TWENTY EIGHTH ANNUAL
HOWARD T. COLLINS MEMORIAL SCHOLARSHIP
INSTRUCTIONS

PROGRAM DESCRIPTION & CRITERIA
The Twenty Seventh Annual Howard T. Collins Memorial Scholarship program will award scholarships to individuals who are current residents of a property managed by Eden Housing Management, Inc. and who are enrolled in a course of study, are pursuing their educational/academic and/or career advancement/vocational goals.

APPLICANTS MUST:
- Currently live in a property managed by Eden Housing Management, Inc.
- Be at least seventeen (17) years old (or a high school senior and/or taking higher education courses).
- Be pursuing their educational/academic and/or career advancement/vocational goals.
- Completely fill out the application form. Forms may be typed (this is preferable) or legibly written in black or blue ink. Incomplete or late applications will be automatically disqualified. Outdated information, including reference letters, will not be accepted. If you choose to handwrite your application, it must be clear and easy to read. If we can’t read it, it will be disqualified. It’s preferable to type your answers.
- Provide two (2) dated letters of recommendation. (See Letter of Recommendation Guidelines)
- Provide most recent transcript(s) of grades.

DEADLINE: All of the above items are due by 5:30pm Monday May 15, 2020, postmarked ok. We are unable to accept any late applications. (Applicant is responsible for ensuring that the application is received and complete.) Please call 510-582-1460 if you have any questions.

Please help us with our sustainability efforts by submitting your application electronically. If possible submit your electronic application as one PDF document. Submitting in multiple parts makes it more likely that not all parts will be received. Speak with your Community Manager or Services Coordinator if you need assistance. Applications will be accepted by mail, email or you can drop them off at our central office listed below.

Email: scholarship@edenhousing.org Postmarked or in Person:
Attn: Howard T. Collins Memorial Scholarship Committee
Eden Housing
22645 Grand Street
Hayward, CA 94541

If you have questions please call the Eden Housing at 510-582-1460

SELECTION CRITERIA* (not listed in order of priority)
- Academic record
- Character and leadership qualities, e.g. work record, volunteer work
- References
- Educational/academic objectives and/or Career/vocational goals
- Challenges overcome/ Accomplishments
- Application

Awardee Requirements: Should you be selected as a scholarship recipient and in order to receive your check you will be required to:
1. Provide proof of enrollment and/or registration in your proposed program.
2. Sign an Eden Housing, Inc. Resident Release Form
3. Attend the scholarship award celebration (currently scheduled for either July 16, 2020) and participate in an informal interview and/or photo shoot at the event.
4. Keep proof of how the money was spent. This is required if you apply again.
LETTER OF RECOMMENDATION GUIDELINES
(To be discussed with those writing a letter on your behalf)

1. One letter must be from a school official, teacher or counselor, etc. The other letter may be a reference from an employer, friend, minister, or community leader. (Letters of reference from Eden staff or applicant’s family members will not be accepted).

2. All letters must include the Date. Also, be sure to include the applicant’s name in the letter. Letters that do not contain these will not be considered.

3. Please describe your relationship with the applicant.

2. Please discuss the applicant’s ability to succeed in pursuing his/her educational objectives and/or career development goals.

3. Please discuss applicant’s ability to deal with challenging situations.

4. Please discuss the applicant’s leadership skills/experience.

5. Letters of Recommendation must be dated after January 1, 2020 and postmarked or received by May 15, 2020.

If you have questions, please call 510-582-1460.
TWENTY SEVENTH ANNUAL
HOWARD T. COLLINS MEMORIAL SCHOLARSHIP APPLICATION FORM

NAME: ___________________________

APPLICATION CHECKLIST

Review the following checklist, check each box VERIFYING that it is included in your application and include this checklist as the first page of your application.

☐ How did you learn about the Howard T. Collins Scholarship? ______________________________________

☐ Completed Application Form – All questions are answered. *Past recipients, please note you have separate question prompts to respond to this year*

☐ Certification of Residence and Income – Your Assistant Manager, Community Manager, or Property Supervisor must fill out this form and sign. Allow sufficient time to get the signature. If you cannot contact any of the people listed above please call (510) 582-1460 by May 4, 2020.

