



## LifeSTEPS Academic Scholarship Application

Cycle: **SPRING 2024 DEADLINE FOR SUBMISSION: Friday, November 17, 2023**

Dear Applicant,

The LifeSTEPS Academic Scholarship Fund supports educational aspirations and community growth for residents of affordable housing served by LifeSTEPS. This excludes properties managed by AMCAL and USA Properties, which have separate scholarship funds. We encourage all applicants to read and follow the application instructions carefully. If you are in need of application assistance, please contact your LifeSTEPS Director of Social Services.

Please read through the criteria to determine if you are a good fit for this opportunity. Pay special attention to the submission process and attachment list to ensure you submit a complete application. Incomplete applications will not be considered. If you have any questions, please reach out to LifeSTEPS staff, your on-site DSS, or by emailing [scholarships@lifestepsusa.org](mailto:scholarships@lifestepsusa.org).

***The deadline for application submission is Friday, November 17, 2023.***

**Eligibility Criteria** – Applicants are required to meet **ALL criteria** to be considered for funding.

- Applicant has lived in a Non-AMCAL or USA Properties' affordable housing community for two or more years, has had no more than three late rent payments during the past 12 months, and is considered to be in good standing by a Non-AMCAL or USA Properties' affordable housing community. (Exceptions: If the community is less than two years old, a minimum of six months is required or residency at multiple properties totaling 2 years is acceptable.)
- Applicant is a graduating high school senior, GED recipient, or undergraduate enrolling in an accredited undergraduate program. Note: Graduate programs are not eligible.
- Applicant can demonstrate community leadership through volunteer work at school or in the community.
- Applicant can provide proof of acceptance to an accredited University or Community College for full or part-time programs. **The applicant must register for a minimum of 6 units.**
- Applicant's GPA from the most recently completed term is 2.5 or higher. Student GPA and academic progress will be monitored.
- AMCAL or USA Properties' affordable housing communities and LifeSTEPS employees and their family members and household members are not eligible for funding.
- Applicant must be able to demonstrate at least one source of income to pay for schooling.

Complete applications can be mailed, scanned or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



## Instructions and Checklist

Use this page as your **checklist** for the application process. Please read and follow instructions carefully and **observe all deadlines**. If you have questions, you may contact your LifeSTEPS Director of Social Services for assistance. **DEADLINE FOR SUBMISSION: Friday, November 17, 2023**

**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: Honors & Activities
- Attachment A4: Autobiographical Essay Questions
- Attachment A5: Signed Verification of Residence and Notice of Good Standing
- Attachment A6: Signed LifeSTEPS Scholarship Fund Terms of Agreement
- Attachment A7: Signed Photograph and Information Release
- Attachments B1 and B2: Provide two letters of recommendation from a teacher, guidance counselor, employer, clergy, youth group leader, etc.
- Attachment C: Attach most current high school and/or community college, university, or vocational program transcripts.
- Attachment D: Provide proof of acceptance for the upcoming term.
- Attachment E: Attach the Class Schedule for the 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 F: Recap of Supporting Documentation
- Sign on all "Applicant Signature" lines provided.

Your completed application and attachments should be assembled in the order outlined above. Please submit completed applications as one PDF via email ([Scholarships@lifestepsusa.org](mailto:Scholarships@lifestepsusa.org)), fax it, or place it in the mail so long as it is received on or before the deadline. **Please do not submit any documents that are not requested. Please note that applications are not considered on time unless they arrive at the corporate office on or before the deadline.** Applicants are responsible for verifying that applications have been received. LifeSTEPS is not responsible for lost applications. **Late and/or incomplete applications will not be considered.**

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

**Applicant Signature** \_\_\_\_\_

Complete applications can be mailed, scanned or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



Spring 2024 Academic Scholarship Application
First Time Applicant

ATTACHMENT - A1 Cover Page
The application must be typed.

