

William J. Cook Scholarship Fund

A scholarship fund of

THE
CHICAGO
COMMUNITY
TRUST

AND AFFILIATES

ABOUT THE CHICAGO COMMUNITY TRUST

For 95 years, The Chicago Community Trust has connected the generosity of donors with the needs of the community by making grants to organizations working to improve metropolitan Chicago. With assets of \$1.5 billion, the Trust made grants of more than \$110 million in 2009. From strengthening community schools to assisting local art programs, from building health centers to helping lives affected by violence, the Trust works to enhance the Chicago region.

THE PROGRAM

The Chicago Community Trust established the William J. Cook Scholarship Fund to assist male high school seniors from Cook County, Illinois who plan to continue their education in college programs. Renewable scholarships are offered each year for full-time study at an accredited four-year institution of the student's choice.

This scholarship program is administered by Scholarship Management Services®, a division of Scholarship America®. Scholarship Management Services is the nation's largest designer and manager of scholarship and tuition reimbursement programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, disability or national origin.

ELIGIBILITY

Applicants to the William J. Cook Scholarship Fund must be -

- Male high school seniors attending a high school in Cook County, Illinois, and
- Planning to enroll in a full-time* undergraduate course of study at an accredited four-year college or university.

**Full-time study is defined as full-time enrollment for the entire upcoming academic year.*

AWARDS

If selected as a recipient, the student will receive an award ranging from \$1,000 to \$5,000. Awards may be renewed for up to four additional years or until a bachelor's degree, or equivalent, is earned, whichever occurs first. Renewal is contingent upon satisfactory academic performance in a full-time course of study and continued financial need.

Awards are for undergraduate study only.

APPLICATION

Interested students must complete the application and mail it along with a current, complete transcript of grades to Scholarship Management Services postmarked no later than **April 30**. Only the first 250 applications received by Scholarship Management Services will be processed. Grade reports are not acceptable. Online transcripts must display student name, school name, grade and credit hours earned for each course, and term in which each course was taken. Applicants will receive acknowledgment of receipt of their application. If an acknowledgment card is not received within three weeks, applicants may call Scholarship Management Services to verify that the application has been received.

Applicants are responsible for gathering and submitting all necessary information. Instructions for completing the Financial Data section of the application are included. Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible. Incomplete applications will not be evaluated. All information received is considered confidential and is reviewed only by Scholarship Management Services and The Chicago Community Trust.

SELECTION OF RECIPIENTS

Scholarship recipients are selected on the basis of financial need, academic record, demonstrated leadership and participation in school and community activities, honors, work experience, statement of goals and aspirations, unusual personal or family circumstances, and an outside appraisal. Financial data is reviewed to determine the amount of each award, ranging from \$1,000 to \$5,000. Financial need of a minimum of \$1,000 as calculated by Scholarship Management Services must be demonstrated for the student to receive an award.

Selection of recipients is made by Scholarship Management Services. In no instance does any officer or employee of The Chicago Community Trust play a part in the selection. All applicants agree to accept the decision as final.

Applicants will be notified in late May. Not all applicants to the program will be selected as recipients.

PAYMENT OF SCHOLARSHIPS

Scholarship Management Services processes William J. Cook scholarship payments on behalf of The Chicago Community Trust. Payments are made in equal installments on August 15 and December 30. Checks are mailed to each recipient's home address and are made payable to the school on behalf of the student.

REQUIREMENTS AND COMMITMENTS

Scholarship recipients are required to notify Scholarship Management Services of any changes in address, school enrollment, or other relevant information and to send a complete transcript when requested. Additionally, The Chicago Community Trust plans to stay in touch with current and former scholarship recipients as it creates a network to promote philanthropy among those who have benefited from this and other scholarship funds.

REVISIONS

The Chicago Community Trust reserves the right to review the conditions and procedures of this scholarship program and to make changes at any time, including termination of the program.

ADDITIONAL INFORMATION

Questions regarding the scholarship program should be addressed to:

William J. Cook Scholarship Fund
Scholarship Management Services
One Scholarship Way
Saint Peter, MN 56082

Telephone: (507) 931-1682



INSTRUCTIONS FOR COMPLETING THE FINANCIAL DATA SECTION OF THE APPLICATION

The Financial Data section of the application should be completed by the applicant's parent(s) or guardian(s). Information should be from a completed tax return or based on estimated information to be filed with the Internal Revenue Service (IRS).

1. **State of Residence** is the state where the parent(s)/guardian(s) reside and pay state income tax.
2. **Adjusted Gross Income** can be found on IRS FORM 1040 and is gross income reduced by specific adjustments allowed by law.
3. **Total Federal Tax Paid** includes the total amount of **federal** income tax to be paid as reported on IRS FORM 1040. This is **not** the amount withheld from employee's paychecks. (The amount withheld should be adjusted by any refund or additional taxes due.) Do **not** report state income tax.
4. **Total Income** of parent(s)/guardian(s) should be reported individually. Provide information for both biological parents, when possible. **If the student resides with only one parent**, financial information **must** be received from the parent who claims the child as a dependent for tax purposes. If a parent has remarried, the spouse's information is required if the spouse is a legal guardian of the student, or claims the student as a dependent, or the student is included in the spouse's benefit plan. **If necessary, two Financial Data sections may be submitted by the student.** A copy of the Financial Data section may be made in order for one to be completed by each parent.
5. **Untaxed Income and Benefits** include any other income or benefits not included in the adjusted gross income figure. Do not include untaxed contributions to retirement plans.
6. **Medical and Dental Expenses** include only those expenses not paid by insurance. Do not include premium payments.
7. **Total Cash, Checking, Savings, Cash Value of Stocks, etc.**, includes liquid assets that can be used for educational expenses. **Do not include** IRA, 401k, or other retirement plan funds.
8. **Total number of family members** living in the household and primarily supported by the reported income may include:
 - the applicant
 - the applicant's parents
 - other children living in the household
 - dependent college students living away from home
 - other people who live in the household and receive more than half of their support from the reported income
9. **Marital status** is the current status of the person from whom the financial information is submitted.
10. **Of the total number of family members on line 8, number of students attending college** includes family members attending a two- or four-year college, university, or vocational-technical school at least half-time. Include the applicant in this number. Do not include parents.

NOTE: Any exceptions to providing financial information as instructed above must be submitted to Scholarship Management Services in writing.