



2013 Midwest Affordable Housing Management Association Scholarship Application

Please read all materials carefully before submitting an application. Incomplete applications will not be considered. MAHMA is a non-profit professional association representing owners and managers of affordable housing throughout Indiana, Illinois, Michigan, Minnesota, Ohio and Wisconsin. MAHMA is a powerful, unified voice whose objective is to provide an improved quality of life for the residents of affordable housing through management, operation and preservation of existing housing units.

Scholarships

MAHMA will award three educational scholarships of \$1,000 in 2013 to qualified applicants as determined by the Scholarship Eligibility requirements listed in this packet. These scholarships are to be used for post-secondary education including: colleges, universities, professional schools, vocational schools and technical schools.

These scholarships are intended to provide educational and career opportunities to deserving individuals living in affordable housing units or working in the affordable housing industry and their family members. Considering the many challenges facing potential scholarship applicants, it is the goal of MAHMA to award scholarships based on the applicants' demonstrated qualities of scholarship, motivation, character and leadership.

Scholarships to academic colleges or universities will be funded for the academic year fall 2013 through spring 2014. Scholarships to technical or vocational institutions will be funded for the next class session following the award date. Scholarships must be used for tuition and will be paid directly to the institution. In the event that the award will interfere with other financial assistance other arrangements will be made. Funds will not be disbursed directly to the scholarship recipients.

Eligibility

Applicants must be a resident in good standing of an affordable property (including, but not limited to, Section 8, Section 202, etc.) of a MAHMA member company. Membership will be verified by MAHMA staff upon receipt of scholarship application. Residence must be verified by property manager. Applicants must be at least a high school senior. A student is eligible if they are a dependent child of a MAHMA member property employee. Applicants must have been accepted to at least one institution prior to applying.

Criteria

Applicants must show proof of acceptance for post secondary education prior to distribution of scholarship funds. High school transcripts, GPA (3.0 or higher), work history and SAT/ACT scores will also need to be submitted with the application. In addition, the applicant is expected to have a strong background in community service, volunteerism and extracurricular activities (including non-school sanctioned activities). The applicant must submit one essay typed and double spaced of 1,000 words or less describing education and career goals, reasons for seeking the scholarship and a description of accomplishments. Art portfolios or DVDs of artistic talent can be submitted in addition to the essay if relevant; however, they will not be accepted in lieu of the essay. The applicant must submit three letters of recommendation along with the application. The applicant must be a member of a household in good standing at the community in which they reside. This must be verified by the property manager. In the event the applicant is a family member of an employee at the property, employment in good standing must be verified by the employee's direct supervisor.

Application Process

Applications must be received to the MAHMA offices no later than May 31, 2013. Qualifying applications will be reviewed by the MAHMA Scholarship Committee comprised of members of the MAHMA Board of Trustees. The Committee will issue decisions no later than July 1, 2013. Winners will be contacted immediately. The scholarship will be paid out following verification of acceptance at a post-secondary educational institution prior to the beginning of the academic years.

Application Review & Scoring

Applications will be screened initially for eligibility requirements and completeness. Each qualifying application will then be individually reviewed and scored by members of the judging panel. Each panelist will have a score sheet to ensure all applicants are judged equally. Points will be assigned to each section and totaled. Each committee member will review each application and provide a score. The scores will be averaged. Ties will be eliminated by committee review. Top applications will be reviewed as a whole before final selections are made. Additional consideration will be given to current college juniors and seniors.

Following initial scoring the committee will meet to discuss the top applicants. At that time each committee member will review the applications and determine the three winners.

Committee make up is determined by the MAHMA Board of Trustees. The Scholarship Committee will be made up of 5 members of the MAHMA Board of Trustees comprised of members from various states. The committee will be appointed by a proper motion of the Board.

Each application can achieve a maximum score of 100 based on the following point totals.

1. Community Service/Volunteerism, Extracurricular, Employment – Maximum 30 points
2. Essay – Maximum 25 points
3. Letters of Recommendations - 15 points each, Maximum 45 points

Scholarship Pay Out

Scholarships will be paid directly to the educational institution to be used directly for tuition. However, in the event that the scholarship funds will negatively impact the student (FAFSA, loss of alternate scholarship, etc.) other arrangements will be made with the award winner. Scholarships must be used by the date specified in the award letter. Previous winners may reapply providing they still meet the scholarship criteria.