DEADLINE: Applications must be received at LifeSTEPS Corporate Office on or before Friday, November 17th, 2023. The 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 College Student ID#

Property Name

Address & Apartment # City State Zip Code

( ) -

Your Phone # (###) ### - ####

Email

Your Date of Birth MM/DD/YEAR

Marital Status: [ ] Single/Unmarried [ ] Married [ ] Separated/Divorced

Are you a Veteran? [ ] Yes [ ] No

Are you Disabled? [ ] Yes [ ] No

Ethnicity: [ ] Alaskan Native/American Indian [ ] Asian [ ] Black/African American

[ ] Hispanic/Latino [ ] Pacific Islander [ ] White/Caucasian [ ] Unknown [ ] Other

Name of School Attending in Spring 2024

Anticipated Graduation Date

School Mailing Address for Scholarships\*

City

State

Zip Code

Area of Study/Current or Anticipated Major

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

Complete applications can be mailed, scanned or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: Scholarships@LifeSTEPSusa.org

Phone: 916-965-0110



**ATTACHMENT A2 - Annual School Budget**

**Applicant Name:** \_\_\_\_\_

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.**

<u>Annual Expenses</u>		<u>Income Sources for School</u>	
Annual Tuition & Fees	\$ _____	Individual or Expected Family Contribution	\$ _____
+ Annual Books	\$ _____	Loans	\$ _____
+ Annual Rent or Room and Board	\$ _____	Additional Grants/Financial Aid (no payback)	\$ _____
Other Annual Miscellaneous Costs:		Non-LifeSTEPS Awards/Scholarships	\$ _____
+ Gas or Transportation	\$ _____		
+ Food	\$ _____		
Other	\$ _____		
= <b>Total Annual Expenses</b>	<b>\$ _____</b>	<b>Total Annual Income for School</b>	<b>\$ _____</b>

**Requested Amount of LifeSTEPS Academic Scholarship Fund** \$ \_\_\_\_\_

Number of dependents in household: \_\_\_\_\_

Annual Household Income: \_\_\_\_\_

Maximum awards\* available per scholarship application cycle are:

- UC system: \$5,000
- Private system: \$3,500
- CSU system: \$2,800
- Community College system: \$750

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

Complete applications can be mailed, scanned or faxed.  
 Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
 (Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**ATTACHMENT A3 - Honors and Activities**

**Applicant Name:** \_\_\_\_\_

The Scholarship Committee will assign one point for each of the following. Please type in the space provided below. **Items listed without a year/month associated will not be considered.**

**I. HONORS RECEIVED** (academic, sports, community service, etc.) in the last 18 months.  
(3 Possible Points)

Name/Type of Honor or Award	Year & Month

**II. SCHOOL ACTIVITIES** (list memberships in clubs, participation in athletics, special classes and activities, positions held, etc.) in the last 18 months. (3 Possible Points)

Name/Type School Activity	Year & Month

**III. COMMUNITY ACTIVITIES** (Civic committees, church groups, scouts, tutoring, charitable groups, project-sponsored activities, etc.) in the last 18 months. *Volunteer work done within your community receives a bonus point!* (4 Possible Points)

Committee or Group Name	Contact Name and Phone	Dates of Service

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**Spring 2024 Academic Scholarship Application  
First Time Applicant**

**IV. EMPLOYMENT** (Give job title, responsibilities, name of employer, etc.) within the last 18 months. *(4 Possible Points if Presently Employed) Indicate dates hired and if still working.*

<i>Employer</i>	<i>Job Title/Duties</i>	<i>Number of Hours Worked Per Week</i>	<i>Dates of Employment</i>

Complete applications can be mailed, scanned or faxed.

Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827

(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**ATTACHMENT A4 - Autobiographical Essay Questions (4 Possible Points Each)**

**Applicant Name:** \_\_\_\_\_

The Scholarship Committee will award points for essay thoughtfulness, organization, clarity of responses and how you, the applicant, tell your story. **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 academic, professional, or personal goals for the next five years.

3. Please tell us how your educational success and long term goals will give back to your community, or create community for others?

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

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**Spring 2024 Academic Scholarship Application  
First Time Applicant**

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

6. Where do you see yourself in 10 years?

7. Please provide any additional information that you believe is important for us to consider in relation to your application.

