



# 2023 PORTLAND HOUSING AUTHORITY SCHOLARSHIP

## For Public Housing Residents & Section 8/Voucher Program Participants

In 1987, the Board of Commissioners established the Portland Public Housing Scholarship Fund. Over the years, the scholarship was expanded to include all public housing and Section 8 residents of the Portland Housing Authority who are or will be attending an accredited, post-secondary academic institution in the fall. The scholarship is intended to provide educational grants to residents of affordable housing to support their goals of continuing their education. Funding for the scholarship is provided by an annual contribution from the Portland Housing Services Corporation as well as grants, donations, and commitments from foundations and private donors.

### Scholarship

The number of awards and amount shall be determined by the Scholarship Committee and limited to the amount of funds available for distribution. Annual scholarships have generally ranged between \$1,000 and \$2,500 per student and may exceed that range dependent on the number of qualified applicants and funding availability. Awards will be paid directly to the student, in full, at the start of the fall semester.

### Eligibility

- Applicants must be current residents on the lease for Portland Housing Authority Public Housing / HCV Section 8 / Low Income / Subsidized Housing.
- Applicants must be pursuing higher education through an accredited college, university, trade school or program during the 2023-2024 academic year.
- Applicants can demonstrate financial need in order to attend such an institution.
- Applicant can demonstrate community engagement through volunteer work or involvement at school or in the community.

**Application Process** (see detailed instructions on Page 8 and contact us if you have trouble getting any required information)

1. **Complete the attached application form.**
  - a. Please type answers when possible
2. **Provide verification of acceptance or enrollment to your academic institution.**
3. **Submit a typed essay around a page long answering the following questions:**
  - a. What is the importance of higher education to you and/or what motivates you to succeed in school?
  - b. What are your challenges to succeeding in higher education?
  - c. Should you receive an award, how will you use the funds to meet those challenges?  
*Since we do not restrict the scholarship to paying tuition, we want to know how you intend to use the money and how that will help you succeed.*
4. **Two letters of recommendation in sealed and signed envelopes or sent directly to the committee by the reference:**
  - a. Academic reference form on Page 5 completed by a Teacher, Guidance Counselor, or Academic Advisor.
  - b. Personal reference from a non-relative confirming participation and/or volunteer involvement either at school or within the community on organizational letterhead.
5. **Unofficial Transcript of grades from high school or academic institution presently attending.**

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**All applications must be postmarked no later than May 15<sup>th</sup> and sent to:**

Portland Housing Authority Scholarship Committee  
c/o Emily Mancini-Fitch  
14 Baxter Boulevard  
Portland, ME 04101



# 2023 Portland Housing Authority Scholarship Application

Detailed instructions on page 8

## Section 1 – PERSONAL INFORMATION

FULL Name: \_\_\_\_\_  
First Middle Last

Permanent Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Physical Address (if different than above):  
\_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

Name of the PHA Lease or Voucher holder: \_\_\_\_\_

## Section 2 – ACADEMIC INFORMATION

Please list your two (2) most recent schools attended:	Dates attended	Diploma or Degree
_____	_____	_____
_____	_____	_____

For **new** college students:

What colleges or institutions have you applied to?..... Have you been accepted?

Name of College or institution:	Yes	No	Pending
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College or institution you plan on or are currently attending: \_\_\_\_\_

- Accepted
- Pending

Intended area of study: \_\_\_\_\_

Other areas of interest: \_\_\_\_\_

Have you applied to or received the Portland Housing Authority Scholarship before?

Yes:  Applied (years): \_\_\_\_\_  Received (years & amounts): \_\_\_\_\_

No: How did you hear about this scholarship?

- Study Center
- PHA Website
- Guidance Counselor
- Study Center Website
- Facebook
- Twitter
- Family
- Other: \_\_\_\_\_
- Friend

**Section 3 – CIVIC ENGAGEMENT INFORMATION**

**Please provide as much information as possible about your involvement including dates or years. Feel free to attach additional pages if needed following the same outline as below.**

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What are you proud of about yourself? Do you have any special accomplishments you'd like to share?

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When not in school, what are your responsibilities?

examples: Job(s), caring for children or siblings, team sports, religious education or leadership, workshops, etc.

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Do you participate in any programs or activities in your community?

examples: Study Center, Tenant Council, Make it Happen, Clubs, Camps, CHEETA, emPOWERme, FSS, etc.

