[Scholarship name] application

[Year]. [Number] awards of [$1,000] for [who can apply, for example graduating seniors from (county) high schools]. Applications close on [date] at [time].

Can you apply?

You can apply if all of these are true:

[ ] You are [a graduating senior / a current student] at [school or area].

[ ] You will enroll in [a two-year college, four-year college or trade program] in [term and year].

[ ] [Any other rule, for example a minimum grade point average of 2.5, or a link to our club or company.]

Questions? Contact [name] at [email or phone] before [date].

How we choose

At least two volunteer readers score every complete application from 0 to 4 on each part below. Each part carries a weight: Essay (25%), Academic record (20%), Financial need (20%), Activities and service (15%), Recommendation (10%), Goals and fit (10%).

Readers who know an applicant personally step out of that application.

We tell every applicant the result by [date]. We pay awards to your school, not to you, once you enroll.

Applying is free. We will never ask you for a fee or for bank details to apply.

1. About you

Full name, and the name you go by

Email you check often

Phone

Mailing address

2. School and plans

Current school and year you finish (or finished)

Grade point average, as it appears on your transcript (unweighted if you have both)

School or program you plan to attend in [term]. Have you been accepted?

What you plan to study, or the career you are working toward

You will attend: [ ] Full time [ ] Part time [ ] Not sure yet

3. Activities, work and service

List up to six things you do outside class: clubs, sports, jobs, caring for family, volunteering, faith groups. Caring for a younger brother after school counts.

Activity	Your role	Hours a week	Years

4. Awards and achievements

Up to three things you are proud of, in or out of school. Say what you did, not only the title of the award.

5. Paying for school

Answer this section only if the box above lists financial need as a part we score.

In a few sentences: how will you pay for school, and what would this award change for you?

Other scholarships or grants you have been offered for [year], with amounts if you know them

6. Essay

Pick one prompt and write [300 to 500] words. Readers want your own voice and real examples, not a perfect essay.

- [ ] Tell us about a time you had to figure something out on your own. What did you do, and what would you do differently now?
- [ ] What is a problem in [your town or school] you would like to help fix? What have you already tried?
- [ ] [Write your own prompt here, linked to the purpose of the scholarship.]

7. Your recommendation

Ask a teacher, coach, employer or community leader who is not a family member. Give them the recommendation form on the next page at least two weeks before the close date.

Recommender's name and how they know you

Recommender's email or phone

8. What to send with this application

- [ ] Your most recent transcript (an unofficial copy is fine) (required)
- [ ] One letter of recommendation, or the recommendation form, sent by your recommender (required)
- [ ] Your acceptance letter or proof of enrollment, if you have it (optional)

- [ ] [Anything else, such as a resume or portfolio link] (optional)

9. Sign your application

By signing, you confirm that your answers are true and that the essay is your own work.

If you win, may we share your name, school and photo in our announcement? [ ] Yes [ ] Name and school only [ ] No

Your signature and date

Parent or guardian signature and date (if you are under 18)

[Scholarship name] recommendation form

For the person recommending the applicant. Please return it to [email or address] by [date].

Applicant's name

Your name, role and organization

How long, and in what setting, have you known the applicant?

Rate the applicant on	Below most	Like most	Above most	One of the best I have known	Cannot say
Follows through on what they start					
Works well with others					
Bounces back after a setback					
Curiosity and effort					

Tell us about one moment that shows who this student is.

Anything else the readers should know?

Your signature, date and best contact

Reader score sheet

One sheet per reader per applicant. Score each part from 0 to 4.

Applicant ID

Reader name

Do you know this applicant or their family personally? [ ] No [ ] Yes: stop here and tell the chair. Do not score this one.

Part	Weight	Score (0 to 4)	Weight x score	Notes
Essay	25%			
Academic record	20%			
Financial need	20%			
Activities and service	15%			
Recommendation	10%			
Goals and fit	10%			
Total	100%			

Out of 100: add up weight x score for each part (use 25 for 25%, and so on), then divide by 4. Example: Essay 3 x 25 = 75. The scholarship scoring rubric spreadsheet does this for you.

What each score means

Part	0	2	4
Essay	No essay, or it does not answer the prompt.	Answers the prompt with one example, but the point is hard to follow.	Clear, specific and personal: you learn something the rest of the form does not show.
Academic record	No transcript.	Meets your minimum.	A strong record, or a clear rise, with challenging courses for that school.
Financial need	Section left empty.	Some need is described, but other aid seems to cover most costs.	Clear, specific need, and the award would decide whether or how the student enrolls.
Activities and service	Nothing listed.	Some roles and hours, with little commitment over time.	Long commitment and a visible effect on others: leading, teaching, caring or building.
Recommendation	No recommendation received.	Positive, with one general example.	Specific, vivid examples, and the recommender clearly knows the student well.
Goals and fit	No plans given.	Plans are named, with a loose link to the scholarship.	Clear, realistic plans with first steps taken, and a strong match with the purpose.

1 sits between 0 and 2, and 3 sits between 2 and 4. The spreadsheet's Rubric tab has all five anchors for each part.

For the committee: before you open applications

- Fill in every [square bracket]: the scholarship name, amounts, dates, rules and contact.
- Agree on the parts, weights and anchors before the first application arrives, and keep them for the whole round.
- Cut what you will not score. If financial need does not count, delete section 5.
- Keep applying free. Never charge an application fee or ask for bank details.
- Give recommenders at least two weeks, and accept their letter straight from them.
- Ask readers to say if they know an applicant before they score, and to step out of that one.
- Have at least two readers score each applicant on their own, then compare. Talk through any applicant where their totals sit far apart.
- Pay awards to the winner's school, with the student's name and ID on the payment, and remind winners to tell their school's financial aid office about the award.
- Tell every applicant the result, including the ones who did not win.
- Check your own rules, the donor's wishes and any tax questions with your adviser before you set eligibility rules.

Want to take applications online? The post at hornetforms.com/blog/scholarship-application-form shows how to turn these questions into a form with file uploads for transcripts, eligibility questions, a close date and a spreadsheet for your readers.