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110





Spring 2024 Academic Scholarship Application  
First Time Applicant

**ATTACHMENT A5 - Verification of Residence and Notice of Good Standing**

To be eligible for a LifeSTEPS Academic Scholarship Fund award, the applicant **must be a current resident of an 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).

**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 affordable housing communities:**

\_\_\_\_\_  
**Property Name**                      **Dates Resided: From**                      **To**

\_\_\_\_\_  
**Property Name**                      **Dates Resided: From**                      **To**

**FOR COMMUNITY MANAGEMENT OFFICE USE ONLY:**

<b>Notice of Good Standing</b>	<b>Today's Date:</b>
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 these criteria, I recommend this resident be eligible to apply for a LifeSTEPS Scholarship Award.	
<b>Signature of Community Manager:</b>	

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**ATTACHMENT A6 – LifeSTEPS Academic Scholarship Fund Terms of Agreement**

- 1. I understand that I must enroll in and complete a minimum of 6 academic units per term and maintain a minimum GPA of 2.5 or higher. I understand that if I withdraw from or achieve less than a 2.5 GPA 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 college
(b) change my permanent address
(c) cease to carry the minimum of 6 academic units
(d) achieve less than a 2.5 GPA while using LifeSTEPS Academic Scholarship Fund funds
(e) stop attending an institution of higher education
- 3. I understand that LifeSTEPS has the right to request transcripts to verify my GPA and my academic progress.
- 4. I understand that I need to reapply for this scholarship annually. There are two scholarship opportunities each year.
- 5. I confirm that all the information I have provided for this scholarship fund is valid and subject to verification.
- 6. I will commit to attending the award ceremony.
- 7. 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 programs and services for the purposes of LifeSTEPS reports, newsletters, internet, social media, web production to the websites www.lifestepsusa.org and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS, 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. In the use of participant photographs, LifeSTEPS affirm that: no personal phone numbers and/or addresses will be published.
- 8. I understand that late and/or incomplete applications will not be considered.
- 9. LifeSTEPS employees and their family members and household members are not eligible for funding.
- 10. I have provided a valid email address on the Cover Page and understand that LifeSTEPS will use the address provided to communicate with me about my application.
- 11. I understand that points will be deducted in the subsequent semester if I withdraw from classes resulting in enrollment in two or fewer classes. Students that withdraw from classes in two consecutive semesters are ineligible for funding until proof of successful completion of one semester with enrollment in at least 2 classes can be provided.

**Applicant Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Parent/Guardian Signature ( If under 18 years old) :** \_\_\_\_\_

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**ATTACHMENT A7 - PHOTOGRAPH 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 a photo attachment.**

**Photo 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 Fund programs and services for the purposes of LifeSTEPS reports newsletters, internet, social media, web production to the websites [www.lifestepsusa.org](http://www.lifestepsusa.org), and/or other digital promotional outlets, and printing on paper for distribution, and any other marketing and publicity materials. Further, I release LifeSTEPS, 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/or 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 activities. I understand the information about me may be used for publicity purposes and I consent to have it released for this purpose.

Applicant  
Printed Name: \_\_\_\_\_

Applicant  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If under 18  
years old)  
Parent Printed  
Name: \_\_\_\_\_

\*Parent  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If the applicant is under 18.

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110



**ATTACHMENT F – Recap of Supporting Documentation**

1. My transcripts (Attachment C) from Fall 2023 are attached. (College/high school) True  False

If FALSE: My transcripts from Fall 2023 will be available (specify date) \_\_\_\_\_, at which time I will submit them to LifeSTEPS.

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

If FALSE, please explain: \_\_\_\_\_

3. My class schedule (Attachment E) 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.

4. Attached is a picture of myself to submit with this scholarship application. True  False

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

**I have included all attachments and completed each**

**Applicant**

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

Complete applications can be mailed, scanned or faxed.  
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827  
(Mailed Applications must be received by the deadline.)

Fax: 916-965-0102

Email: [Scholarships@LifeSTEPSusa.org](mailto:Scholarships@LifeSTEPSusa.org)

Phone: 916-965-0110