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Do you volunteer your time to give back to others?

examples: helping at a food pantry, helping a neighbor, helping a program, community service, etc.

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Is there anything else you would like to tell the PHA Scholarship Committee about yourself or financial need?

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## Section 4 – APPLICANT CHECKLIST AND STATEMENT

I attest that, to the best of my knowledge, I:

- Am a current resident on the lease for Portland Housing Authority Public Housing / HCV Section 8 / Low Income / Subsidized Housing.
- Am pursuing higher education through an accredited college, university, trade school or program during the 2023-2024 academic year.
- Can demonstrate financial need in order to attend such an institution.
- Can demonstrate community engagement through volunteer work or involvement at school or in the community.

I have included all of the following application materials:

- Completed application form.
- Verification of acceptance or enrollment to your academic institution    or     Pending Acceptance
- A copy of your financial award letter    or     Completed the financial information form
- A one page typed essay on the importance of, and intended use of, scholarship funds.  
(Essay questions are listed on page 1 and 7)
- Two letters of recommendation in sealed and signed envelopes or sent directly to the committee by the reference:
  - Academic reference form     Included in signed and sealed envelope  
OR     Requested From: \_\_\_\_\_
  - Personal reference     Included in signed and sealed envelope  
OR     Requested From: \_\_\_\_\_
- Unofficial Transcript of grades from high school or academic institution presently attending.
  - Included    OR     Requested forwarding of    OR     unobtainable, explanation attached

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary to determine my eligibility for the PHA Scholarship. I attest that, to the best of my knowledge, neither I nor any member of my family is currently employed by or related to any member of the PHA Scholarship Committee.

I have read and understand the policies of the Portland Housing Authority Scholarship fund and will provide all requested materials in a timely fashion should I be selected as a scholarship recipient. I understand that recipients who fail to abide by the policies of the Portland Housing Scholarship Fund will forfeit their award and be responsible for repayment of any distributed scholarship monies.

 Signature:	Date:
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Awardees of the PHA Scholarship will be enrolled in the PHA emPOWERme financial stability program to provide mentoring and coaching to ensure students have the support they need to succeed in school.

**Awardees are required to report to the scholarship committee on how the scholarship funds were applied and how the expenses related to education. Failure to report will result in disqualification from future scholarship awards. See the page 9 policies on forfeiture of awards for more information.**



## FINANCIAL INFORMATION

**\*\*\*Only required if you do not have a financial aid package to attach\*\*\***

If your chosen college or institution has provided you with a financial aid offer,  
please include a copy with your application.

<p>Please list your anticipated expenses for the academic year based on your chosen institution. Tuition and fees can be found on school websites.</p> <p style="text-align: right;">Tuition    \$ _____</p> <p style="text-align: right;">Room &amp; Board    \$ _____</p> <p style="text-align: right;">Fees    \$ _____</p> <p style="text-align: right;">Books, Supplies    \$ _____</p> <p style="text-align: right;">Travel (if commuting, estimate)    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;"><b>Total    \$ _____</b></p>	<p>Please estimate the financial resources you will use for your education during the academic year</p> <p style="text-align: right;">Family Support    \$ _____</p> <p style="text-align: right;">Personal Savings    \$ _____</p> <p style="text-align: right;">Employment    \$ _____</p> <p style="text-align: right;">Awarded Scholarships    \$ _____</p> <p style="text-align: right;">Awarded Loans    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;">Other: _____    \$ _____</p> <p style="text-align: right;"><b>Total    \$ _____</b></p>
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Do you anticipate financial aid support from your selected school? Did you complete the FASFA?

\_\_\_\_\_

\_\_\_\_\_

What other scholarships have you applied to?

Have you been Accepted?

Name of scholarship:	Amount	Expected notification date	Yes	No	Pending
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is there anything else you would like us to know about your ability to afford higher education?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reminder for Attachments:**

Please make sure you have included the following information along with this application form.

**1. Provide verification of acceptance or enrollment to your academic institution.**

A copy of your acceptance letter or acceptance email from your chosen school is enough.

If you are already enrolled at the school, your transcript will serve as verification of enrollment.

