



Application Guidelines

The Ellis Trust offers grants and scholarships to Philadelphia public high school girls **enrolled in grades 9-12 during the 2007-2008 school year**, including the summer before 9th grade but not the summer after 12th grade. Girls must be in good academic standing, come from single/disabled/no parent families, and meet federal reduced lunch income eligibility guidelines.

Please read the instructions for each section carefully before completing the application. Also, please note:

- *Incomplete applications cannot be processed.*
- *You must include a current report card and proof of family income in order for your application to be considered complete.*
- *COMPLETE applications usually take up to a month to process.*
- *We cannot make checks out to the student or family member, only to schools or other partner organizations.*
- *Do not spend any money or make a commitment until your application has been approved. You will NOT be reimbursed by The Ellis Trust.*

Completing the Application

Applicant Information

This section is where you tell us basic information about yourself. Please do not leave any of this section blank, as we use the information you provide in order to contact you and to contact your school when necessary. The last question asks you to indicate what your current grade point average is in school. If you are not sure, look at your last report card and ask a school counselor to help you determine the appropriate response. **You should submit your most recent report card with your complete application in order to verify your school performance.**

Grant Request Summary

This section is an overall summary of what you are asking for, which will be explained in more detail later in the application. Please make sure to put an exact dollar amount and the name of a specific grant request.

Family Information

Every person who lives in your house should be listed in this section, including you and your parent(s)/guardian(s), with occupation, grade level, and age listed for each person. If a person does not work and does not attend school, you can write "N/A", or you can list them as a full-time parent, unemployed, disabled, or whatever other description best describes his or her situation.

Parent Information

This section asks for information about the parent(s)/guardian(s) you currently live with. If you live with only your mother, you should only include information about your mother in this section. Likewise if you live with your father or a different family member or guardian. *You should only provide information in this section about the adult(s) who currently live in the same house as you.*

Financial Information

In this section, you will summarize all of your family's sources of income, including wages, benefits, and child support, whatever it is that your family lives on. You must attach recent and up-to-date income documentation along with this application; for example, 2006 IRS Form 1040, Public Assistance statement, Social Security statement, etc. **If a complete 2006 tax form does not accompany the application and at least one parent/guardian is employed, the application will not be reviewed. Please note: If the applicant does not appear as a dependent on the tax form, the application will be denied.**

Grant Request Information

This section is where you tell us more details about exactly how much money you are asking for and what it will be used for. You can request funding for school needs, after-school/ extra-curricular/ summer programs, or both. We can spend up to \$6,500 per girl per school year, as long as you maintain your grades and remain eligible with respect to our other guidelines. If your grades are not great, you can still request support with basic needs which will enable you to do better in school, and we may grant them to you on a probationary basis. For enrichment programs, we generally like to see all A's and B's.

SCHOOL NEEDS: The Ellis Trust funds school needs for public high school students, such as uniforms, senior class dues, academic-related field trips, transportation not covered by the SEPTA Student Pass, school supplies and books, college deposits, graphing calculators, cosmetology licensure, test fees, and more. You may apply for multiple needs. **All funding for school needs will be sent directly to the school.**

AFTER-SCHOOL, EXTRA-CURRICULAR, OR SUMMER REQUESTS: The Ellis Trust also funds student participation in enhancement and enrichment programs during the school year and summer (*excluding graduating 12th graders for summer programs*), including activities, lessons, and summer camps in the arts, dance, music, science, health, leadership conferences, sports, theater, SAT and college prep, group college tours, and more. If you are requesting funds for a specific after-school, extra-curricular, or summer program, **make sure to attach printed materials or brochures indicating the program name, location, cost, date(s), time(s), etc. IMPORTANT: Make sure you have contacted the program which you would like to attend to ensure eligibility and space availability. If it is a program you have to be accepted into, send any program acceptance letters which will indicate that there is space for you at this time.**

Personal Statement

This section gives you a chance to let us know why the grant you are requesting is important to you. **The personal statement is MANDATORY and requests will not be considered without it.** Your personal statement can make the difference between being funded or not, especially if your grades are not perfect or we are almost out of funds and can only award a grant to select few candidates. Your statement lets us know more about you, and lets us know that you take your Ellis Trust application seriously. Please respond as thoughtfully and honestly as you can.

Signatures

Make sure all signatures are complete at the bottom of page 4 before you send in your application!

Please mail your complete application to:

THE ELLIS TRUST 215 South Broad Street, 5 th floor Philadelphia, PA 19107
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If you have any questions not addressed in these guidelines, please contact your school guidance counselor or director of enrichment program, or contact **TERRI CHAMPION** at (215) 735-4480, ellistrust@wvscholars.org.