

Steps for Success: Completing WomenGive/Project Self-Sufficiency Childcare Scholarship Application

In United Way's partnership with Project Self-Sufficiency, the new application will be for **BOTH** a WomenGive and Project Self-Sufficiency Childcare scholarship. **If you are NOT a Project Self-Sufficiency participant you are ONLY eligible for the WomenGive Scholarship.**


Step 1: Setting up for Success

- **Plan ahead!**
 - Put the due date in your calendar/planner/phone where you might see it
 - Start the application early
 - Send in the application early- it can be reviewed for missing pieces and re-submitted
 - If the application is turned in incomplete after the deadline, it can **NOT** be accepted.
 - ****You must use Adobe Reader (free to download) to fill out the form. If you do not use Adobe Reader, your answers in the application will not be saved and your submitted application will appear blank.****

- To access, view, download, complete and print fillable forms you will need to use Adobe Acrobat Reader 5.0 (or later). Adobe Acrobat Reader is available for free and can be downloaded from the following web site:
<http://www.adobe.com/products/acrobat/readstep.html>.

- **Please Note: Complete Forms Offline in the Adobe Reader. Avoid Completing Forms Online within your Browser. Always complete an application on a PC or MAC. Using a phone is likely to result in an incomplete or empty final file.** It's recommended that you open the Acrobat Reader program, click on file/open and locate the form saved on your computer hard drive. Then fill out the form in Acrobat Reader independently from your browser or your Internet connection.

- **View the Form, then Save:**
 - Double-click on the hyperlinked form title "**NEW APPLICANT APPLICATION**" or "**RETURNING APPLICANT APPLICATION**" from the **WomenGive Website**. *IT WILL NOT BE ON PS-S WEBSITE*
 - **BE SURE YOU GET THE APPLICATION FROM THE WEBSITE.** Former Application formats will not be accepted.

- If you are a new applicant, you must fill out the new applicant form. If you are a returning recipient, you must fill out the returning applicant form.
- If it has been 2 years or more since you have received WomenGive, please fill out the **NEW** applicant form.
- With Acrobat Reader installed on your computer (or a purchased Adobe Acrobat product), the form will open within your internet browser displayed by the Acrobat Reader software. **DO NOT FILL IT OUT HERE! SAVE IT TO YOUR COMPUTER FIRST**
- To save the form to your computer, click on the small icon  that appears in the upper left hand corner of the Adobe Reader frame. Save with your other WomenGive/PS-S Documents.
- Save it as: Your first initial, Your last name, semester/year WG-PSS Application (for example, “M. Smith FA17 WG-PSS Application”.)

Step 2: Gather Important Documents/Get Prepared

- Verify eligibility (pg.1 -2 of application)
- Nomination letters (New applicants)- ***Please see page 4 for more info***
- Advisor Review/Signature (New and Returning applicants)-ask for advisor review & signature.
- Obtain unofficial transcripts/financial aid report from school
- Non- Project Self-Sufficiency Participants:
 - Schedule 2 hour appointment with WomenGive Navigator BEFORE deadline
 - Bring two recent paystubs
 - Meetings with WomenGive Navigator can only be rescheduled **once**
- Project Self-Sufficiency Participants: You may want to make an appointment with your Project Self-Sufficiency advisor to review your application with you.
- Verify childcare provider fees and plan, confirm provider is licensed

Step 3: Prepare for Essays

- Look at essay questions ahead of time/think carefully about answers
- Be specific and avoid making general statements
- Be aware of your allotted space (unable to exceed this). Limits are based on number of characters, NOT word count
- Adhere to proper English spelling, punctuation, and grammar

Step 4: Fill out Application

- Open Adobe Reader
- Select “My Computer” and open up the application you saved
- **Complete all questions in application**

- Hover mouse over blue text box and click- then you can start typing your responses!
- if you see a downward arrow, that means it is a drop down menu: click the appropriate choice from the drop down

Step 5: Submission Instructions

- **Once all parts of the form are completed**, select “File” and choose “Save” from the drop down menu.
- Carefully review your application
 - Check for all materials
 - Check that all questions/boxes are answered
 - Check for spelling/grammar and language errors
- Submit Application and all supporting documents in ONE email to:
 - Hannah Bade
 - hbade@uwaylc.org
 - 970-635-5904
- Save/e-mail copy to yourself for your records

WomenGive Nomination Letter Information

Below you will find information on nomination letters to submit with your WomenGive Application.

We request that letters of recommendation be from someone other than a family member or friend.

Appropriate recommendation letter sources include, but are not limited to:

- Supervisors
- Professors
- Case Managers
- Counselors/Therapists
- Supports at a place of worship
- Other professionals who can speak about your commitment to your education and career goals

If you are having difficulty identifying someone to write you a letter of recommendation, please contact Hannah Bade, WomenGive Navigator at hbade@uwaylc.org.

What the recommender should include:

- Who they are writing the letter about (your first and last name)
- Their Name and Title
- Their phone number, email, website and/or other pertinent contact information
- **Their Original Signature** and date
- Use of letterhead if possible

The letter of recommendation must address all of the following questions:

- I. Why do you recommend this person to be selected for this scholarship?
- II. What do you know about this applicant's educational and career goals?
- III. Please describe your knowledge of the applicant's life management skills that will enable them to successfully complete their education
- IV. What obstacles has this person overcome to reach this point in her journey? Please identify and current obstacles that may cause this person to withdraw from any classes this semester
- V. Please include knowledge of any standout achievements or other additional comments pertaining to this applicant.

This letter of recommendation **must** be submitted along with your completed application by the deadline. If you have any questions, please contact:

Hannah Bade
WomenGive Navigator
hbade@uwaylc.org
970-635-5904