☐ 2 Letters of Recommendation* (see Letters of Recommendation Guidelines) (Letters must be dated after January 1, 2020)

☐ Transcripts* (may be unofficial current copies) (Transcripts must include applicant's name)

Your application will be considered incomplete if there are any blanks on the Application Form or any of the required documents are missing or outdated.

Applications are due by 5:30pm Monday May 15, 2020, postmarked ok. We are unable to accept any late applications. (Applicant is responsible for ensuring that the application is received and complete.)

*Note: Please request transcripts from your school/s and letters of reference as soon as possible, to avoid problems in meeting your deadline. Unofficial transcripts are acceptable. If a transcript is not available, you MUST explain; 1) why the transcript is not available; 2) what the last school attended was and; 3) when you attended.
TWENTY SEVENTH ANNUAL
HOWARD T. COLLINS MEMORIAL SCHOLARSHIP APPLICATION FORM
NAME:____________________________________

PERSONAL INFORMATION

Please type or print clearly using only the front of each page. Attach additional pages as needed. Fill in the entire application as completely as possible. Incomplete applications and applications received after the deadline will not be considered.

Name____________________________________

<table>
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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Date of Birth ___________ Age ________ Place of Birth __________________________ City/State Country

Sex M□ F □

Race/Ethnicity (Optional, please check all that apply.)

☐ African American ☐ Latino/a ☐ Caucasian

☐ Asian American or Pacific Islander ☐ Native American or Native Alaskan ☐ Other

Property Name __________________________

Address ________________________________

Street   Apt. #   City    State     Zip

Home Telephone ( ) ___________ Work Telephone/Cell phone ( ) ___________

E-Mail Address _________________________ Household size ___________________

☐ I live alone       ☐ I live with family       ☐ I live with roommates

Household Members/ Name(s) / Relationship ________________________________

________________________________________________________________________

________________________________________________________________________

Are you a family member of, or do you reside with, an employee at Eden Housing, Inc., Eden Housing Management, Inc., Eden Housing Resident Services, Inc.? YES □  NO □

If YES please list the Employee’s name: __________________________

What is your relationship? ______________________

Note: Family members of Eden Housing, Inc., Eden Housing Management, Inc., Eden Housing Resident Services, Inc. employees that reside in a free employee unit are no longer eligible to apply for a Howard T. Collins Scholarship award.
EDUCATION EMPLOYMENT INFORMATION

Are you currently (check all that apply):

☐ A full-time student
☐ A part-time student
☐ Employed full-time
☐ Employed part-time
☐ Unemployed
☐ Other (please describe): ________________________

Are you currently attending one of the following? (Check only if one applies)

☐ 2-year College  ☐ 4-year College  ☐ Graduate school  ☐ Vocational school  ☐ Other

If you are currently in school, please provide the name of the college/university/vocational school you are currently attending:

________________________________________________________________________

Name                                      City

If you are not currently in school, please provide the name of the college/university/vocational school you plan to attend/have applied for:

________________________________________________________________________

Name                                      City

What is your current educational goal? (for example: A.S. in Construction Management, B.A. in Biology, Certificate in Licensed Vocational Nursing).

________________________________________________________________________

________________________________________________________________________

From the date of application for these funds, how long will it take to complete your educational goal?

__________________________  _______________________
Years                        Months
## EDUCATION

Please list your current or most recent place of study first.

<table>
<thead>
<tr>
<th>SCHOOL &amp; LOCATION</th>
<th>AREA OF CONCENTRATION</th>
<th>DATES ATTENDED</th>
<th>DEGREE/YEAR</th>
</tr>
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</tbody>
</table>

## WORK EXPERIENCE AND/OR VOLUNTEER EXPERIENCE

Please list your current or most recent place of employment first and focus on experience relevant to your career/educational goal.

<table>
<thead>
<tr>
<th>POSITION/TITLE/ROLE</th>
<th>ORGANIZATION &amp; LOCATION</th>
<th>DATES</th>
<th>FULL-TIME, PART-TIME, or VOLUNTEER</th>
</tr>
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</table>
TWENTY SEVENTH ANNUAL
HOWARD T. COLLINS MEMORIAL SCHOLARSHIP APPLICATION FORM
NAME: ____________________________

BUDGET WORKSHEET

Have you received a Howard T. Collins Scholarship in the past?  □ YES  □ NO
With funds received I will be pursuing a course of study toward/ for:

□ Educational/Academic goals     □ Career/vocational

Please provide a Budget that explains what you would apply the scholarship money towards and how much you would need. (Such as $200 for parking, $150 for tuition per quarter, etc. – just write whatever applies to your specific needs).

