



## *2012 DAN GRADY MEMORIAL* **SCHOLARSHIP AWARDS PROGRAM**

### **Dear AHMA-PSW Member:**

The Affordable Housing Management Association Pacific Southwest (AHMA-PSW) is entering its twenty-eighth year of providing assistance in continuing education to deserving residents of our housing complexes. **Wouldn't it be terrific if one or more of your residents received Dan Grady Memorial Scholarships in 2012!** These scholarships will be presented at our Annual Seminar in May and the application process begins **NOW!**

**It is imperative** that the on-site managers at your affordable housing sites receive a copy (copies) of the attached packet to pass on to the applicants. If you need additional copies to send to your sites, you may download the form from our web site at [www.AHMA-PSW.org](http://www.AHMA-PSW.org).

You might want to encourage participation at each site by having the manager put up a copy of the enclosed flyer in the manager's office and make sure there are enough applications for all interested residents. We have also included a "Tips for Managers" sheet listing a few helpful hints to make the scholarship program successful at your sites.

AHMA-PSW offers scholarships in the areas of Academic Education, Vocational Training and Fine Arts. To be eligible for consideration, applicants must be:

1. At least the age of 16;
2. A current resident of affordable housing managed by an AHMA-PSW member;
3. A high school senior, or a high school graduate, or in possession of a high school Equivalency certificate or a high school graduate already in college or Trade School; and
4. Eligible for admission to the college, trade school or fine arts program indicated on the scholarship application.

## Scholarship Awards

### Page Two

Scholarships must be used within one calendar year. In most cases, checks will be made payable to the educational institution; however, we will try to make other arrangements if the award results in the loss of other assistance from grants and/or loans. Every year, the participation of AHMA-PSW member companies in this program has been outstanding. The quality of applicants has been extremely high, and the benefits of the program to all of us have been amply demonstrated. We are sure that 2012 will see even greater participation.

The Scholarship Committee is comprised of AHMA-PSW members. Judging is based on grades, SAT scores, individual achievements, school and community involvement and employment (if applicable).

The 2012 AHMA-PSW Seminar will be held **May 20-22, 2012** and we realize you need time to work with your students to get the application in on time. The deadline for submission of applications is **Friday, March 9, 2012. This is a firm deadline with no extensions! ALL DOCUMENTS MUST BE RECEIVED WITH THE APPLICATION.** Please help us get these applications out to your managers and into the hands of eligible residents as quickly as possible.

1. Download the application from our web site at [www.AHMA-PSW.org](http://www.AHMA-PSW.org)
2. Make copies of the Scholarship announcement (Applications . . . are available at this office) and "Tips for Managers" for each of your sites.
3. Make copies of the Scholarship Application for each of your properties to print or send enough for each site's applicants.
4. Mail these packets to each of your complexes and encourage participation.

We will be notifying all winners by the end of April, and the luncheon honoring the recipients will be held on **Monday, May 21, 2012 during the AHMA-PSW Seminar.** If you have any questions, please contact the AHMA-PSW office.

Very truly yours,



Priscilla Gilliam  
AHMA-PSW President



## ***TIPS FOR MANAGERS ON HOW TO PROMOTE INTEREST IN APPLYING FOR SCHOLARSHIPS IN YOUR COMPLEX***

1. Read the enclosed information so that you are familiar with the application process. If you have any questions, please call the AHMA-PSW office at (866) 698-AHMA(2462) or email [info@ahma-psw.org](mailto:info@ahma-psw.org).
2. Post the flyer in your office and talk up the possibility of acquiring an AHMA-PSW scholarship to those residents at your site who might be interested in any type of continuing education.
3. Make copies of the attached flyer and send one to each apartment.
4. Offer to have an orientation meeting in the office to distribute applications and answer questions.
5. Mention the scholarship program in your newsletter or complex publication.
6. Make sure the resident understands the application and the deadline date.
7. Ask that the applicant give you the Certification of Residence Form from the packet. Fill it out by typing or writing in dark black ink and quickly return it to the resident to submit with the application.
8. Mention to the resident that there are **THREE (3)** letters of recommendation to be completed and sent to the AHMA-PSW office by the person giving the recommendation. ***These letters are two-sided, so if you are making copies, be sure to copy both sides.***
9. Keep reminding interested residents of the entry deadline of **Friday, March 9, 2012** when they come into the office.