Revocation

Should the applicant not meet the terms of the scholarship previously stated in this packet of materials the scholarship is subject to revocation. Additional terms for revocation include: committing a felony, drug possession, failure to attend a post secondary institution and failure to use the scholarship within the designated term of use.



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Personal Data: Please type or print clearly

Applicant Name: _____
Last First Middle

Property of Residence: _____

Home Address: _____
Number/Street/Apt. # City State Zip

Home Phone: (_____) - _____ Secondary Phone: (_____) - _____

Email Address: _____

Birth date: ____/____/____ Social Security Number: _____
Month Date Year

U.S. Citizen: Yes No Sex: Male Female Marital Status: Single Married

Employee Name: _____
If applying as property employee or family member and if different from above

Employee of: _____ Position: _____
Name of Property

If a family member of employee, circle relationship: Spouse Dependent Child Legal Ward

Please Check at Least One Below:

- I am a qualified resident of the MAHMA member affordable housing property described above
- I am a current, full-time employee of the MAHMA member property described above (or the spouse, dependent child or legal ward of the employee listed above).

Certification of Housing Eligibility:

➤ To be completed by the applicant

By my signature below, I certify that I am a current, eligible resident in good standing of an affordable property of a MAHMA member company and I certify that the information I am providing is true and accurate under penalty of perjury. I grant the property permission to release housing eligibility information to MAHMA for the purpose of completing this scholarship application. I further release the property from any liability associated with the release of this information.

Applicant Signature: _____ Date: _____

➤ To be completed by the property manager

By my signature, I certify that the scholarship applicant named above is an eligible resident, employee or employee family member of the housing unit described above.

Property Name: _____ Property Manager: _____

Address: _____
Number/Street/Apt. # City State Zip

Phone: (_____) - _____ Email: _____

Property Manager Signature: _____ Date: _____

Educational Data: High School or College Transcript **MUST** be attached

High School (Circle One)

Graduating Senior

High School Graduate

Name of High School: _____

City, State, Country: _____

List any high school academic honors or achievements: _____

College Attendance (Circle One)

No Prior College

Currently Attending

College Graduate

Advanced Placement Courses

Name of College (if attended): _____ Grade Point Average _____

City, State, Country: _____

List any college academic honors or achievements: _____

Vocational/Technical Schools: List vocational or technical schools & attach copies of any certificates earned

Name of School: _____ Location: _____

Course of Study: _____ Completed: Yes No

Name of School: _____ Location: _____

Course of Study: _____ Completed: Yes No

Continuing Education: What college, university, vocational or post-secondary school do you plan to attend in the fall?

Choice 1: _____ Location: _____

Choice 2: _____ Location: _____

Choice 3: _____ Location: _____

Have you been accepted at any of the institutions listed above: Yes No

If so which: _____

Major or Vocational Goal: _____ Program Length: _____

IMPORTANT: If you are selected, your scholarship is conditional upon your acceptance at an accredited college, university, vocational or post-secondary school. If you are not accepted by the funding date specified in your scholarship award, or if you do not begin classes, your scholarship will be revoked.

Employment History: Please list any full or part-time jobs held during the past five years, beginning with the most recent.

Company: _____ Employed From: _____ To: _____
Location: _____
Supervisor: _____ Phone: (_____) - _____
Circle One: Full Time Part Time Hours Per Week: _____ Job Title: _____
Responsibilities: _____

Company: _____ Employed From: _____ To: _____
Location: _____
Supervisor: _____ Phone: (_____) - _____
Circle One: Full Time Part Time Hours Per Week: _____ Job Title: _____
Responsibilities: _____

Company: _____ Employed From: _____ To: _____
Location: _____
Supervisor: _____ Phone: (_____) - _____
Circle One: Full Time Part Time Hours Per Week: _____ Job Title: _____
Responsibilities: _____

Company: _____ Employed From: _____ To: _____
Location: _____
Supervisor: _____ Phone: (_____) - _____
Circle One: Full Time Part Time Hours Per Week: _____ Job Title: _____
Responsibilities: _____

Community Service/Volunteer Activity: List any community service or volunteer activities in which you have engaged during the past five years.