NOTE: You may NOT request funds for payment of RENT. In past years, scholarship awards have typically ranged from $750-$3,500.

What time period does this Budget cover?
□ a year  □ a semester  □ a quarter  □ a class  □ a workshop  □ Other ____________

Sample Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuition for one quarter, semester, year, class, workshop</td>
<td>$821.00</td>
</tr>
<tr>
<td>2. Books &amp; supplies</td>
<td>200.00</td>
</tr>
<tr>
<td>3. Child care while attending school</td>
<td>150.00</td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td>$1,171.00</td>
</tr>
<tr>
<td>TOTAL AMOUNT REQUESTED</td>
<td>$1,171.00</td>
</tr>
<tr>
<td>(Not covered by other funds, grants, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

YOUR BUDGET: Expense must be directly related to this scholarship request.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tuition</td>
<td></td>
</tr>
<tr>
<td>2. Books</td>
<td></td>
</tr>
<tr>
<td>3. Supplies (please explain)</td>
<td></td>
</tr>
<tr>
<td>4. Childcare</td>
<td></td>
</tr>
<tr>
<td>5. Transportation/parking fees</td>
<td></td>
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<tr>
<td>6. Lab fees</td>
<td></td>
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<tr>
<td>7. Other (please explain)</td>
<td></td>
</tr>
<tr>
<td>TOTAL AMOUNT REQUESTED (not covered by other funds, grants, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
EDUCATIONAL FUNDING
Please fill in the chart below to help us better understand whether there are other sources of funding you are seeking to assist you in paying for school in the coming year.

We understand that some schools do not participate in the Federal Financial Aid program and that not everyone qualifies for financial aid. If you do not qualify for financial aid or it is not offered at your school or for your program please check this box.

If you have not yet received your financial aid awards notice(s), please check this box and show amounts you received for the most recent school year or estimates.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Total Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work or work study</td>
<td>$</td>
</tr>
<tr>
<td>Savings/family assistance</td>
<td>$</td>
</tr>
<tr>
<td>FAFSA*</td>
<td>$</td>
</tr>
<tr>
<td>BOG Waiver**</td>
<td>$</td>
</tr>
<tr>
<td>EOPS Program**</td>
<td>$</td>
</tr>
<tr>
<td>Chafee Grant***</td>
<td>$</td>
</tr>
<tr>
<td>Other Awards/Grants from my school</td>
<td>$</td>
</tr>
<tr>
<td>Subsidized student loans</td>
<td>$</td>
</tr>
<tr>
<td>Unsubsidized student loans</td>
<td>$</td>
</tr>
<tr>
<td>Other Scholarships</td>
<td>$</td>
</tr>
<tr>
<td>Total All Other Funding Sources:</td>
<td>$</td>
</tr>
</tbody>
</table>

*For info on applying for aid through FAFSA (The Free Application for Federal Student Aid) see [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/). It is free to apply.

** For info on applying for Extended Opportunity Programs and Services (EOPS) and/or the Board of Governors Waiver (BOGW) visit your college Financial Aid Office.

*** For info on applying for the Chafee Grant and other grants through the State of California visit: [http://www.csac.ca.gov](http://www.csac.ca.gov).
**We strongly encourage that you type your responses – it will be easier for the committee to read your answers. If you submit a hand written application, you are responsible for making sure it’s legible.

**BIOGRAPHICAL STATEMENT**

The purpose of this section is to give you a chance to tell us about yourself in your own words to give us a better understanding of your background and life circumstances. Please be sure to address these guiding questions:

- What was happening in your life before you moved to Eden – where were you living?
- How has living in affordable housing/Eden changed your life?
- What resident services and/or community programs have contributed to your current success?
- **If you have received a scholarship in the past, please only answer the questions on page 12**

Please *limit your response to 750 words or less*. Attach additional pages as necessary.
**We strongly encourage that you type your responses – it will be easier for the committee to read your answers. If you submit a handwritten application, you are responsible for making sure it’s legible.**

**CAREER AND EDUCATIONAL GOALS**

Please use the space below for your Statement of Purpose to tell us about your educational and/or career goals. What are your career and/or educational goals? What is your dream? Why have you chosen the educational goals that you are pursuing? **If you have received a scholarship in the past, please only answer the questions on page 12.**

*Please limit your response to 750 words or less.* Attach additional pages as necessary.
**We strongly encourage that you type your responses – it will be easier for the committee to read your answers. If you submit a hand written application, you are responsible for making sure it’s legible.

