothy Scholarship was established in 2011 to provide tuition assistance at educational institutions of all levels in the United States. Scholarship opportunities are available for elementary and middle school, high school, college and university level, graduate school, and seminary education.

#### **Eligibility Requirements:**

Eligibility requirements for St. Timothy Scholarships are determined by the Catholic Community Foundation in consultation with the donor. Applicants who demonstrate a commitment to their faith, are community minded and service oriented, and have a plan for their future, may apply for this scholarship.

Applicants must:

- reside in Arizona, North Carolina, Ohio, Tennessee or Texas at the time of application submission
- have a cumulative GPA of 2.0 or higher for the preceding year
- be applying to attend an educational institution in the United States

Scholarships may be renewable, subject to available funding, provided that the recipient maintains a minimum grade point average of 2.0 for the preceding year and remains in good standing with the educational institution. Verification and additional information may be required. Scholarships may not be used to repay past debt or student loans.

Awards are granted without regard to race, color, creed, disability or national origin.

#### **Value:**

St. Timothy scholarship awards offered through the Catholic Community Foundation are typically in the range of \$1,000 to \$5,000. The number of awards and dollar amounts of awards will be determined by the Scholarship Committee each year and may vary from year to year. Applicants may apply for the maximum amount of one year's tuition at the school which they plan to attend. Scholarships are awarded once annually each June and are paid directly to the educational institution.



### **Application Procedure:**

Scholarship applications and instructions are available at [www.ccfphx.org](http://www.ccfphx.org) under “Grants & Scholarships”, then “Special Interest Scholarships”, or by contacting the Catholic Community Foundation at 602-354-2407.

To apply for a St. Timothy Scholarship offered through the Catholic Community Foundation, all applicants must complete the following steps:

- 1. Application:** Go to [www.ccfphx.org](http://www.ccfphx.org). Select “Grants & Scholarships”, then “Special Interest Scholarships”, then “St. Timothy Scholarship”. Click on the link to open the application. Print and complete the St. Timothy Scholarship Application form.
- 2. Declaration:** Complete the Declaration of Applicant and Photo Release form, to be signed and dated by you in ink, and if you are under 18 years of age, your parent/guardian must also sign and date in ink.
- 3. Prepare an Essay:**
  - **Type** a double-spaced essay of **no more than 500 words** explaining how this scholarship will be of benefit to you and why you believe the award sponsor(s) should invest in your education. Include your plans for the future regarding your education and career objectives. You may also want to include notable accomplishments, volunteer service to church or community, and/or compelling reasons you feel you should receive the award. Close attention should be paid to grammar and spelling.
  - Be sure to include your name on all pages of your essay.
- 4. References:** Submit two letters of reference with your application packet. Letters may not be from family members. Suggestions for reference writers are current or previous teachers, principals, pastors, nuns, family friends, neighbors, coaches, guidance counselors, employers, troop leaders, or community service supervisors.
  - You may use the Request for Reference Letter form in this application packet to assist you with requesting the letters of reference.
  - Each letter should be returned to you in a sealed envelope from the author. If the letter is not in a sealed envelope, please request that the writer place it in a sealed envelope before returning it to you.
  - All letters must be originals; copies will not be accepted.Submit the two letters of reference with your completed application packet. Do not mail them separately.



**5. Mail completed application packet, postmarked by April 15 2012, to:**

Catholic Community Foundation  
400 E Monroe Street  
Phoenix, AZ 85004

**Selection and Award Process:**

All applicants who meet eligibility requirements and submit a completed application by the deadline will be considered for the scholarship by the Catholic Community Foundation's volunteer Scholarship Committee. Scholarship recipients will be selected after a careful evaluation of each applicant's submission.

The recipient will be notified of scholarship award no later than June 15, 2012.

Awarding of funds may be contingent upon recipients meeting various criteria. Verification of pertinent facts may be required before funds are released to the educational institution.

**Deadline:**

Completed application packets, including all required documents (Student Application, Declaration of Applicant, Essay, and two sealed Reference Letters) must be delivered to the Catholic Community Foundation or postmarked **no later than April 15, 2012.** **There are no extensions or exceptions.**

Applicant may confirm receipt of application packet by contacting:  
Catholic Community Foundation  
602-354-2407  
info@ccfphx.org



**Incomplete or late application packets will not be accepted. Submitted materials will not be returned.**

**APPLICATION PACKET CHECKLIST:**

- Scholarship Application, neatly printed or typed
- Declaration of Applicant and Photo Release, dated and signed in ink by student and, if student is under 18 years of age, also signed by parent/guardian
- Essay, no more than 500 words, typed and double-spaced, with your name included on all pages, not stapled
- 2 Reference Letters, in sealed envelopes

***Please note:***

- Incomplete or late application packets will not be accepted.
- Applications should be neat and legible; photocopies should be clear and clean.
- Do **NOT** put papers into plastic sleeves or staple pages together.
- Include your name on every piece of paper submitted.
- Submitted materials will not be returned.

**Disclaimer** – Only information provided on your application, in your essay, and in reference letters will be used to determine your eligibility and award status. If any information changes after your application has been submitted, especially if related to specific scholarship criteria, it is your responsibility to notify the Catholic Community Foundation.