**2. Submit a typed essay answering the following questions (1 to 2 pages, please):**

- a. What is the importance of higher education to you and/or what motivates you to succeed in school?
- b. What are your challenges to succeeding in higher education?
- c. Should you receive an award, how will you use the funds to meet those challenges?  
*Since we do not restrict the scholarship to paying tuition, we want to know how you intend to use the money and how that will help you succeed.*

**3. Two letters of recommendation:**

- a. Academic reference form on Page 5 completed by a Teacher, Guidance Counselor, or Academic Advisor.
- b. Personal reference from a non-relative confirming participation and/or volunteer involvement either at school or within the community on organizational letterhead or sent directly to the committee.

**4. Unofficial Transcript of grades from high school or academic institution presently attending.**

Screen captures of student portals are accepted if your name, academic institution, and semester/year are included.

## Application and Attachment Instructions

Please type your application or print it neatly using blue or black ink. Item-by-item instructions follow.

### Section 1 – Personal Information

- Give your **full legal name** as directed. Do not use nicknames or initials.
- Give the **mailing address** to which correspondence concerning your scholarship application should be sent during the academic year.
- If your **physical address** is different from the one shown, show the physical address of your household here.
- Provide your legal **date of birth** in the format of month/day/year (for example 01/01/1990).
- Give a **home telephone number** at which you may be reached or at which a message may be left for you during regular business hours on weekdays during the academic year.
- Provide your **cell phone number** (if you have one) at which you may be reached, or a message may be left for you during the academic year.
- Provide a personal **Email address**, which you check regularly, that can be used for communication during the academic year.
- Provide the Name of the **PHA Lease or Section 8 Voucher holder**. Check with your parent or guardian if you do not know which adult is the Lease or Voucher holder with the Portland Housing Authority.

### Section 2 – Academic Information

- List the names of the **two (2) most recent schools** you have attended, including the school you are presently attending.
  - State the **dates** during which you **attended** each school in the format of Month/Year (for example 09/10-05/14).
  - List any **degrees or diplomas** received as follows:
    - “In Progress” if you are currently working towards your diploma or degree
    - “Diploma” if you received a Secondary School or High School diploma
    - “Certificate” if you completed a Certificate Program and received a Certificate
    - “Associate’s” “B.S.” “B.A.” “M.S.” if you received a specific Degree
    - “N/A” if not applicable (use this if you listed Primary Schools)
- List the names of the top 5 **academic institutions you applied to** and check the box associated with the status of your application.
- Write the name of the **academic institution you plan on attending**.
  - Check off whether your application has been accepted or is pending.
  - Indicate your focus of study if accepted into a specific degree program (for example, “B.A. in Biology”). If not, list “undeclared” and see below.
  - Indicate any areas of interest or possible majors if undeclared.
- Please indicate whether or not you have **applied for the PHA Scholarship** before.
  - If yes, please enter the years which you applied. If a scholarship was received, please enter the year(s) and amount(s). Example: 2008: \$1000, 2010: \$500
  - If no, please check off how you heard about the scholarship. If the source is not listed, please enter the name of the source under “Other.”

### Section 3 – Civic Engagement Information

- Answer each question as stated indicating months and dates as necessary. Attach a page if more space is needed to answer the questions fully.

### Section 4 – Applicant Checklist and Statement

- Read through the statement carefully, check off applicable boxes, sign, and date. Contact [efitch@porthouse.org](mailto:efitch@porthouse.org) if you do not have access to a printer and would like to use a digital signature.

Verification of Acceptance – Provide a photocopy of the letter of acceptance to your chosen institution. This should be an official letter, dated, on Letterhead or sent by email. If you are waiting to hear, note that in Section 4 by checking the “pending acceptance” box. If you are already enrolled, your transcript will serve as the verification of enrollment.

Essay – Preferably typed and around one to two pages, answering the essay questions listed on page 1 and 7 of this application.

### Letters of recommendation

- Should be included with the application in signed, sealed envelopes or sent directly to the PHA scholarship committee by the reference. Scanned, signed letters will be accepted by email if sent by the reference.
- If a recommendation from an academic advisor, teacher or counselor is impossible to attain due to length of time since attending or physical distance from previous school, a second reference speaking to your academic dedication is acceptable.

Transcript of Grades – A photocopy, unofficial transcript, or screenshot of your grades in a school portal from your most recent school is acceptable. Your name must be visible on the printout or screenshot. If transcripts are unobtainable, include a brief letter explaining why you are unable to provide a copy.