**STATEMENT TO THE COMMITTEE/ ADDITIONAL INFO**

Scholarships will be awarded to only the best qualified applicants. Please tell us why you believe your application should be selected for award by the committee and any additional information you think would help us make the best decision. **If you have received a scholarship in the past, please only answer the questions on page 12.**

Please limit your response to 750 words or less. Attach additional pages as necessary.
CERTIFICATION OF RESIDENCE

To be eligible for an Eden Housing, Inc. Howard T. Collins Memorial Scholarship, the applicant must be a current resident of a housing development managed by Eden Housing Management, Inc.

To certify your status, please have your Assistant Manager, Community Manager, or Property Supervisor complete this form for you. Allow sufficient time to get the signature. If you cannot contact any of the people listed above, please call (510) 582-1460 by May 15, 2020 and leave a message explaining your situation.

Applicant’s Name

Social Security #
(Will be required if awarded a scholarship. You can leave blank now if you prefer.)

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

Property

Property Address City State/Zip Code

Move-in date: ____________________________

His/her age, as shown on the 50059/TIC form is ____________________________

His/her date of birth as shown on the 50059/TIC form is ____________________________

Total Annual Income for Household (gross): ____________________________

Signature of Property Manager/Property Supervisor:

________________________________________________________

Signature Date ________________________

Print ________________________ Phone ________________________
RESIDENT ACKNOWLEDGEMENT

I hereby certify that my application is complete, true and includes the following:

1) Completed Application Form Including checklist and all questions are answered.

2) Certification of Residence and Income – Completed by the Assistant Manager, Community Manager, or Property Supervisor

3) 2 Letters of Recommendation

4) Transcripts (or an explanation as to why they are not included)

5) PREVIOUS AWARD RECIPIENTS ONLY must complete page 12 and provide proof of how prior year funds were spent, i.e. receipts, bank statements, etc.

Should I be selected I understand that **I must do the following to receive my check:**

1) Provide proof of enrollment and/or registration in your proposed program.

2) Sign an Eden Housing, Inc. Resident Release Form

3) Attend the scholarship award celebration (currently scheduled for July 16, 2020) and participate in an informal interview and/or photo shoot at the event.

4) Keep proof of how the money was spent. This is required if I apply again.

________________________________________  __________________________________
Applicant’s Signature                                      Date
TWENTY SEVENTH ANNUAL
HOWARD T. COLLINS MEMORIAL SCHOLARSHIP APPLICATION FORM

NAME:__________________________________

PREVIOUS AWARD RECIPIENTS ONLY
(Read carefully, and complete)

NOTE: This form should ONLY be filled out if you have received a Howard T. Collins Scholarship award previously.

* Note: If you received a scholarship in 2019, you MUST provide proof of how the money was spent – this includes receipts of purchase, transcripts of courses completed, etc. If you have questions, please call 510-582-1460.

Please list the years that you have received a Howard T. Collins Scholarship award:*

Year__________________   Amount Awarded_______________________
Year__________________   Amount Awarded_______________________
Year__________________   Amount Awarded_______________________

Written Questions
In order to improve our application process, we have decided to change the prompts for the written questions submitted by past award recipients. Please see the below questions, and return your responses along with your completed application. We strongly encourage you to type these responses to ensure legibility.

Written Question 1 (750 words or less):
How was your scholarship money spent, and how would another scholarship award further assist with reaching your goals? (please explain if money was spent differently than was requested in the application)

Written Question 2 (750 words or less)
Share an impactful memory or experience that you have had as a resident at an Eden Housing Community. This could be a helpful interaction with staff, a fun Resident Services event or class, or another example of how your Eden community has been impactful for you.

Written Question 3 (750 words or less)
Share an influential take away or lesson from classwork or studies from your previous year(s) coursework that has helped inform or shape your path towards your studies and career goals.