# CATHOLIC COMMUNITY FOUNDATION

## *ST. TIMOTHY SCHOLARSHIP APPLICATION*

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Scholarship Dollar Amount Applying For (tuition for up to 1 year maximum):\$ \_\_\_\_\_

Student Name:  Mr.  Miss  Ms.  Other \_\_\_\_\_  
(as you would like it publicized / announced)

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt/Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Alternate E-Mail Address: \_\_\_\_\_

Current Parish: \_\_\_\_\_ How long: \_\_\_\_\_

Current School: \_\_\_\_\_ How long: \_\_\_\_\_

Previous School(s): \_\_\_\_\_

Current school year/grade (in Spring 2012): \_\_\_\_\_

Cumulative GPA (for current academic year):  <2.0  2.0+  2.5+  3.0+  3.5+

School/University - 1<sup>st</sup> Choice: \_\_\_\_\_

Address: \_\_\_\_\_

Tuition Office Phone: \_\_\_\_\_ Scholarship Office Phone: \_\_\_\_\_

Tuition for 1 year:\$ \_\_\_\_\_

Major (if applicable): \_\_\_\_\_ Application Date: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ School ID#: \_\_\_\_\_

Will attend as full-time student  Will attend as part-time student

School/University - 2<sup>nd</sup> Choice: \_\_\_\_\_

Address: \_\_\_\_\_

Tuition Office Phone: \_\_\_\_\_ Scholarship Office Phone: \_\_\_\_\_



# of years planning to attend this educational institution: \_\_\_\_\_

Have you or one of your siblings received this scholarship previously?  Yes  No

If yes, state name and date received: \_\_\_\_\_

List source and dollar amount of any other tuition assistance you are receiving for the school year for which you are applying:

\$ \_\_\_\_\_ Source: \_\_\_\_\_ \$ \_\_\_\_\_ Source: \_\_\_\_\_

\$ \_\_\_\_\_ Source: \_\_\_\_\_ \$ \_\_\_\_\_ Source: \_\_\_\_\_

Volunteer/community service performed:  Yes  No # of hours per academic year \_\_\_\_\_

Place of Service: \_\_\_\_\_

Volunteer service performed: \_\_\_\_\_

Intended career: \_\_\_\_\_

What is your 10 year plan? (no more than 250 words – you may attach a separate sheet )

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**How did you hear about this award?**

- Catholic Community Foundation Website
- Catholic Sun
- Catholic Community Foundation Board or Committee Member (please specify \_\_\_\_\_)
- Fellow Student (please specify \_\_\_\_\_)
- Principal, Teacher or Guidance Counselor
- Other (i.e. friend, neighbor, etc.) (please specify \_\_\_\_\_)

**For Office Use Only**

App. Received Date:	L1 Received Date:	Date Major Verified:
Essay Received Date:	L2 Received Date:	By College Rep:
L2 Received Date:	Date Verified:	By CCF Rep:



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## Declaration of Applicant and Photo Release

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**I HAVE READ AND UNDERSTAND THE INSTRUCTIONS AND DECLARE THAT ALL INFORMATION PROVIDED IN MY SCHOLARSHIP APPLICATION IS TRUE AND COMPLETE.**

**I UNDERSTAND AND AGREE THAT:**

- 1) My personal information pertaining to my current admission status and future admission status may be exchanged by and between the Catholic Community Foundation, the scholarship sponsor(s), the schools of the Diocese of Phoenix, and my indicated choices for future educational institutions,
- 2) My personal information may be released and exchanged by and between the Catholic Community Foundation, and any entity requiring it to verify the information I have provided, for use in research and analysis, and for program evaluation, and
- 3) The continuation of any scholarship that may be awarded to me depends upon my exemplary personal and scholarly conduct, including continuance of eligibility for the award, compliance with applicable laws, campus policies and codes of ethics. A violation of law or campus policies, misstatements of eligibility, or failure to comply with required codes of ethics or academic standards are considered sufficient reasons for suspension, cancellation or non-renewal of the award.

The undersigned applicant and, if applicant is under 18 years of age, parent or legal guardian of applicant:

- Hereby grant permission to the Catholic Community Foundation and its agents or employees to use photographs, videos, interviews, and/or voice recordings taken of me for any and all Catholic Community Foundation promotional and informational materials such as brochures, newsletters, advertisements, magazines, and websites and to use such in electronic versions of the same publications and/or other electronic forms of media, without further notification to or consent from me.
- Authorize the use of my name, as well as my likeness and voice, with or without my name. This consent is given without expectation of compensation to me, and with the understanding that all photographs, videos, and recordings shall become the property of the Catholic Community Foundation. Applicant and Parent or Legal Guardian waive any right to inspect or approve the finished product.

I authorize the Catholic Community Foundation, the Catholic Sun, and the Diocese of Phoenix to release my name, application information, and photos/videos.

\_\_\_\_\_  
Signature of Applicant (in ink)

\_\_\_\_\_  
Signature of Parent/Guardian (if under 18)

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Request for Reference Letter

(Applicant – you may use this form to request a letter of reference.)

Dear \_\_\_\_\_,

I am applying for the St. Timothy Scholarship through the Catholic Community Foundation of the Diocese of Phoenix to attend \_\_\_\_\_.

Would you please take a moment to compose a typed, one-page letter of reference for me?

In your letter, please include the following:

- the capacity in which you know me (i.e., current or previous teacher, pastor, coach, family friend) and for how long
- accomplishments or accolades, if known
- my worthiness for a scholarship
- any comments which you feel would be helpful to the awards committee
- your contact information

Please return your letter of recommendation to me in a **sealed** envelope with my name on the front, for inclusion in my final application packet.

If you have any questions or comments, please contact the Catholic Community Foundation at 602-354-2407 or [info@ccfphx.org](mailto:info@ccfphx.org).

I am most grateful for your assistance.

Student Phone: \_\_\_\_\_

Student Address: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date