Organization: _____ Service From: _____ To: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (____)-_____

Description of Activity and Your Involvement: _____

Organization: _____ Service From: _____ To: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (____)-_____

Description of Activity and Your Involvement: _____

Organization: _____ Service From: _____ To: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (____)-_____

Description of Activity and Your Involvement: _____

Organization: _____ Service From: _____ To: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (____)-_____

Description of Activity and Your Involvement: _____

Extra-Curricular Activities: List any extra-curricular activities in which you have engaged during the past five years. These might include, but are not limited to: sports, after-school clubs, scouting, church-related activities, etc.

Organization: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (_____) - _____

Description of Activity and Your Involvement: _____

Organization: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (_____) - _____

Description of Activity and Your Involvement: _____

Organization: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (_____) - _____

Description of Activity and Your Involvement: _____

Organization: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (_____) - _____

Description of Activity and Your Involvement: _____

Organization: _____

Location: _____

Hours Per Week: _____ or Total Hours _____ Phone: (_____) - _____

Description of Activity and Your Involvement: _____

Letters of Recommendation: Please attach three letters of recommendation. Letters should discuss the applicant's demonstrated qualities of character, initiative, honesty, achievement and leadership. Letters must be written by qualified adults such as teachers, employers, supervisors, religious leaders or others who can legitimately attest to the above qualities. Letters must be typed or written legibly, must be dated within the last six months, must be signed and must contain the address and contact telephone number of the signer. **Only three letters may be included in the application. No points will be awarded for missing letters. Please be advised that recommendation letters are a critical part of the selection process.**

Personal Essay: Please attach a personal essay typed and double spaced of 1,000 words or less describing education and career goals, why you are seeking this scholarship and a description of accomplishments. Please also include any special circumstances or life experiences you would like the scholarship committee to consider. Art portfolios or DVDs of artistic talent can be submitted in addition to the essay if relevant; however, they will not be accepted in lieu of the essay.

Financial Aid Information: Completion of this application does not constitute a guarantee of a scholarship. Therefore, we strongly encourage you to apply for all financial aid opportunities available to you through other sources, including the financial aid office of the educational institution of your choice. Have you submitted the Free Application for Federal Student Aid (FAFSA)? Yes: _____ No: _____

Have you applied for other sources of financial aid such as grants, loans and scholarships? If so, list the names or sources of financial aid and the amount of anticipated financial aid.

Source: _____ Amount: _____

Source: _____ Amount: _____

Certification:

By my signature I agree to the following: I understand that completion of this application does not constitute a guarantee of a scholarship and if a scholarship is awarded, that it is contingent upon my acceptance at a college, university, vocational, or post-secondary school. I understand that, should I not be accepted at one of the aforementioned schools by the funding date specified in my scholarship award letter, or should I not begin classes on schedule, any scholarship awarded under this program may be revoked. I understand that scholarship funds will be disbursed directly to the school of my choice and will be used to satisfy reasonable charges for tuition and fees. I certify that all information contained in this application and any supporting materials is true and accurate.

Signature of Applicant: _____ Date: _____

Applications must be postmarked no later than May 31, 2013

Please mail applications to:

MAHMA
PO Box 12204
Columbus, OH 43212

If you have any questions or need assistance, contact your apartment manager or MAHMA at 888-242-9472 or mahma@caahq.com
Applications can be downloaded at www.mahma.com



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Application Checklist

Please check to be sure you have completed each section of the application and attached all required documents.
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- Personal Data
- Certification of Housing Eligibility – signed and dated by applicant property manager
- Educational Background
- Transcripts – high school or college
- Employment History – supervisor information included
- Community Service/Volunteer Activities
- Extra-Curricular Activities
- Personal Essay – typed and double spaced, 1,000 words or less
- Three Letters of Recommendation from qualified individual
- Certification – signed and dated by applicant

Important Dates

May 31, 2013 – Materials postmarked and due to MAHMA office

July 1, 2013 – Scholarship award winners announced and contacted

Funding dates will be specified in each individual award. Final scholarship awards are contingent upon the recipient's acceptance at an educational institution prior to the actual funding date. If a recipient has not been accepted by the date specified in the award letter, the scholarship will be revoked.