Instructions

Acorn Scholarship Application:

Individual Grant

Purpose : Use this form to apply to the Acorn Scholarship Fund for a grant to pay for educational expenses besides tuition. Educational expenses include:

● Educational fees

● Books

● Tools related to your course work

● Computer

● Supplies related to your course work

Individual grants are available only to Associates who have received a scholarship for themselves or for dependents.

Applications for grants will only be accepted up to one month after notification of acceptance of a recipient's scholarship request or one month after the start of the semester, whichever is later.

Instructions. You can complete the form on your computer, or you can use a printed version of the form and fill it in by hand.

1. Complete the fields for Applicant Information.

2. Complete the fields for the Cypress department where you work.

3. Indicate the types of educational expenses you are seeking to pay with the grant.

4. Total the amount of the grant you are requesting.

5. Itemize the expenses you are declaring, including a detailed description including backup for the cost. Provide a brief description of the Recipient's area of study that requires the supply tool or other item being requested.

The grant amount for a computer is limited to $1,000 and only one computer across all approved Acorn scholarship semesters/education time frames is allowed. If an Applicant requires a computer that exceeds $1,000 a detailed justification is required including why required based on their area of study.

Additionally, a grant amount of up to $1,500 each semester is available for educational fees, supplies, books, and tools.

6. Sign and date the application.

7. Return the completed application, with documentation on each expense, to the Acorn Scholarship lockbox in the members' mail room on the first floor of the Clubhouse or at the Rosewood.

8. Your Mentor will review your application and pass it on to the Scholarship Committee Co-Chair who will approve your application and then forward it to the Acorn Board for approval.

Once approved you then will be sent a check for the approved amount of the grant.

Additional Information

● You must use the money for the educational expenses described in your application. If you are unable to do so, you must return the funds to the Acorn Scholarship Fund.

● You are responsible for purchasing the items described or paying the fees described.

● Depending on your situation, the grant may or may not be taxable income. You are responsible for determining the proper tax treatment. The Acorn Scholarship Fund is not qualified to give tax advice. You may wish to consult a qualified tax advisor.

● You will provide copies of receipts to the Scholarship Committee and should keep any receipts and other documentation concerning the expense to validate your tax treatment of the grant.

● The Acorn Scholarship Fund does not issue any IRS Form 1099 or any other IRS form for these grants.

● If you are paying your school for the expense, you should discuss with your tax advisor about having the payment made directly to your educational institution.

ACORN SCHOLARSHIP APPLICATION: INDIVIDUAL GRANT

Applicant Information

Last Name

First Name

Middle Initial

Street

City

State

ZIP

Cell Phone

Email

Preferred method of contact:

Cell Phone Call ☐ Text Message ☐ Email ☐

Department Information

Cypress Department

Date Hired

One box must be checked:

Full Time ☐

Part Time ☐

Average Hours Per Week

Education Program

Educational Institution

Field of Study

Description of Educational Expense

Amount Requested

Description of Expense

Please use separate blank sheets if you need more space for descriptions.

I hereby confirm that all the information on this application and supporting documents is complete and accurate to the best of my knowledge. Information provided in the application and supporting documents may be used for publicity. Your picture may be used for publicity.

Applicant's Signature

Date