



**SCHOLARSHIP APPLICATION INSTRUCTIONS**

**CWN facilitates personal enrichment and professional growth through communication, support, and stimulation of business opportunities for professional women in the Chesapeake Maryland regional business community. CWN Scholarship gives priority to women who are pursuing college or certificate programs to re-enter the work force. All women studying to advance their professional skills are welcome to apply.**

**Thank you for considering application for CWN Scholarship Funds.**

**Please follow directions carefully and complete all sections of the application. Incomplete applications may be disqualified. Application deadline: May 1, 2023**

**Do I Qualify to Apply? (Must answer Yes to ALL questions)**

• Female	Y	N
• At least 22 years old.	Y	N
• Resident or employee in Queen Anne's County.	Y	N
• US Citizen or US National.	Y	N
• High School Graduate or GED.	Y	N
• I have been accepted into an accredited program or certificate program to a US college, University or accredited vocational program.*	Y	N
• I am scheduled for at least 3 credits or equivalent per semester.	Y	N
• I have a clear career plan described in my essay.	Y	N
• I need financial assistance to attend/complete my studies.	Y	N
• My degree is at the associate, bachelor or master level.	Y	N
• I have completed the scholarship application, accepted the certification, and uploaded the requested documentation.	Y	N

\*Please let us know if your acceptance is pending. Due May 8, 2023

**Checklist of Required Documents to be Uploaded**

- Driver's License, copy
- Acceptance Letter for Degree or Certificate Program, copy
- Essay
- Scholarship Payment Information
- Recommendation Letters (Emailed by May 1, 2023)

**RECOMMENDATION LETTERS:**

Confidential recommendation letters should be on the organization's letterhead.

Ask your recommenders to email their letters of recommendation to [cwnqac@gmail.com](mailto:cwnqac@gmail.com) or mail to CWN, PO Box 678, Stevensville, MD 21666.

Letters should highlight:

- Academic, employment, and/or volunteer record Ability to undertake and complete proposed training Outstanding strengths or characteristics
- Any other information that would assist the Scholarship Committee in the selection process

#### **APPLICATION SUBMISSION AND DECISION PROCESS**

- The Scholarship Committee will not consider submissions that are faxed or emailed.
- Interviews with the Scholarship Committee will take place in early to mid May.
- The Scholarship Committee shall schedule all interviews as close together as is possible. Each interview will last approximately 30 minutes.
- The Committee will meet within 2 weeks after the last interview to reach a consensus on scholarship awards and recipients. These recommendations will be presented to the CWN Board for approval at the next Board meeting.
- Recipients will be called and sent letters of congratulations following the CWN Board meeting.
- All unsuccessful applicants will be sent a letter of thanks encouraging them to apply next year. Applicants may request a debriefing to assist in success of future submissions,
- Scholarship recipients should plan to attend the award presentation at the September CWN Scholarship Awards Dinner (Second Thursday). Recipients will be introduced to the membership and will give a brief synopsis of their goals.

#### **Other Information:**

- The amount and number of scholarships to be awarded is at the discretion of the Scholarship Committee.
- Scholarship winners may apply in subsequent years provided they maintain a 2.5 GPA and provide a college or accredited vocational/certificate program transcript to that effect.
- The Director of Financial Aid at the institution of each scholarship recipient will be contacted in June to advise them of the identity of the scholarship recipient and the amount of the scholarship.
- All checks will be made payable to and mailed to the college or an accredited vocational/ certificate program Director of Financial Aid, of each recipient as soon as possible.
- Should the funds not be used by the recipient within a 12-month period from the date they were sent, then the college will be instructed to return the unused portion to CWN.
- Recipients of the Scholarship who are not able to use the funds within the school term may reapply for funds in the future. Unused funds are retained by Chesapeake Women's Network QAC Scholarship - Mid-Shore Community Foundation.
- CWN reserves the right to retain funds if it is determined that there are no appropriately qualified applicants.
- CWN Scholarship Fund is held at Mid-Shore Community Foundation.