

## **Friendly House Preschool Scholarship 2018-19: Instructions and Applications**

Thank you for your interest in a preschool scholarship at Friendly House. Please read these instructions carefully and follow the required steps.

### **Step 1-**

Complete scholarship application on page 2.

### **Step 2-**

Include all required documentation (see list below).

### **Step 3-**

Return completed application to [preschool@friendlyhouseinc.org](mailto:preschool@friendlyhouseinc.org), leave at Front Desk (street address: 1737 NW 26<sup>th</sup> Ave), or mail to:

Attention: Preschool Scholarship  
Friendly House, 2617 NW Savier St.  
Portland, OR 97210

Your spot will be held while we review scholarship applications. Please note that most families receiving scholarships will still be required to make a co-payment of \$60-\$100n per month.

**Incomplete scholarship applications will not be considered.**

### **Who is eligible to apply?**

1. If a household is homeless (living on the street or in a car, shelter, transitional housing, doubled up) they are eligible for a scholarship
2. If a household is at-risk of homelessness as defined below, they are eligible for a scholarship:
  - a. The household's total income is from SNAP, SSI, SSD and/or student loans
  - b. Their household income is below 60% of Portland Oregon's Area Median Income (AMI)
  - c. Household income is less than 80% of AMI but they pay 30% or more of their income on rent and utilities combined
  - d. Their household income is below 100% of AMI and it includes dependents with documented mental, physical and/or developmental disabilities
  - e. Other extraordinary circumstances will be evaluated on a case by case basis and approved by the executive director
3. All factors must be recorded on the Scholarship Application and copies of **proof of total income must be attached**. Proof of income must be submitted annually and more often upon request or when financial circumstances of the household change. Examples of documentation include:
  - a. pay stubs
  - b. proof of DHS support
  - c. SSI/SSD award letter
  - d. bank statements
  - e. rent receipts

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



# Scholarship Application

2617 NW Savier St. / Portland, OR 97210 / 503.228.4391

<b>Program:</b> <input type="checkbox"/> Preschool <input type="checkbox"/> After School <input type="checkbox"/> Summer Camp <input type="checkbox"/> Community Services <input type="checkbox"/> Other _____
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**Scholarships are provided to qualifying applicants based on applicant's ability to pay and availability of Friendly House scholarship funds. Please complete the following:**

## PARTICIPANT INFORMATION

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, parent's name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Land Line: \_\_\_\_\_

Email Address: \_\_\_\_\_

## VERIFICATION OF HOUSING OR GROSS HOUSEHOLD INCOME & RENT/UTILITY EXPENSE

A) Are you currently homeless (living on the street or in a car, shelter, transitional housing, doubled up)?  Yes  No

B) Are you receiving government benefits such as SNAP, SSI, SSD, grants/loans for schooling, etc.?  Yes  No

**(NOTE: You must attach the required income documentation for your application to be considered).**

Verification Document(s): \_\_\_\_\_ Date: \_\_\_\_\_

C) Names of people in your household: \_\_\_\_\_

D) Monthly household income for last 3 months: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Documentation of income:

Pay check stubs

Other (please explain): \_\_\_\_\_

*(Gross household income includes: wage earnings, unemployment earnings, worker's compensation, social security, child and spousal support, educational grants, cash support from a friend or family member, investment income, and/or government financial assistance)*

E) Amount paid for rent monthly \_\_\_\_\_ F) Amount paid for utilities monthly \_\_\_\_\_

**(NOTE: To be considered based on rent and utility expense, you must attach documentation)**

## PROGRAM FOR WHICH YOU ARE REQUESTING A SCHOLARSHIP

Class, camp or trip: \_\_\_\_\_ Date(s): \_\_\_\_\_

*(For Summer Camp, please provide your choices in priority order).*

Fee: \_\_\_\_\_ How much can you pay per session or class? *(Amount must be at least 5% of the cost of the session or class)* \_\_\_\_\_ Please tell us a little bit about why you need a scholarship: \_\_\_\_\_

By signing below, I affirm that the above information is true and complete:

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian (if applicant is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Revised 04.2017

All necessary documentation was submitted with application • YES                      • NO / Scholarship granted: • YES  
• NO

Director's Signature: \_\_\_\_\_