Financial Information – Only required if you have not yet received your financial aid package from your selected school.

- Answer each question to the best of your ability. Write “unknown” if you do not know. Please do not guess.



## Statement of Policies

### 1. **Application:**

- a. All applications must be complete, including necessary signature, and all required submittals must be attached or indicated that they are being sent by a 3<sup>rd</sup> party (recommendations, etc.). Any application that is incomplete or missing appropriate submittals may be disqualified.
- b. Applications must be submitted to the Scholarship Committee postmarked no later than May 15<sup>th</sup>. Should May 15<sup>th</sup> fall on a Sunday, applications will need to be postmarked no later than May 14<sup>th</sup>.

### 2. **Funds:** The Board of Directors of the Portland Housing Services Corporation (PHSC) shall make funding available for the purpose of distributing the Portland Housing Authority Scholarship. PHSC will seek donations and grants to increase the scholarship funds available which will affect the value and number of awards given.

### 3. **Scholarship Committee:** The PHA Board of Commissioners shall appoint a committee to review applications for this scholarship and make recommendations based upon the Scholarship Criteria.

- a. The committee shall be comprised of one (1) member of the PHA Board of Commissioners, one (1) PHA senior staff member, and one (1) community leader from the private sector.
- b. The committee shall determine for itself the number and duration of its meetings. These meetings shall be closed to the public to avoid any outside influence.
- c. The PHA shall make available to the selection committee such information on the resources of the PHSC and the applicants for scholarships as the selection committee may reasonably request from time to time.
- d. The committee reserves the right to interview the candidates and to call upon any references, parents, guardians, or school officials to verify the information contained in the application.
- e. No committee member shall participate in any decision of an application if they are in any way related to the applicant.
- f. The Committee shall try to make potential applicants for awards aware of the Scholarship's existence, to encourage applications to be made, and to provide information about the Scholarship and awards to potential applicants and other interested persons in an efficient and timely manner.
- g. It is PHSC's intent to follow the progress of grantees in their academic endeavors and provide mentorship and resources to ensure the continued academic success of the recipients.

### 4. **Review and Selection:**

- a. Following receipt of the completed application forms and supporting documents, the Scholarship Committee may invite final candidates to a personal interview with the Committee.
- b. Screening, evaluation, and selection will be conducted by the Committee no later than June 31st.
- c. The Committee will present its recommendations to the Board for approval in July.
- d. Recipients will be notified of their selection and award by July 30<sup>th</sup>.
- e. Selection of the winners shall be based on academic performance (effort, attitude, as well as grades), civic engagement, essay, references, and the financial needs of the applicants.
- f. The Portland Housing Authority will ensure that scholarship recipients are selected without regard to race, color, religion, national origin, marital status, gender, age, sexual orientation, or handicapping condition by adhering to the policies written in the Portland Housing Authority's Affirmative Action plan (except where such constitutes a bona fide qualification permitted by law).

### 5. **Awards:**

- a. Awards may only be granted to those who meet the eligibility requirements and have submitted a complete application with all required attachments.
- b. The number of awards and amount shall be determined by the Scholarship Committee based on the number of responses and limited to the amount of funds available for distribution.
- c. Annual awards shall not exceed \$5,000.00 to any one recipient.
- d. Funds will be paid directly to the scholarship awardee and may be used for expenses relating to their education (recognizing the broad scope of expenses that can impact the accessibility of higher education).
- e. It shall be understood that these grants in themselves will not be sufficient to cover any or all of the gaps a student may be experiencing in meeting expenses to attend a post-secondary institution and that they are meant to help alleviate the shortfalls a student may be facing.
- f. No award shall be made for a period in excess of one academic year. Applicants and recipients are eligible to reapply the following year so long as they meet all eligibility requirements for that year.

### 6. **Forfeiture of Awards:**

- a. Failure to provide the PHA with verification of enrollment and student ID number within thirty (30) days of receipt of notification of selection shall result in forfeiture of award.
- b. Recipients of PHA scholarships shall forfeit their awards if they leave school before completion of their first or current semester and shall reimburse the Portland Housing Services Corporation.
- c. In the event the Board of Directors becomes aware of any misapplication of scholarship funds, it shall use its best efforts to recover the misapplied funds and to ensure that no additional scholarship funds are misapplied by the particular recipient or institution.