**We wish your residents good luck and thank you for your help!**



# **APPLICATIONS FOR DAN GRADY MEMORIAL SCHOLARSHIPS ARE AVAILABLE AT THIS OFFICE**

*Sponsored by the Affordable Housing Management Association  
(AHMA-PSW) Foundation*

AHMA-PSW offers scholarships in the areas of Vocational Training, Fine Arts and Academic Education. To be eligible for consideration, applicants must be:

1. At least the age of 16;
2. A current resident of affordable housing managed by an AHMA-PSW member;
3. A high school senior, or a high school graduate, or in possession of a high school equivalency certificate, or a college/trade school student; and
4. Eligible for admission to the college, trade school or fine arts program indicated on the scholarship application.

**Deadline for submission  
Friday, March 9, 2012**



**AHMA-PSW SCHOLARSHIP APPLICATION**  
**CHECK LIST**

Dear Applicant:

This is your check list for the AHMA-PSW Scholarship application process. Please read and follow all instructions carefully, and **observe all deadlines!**

The following must be submitted to the AHMA-PSW office no later than **Friday, March 9, 2012 (FIRM DEADLINE)** and **ALL DOCUMENTS MUST BE RECEIVED WITH YOUR APPLICATION (except reference letters). PLEASE COMPLETE ALL DOCUMENTS BY TYPING OR USING DARK BLACK INK – NO PENCIL OR COLORED INK ENTRIES.**

\_\_\_\_\_ Certification of Residence Form.

\_\_\_\_\_ AHMA Scholarship Application Form (4 pages) – includes autobiographical questions.

\_\_\_\_\_ Three (3) letters of reference. (Reference letters must be sent separately from your application and may be obtained from teachers, employers, clergy, youth group leaders, etc. Please provide a copy of the form (3 forms are enclosed) to those who will be writing your letter of reference. ***NOTE: THESE FORMS ARE TWO-SIDED.*** Completed letters of reference must be in the AHMA-PSW office no later than **Friday, March 9, 2012.**

\_\_\_\_\_ High School and/or Junior College/College/University transcripts are required for all Scholarship applications. Please request your transcripts in advance. No scholarship applications will be considered without transcripts.

\_\_\_\_\_ Post High School Certification Requirements:

1) **If you are a high school graduate but not in college:** you are required to send evidence of high school graduation or a copy of your High School Equivalency certificate.

**or**

2) **If you are in college:** send your college transcript.

\_\_\_\_\_ Confirmation of your acceptance in a College/University/Trade School.

Please direct all inquiries regarding the AHMA Scholarship program to the AHMA-PSW office at (866) 698-AHMA OR [info@ahma-psw.org](mailto:info@ahma-psw.org).

**RETURN YOUR COMPLETED PACKET TO:**

**AHMA-PSW Foundation Scholarship Application**  
**275 E Hillcrest Drive, Suite 215**  
**Thousand Oaks, CA 91360**

## **2012 AHMA-PSW Foundation Scholarship Application**

**NOTE:** Completed application and letters of reference must be in the AHMA-PSW office no later than **Friday, March 9, 2012** to:

**AHMA-PSW Foundation Scholarship Application  
275 E Hillcrest Drive, Suite 215  
Thousand Oaks, CA 91360**

**ELIGIBILITY:** AHMA-PSW scholarships are awarded to residents of affordable housing managed by AHMA members. Applicants must be at least the age of 16. Applicants for academic and fine arts scholarships must be either already in college or high school seniors or high school graduates, eligible for admission in September 2012, to the college, university or fine arts school program indicated on the scholarship application. Applicants for vocational scholarships must be either attending a school of higher learning, a high school senior, a high school graduate or possess a high school equivalency certificate. Scholarships will be given in various amounts between \$500 and \$3,000.

**SPECIAL NOTE:** Scholarships must be used within one calendar year. In most cases, checks will be made payable to the educational institution; however, we will try to make other arrangements if the award results in the loss of other assistance from grants and/or loans.

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Last Name	First	MI
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Address	City	State	Zip Code
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( )	( )	/	/
Your Home Phone #	Your Cell Phone #	Your Date of Birth	

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Email Address

Name of Company Managing Your Complex	( )
	Their Phone Number

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Name of School Currently or Last Attended	Graduation Date
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School Address	City	State	Zip Code
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College/University/Vocational School You Anticipate Attending	Location
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Anticipated College Major or Vocational Goal	Length of Program
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Estimated Annual Tuition	Other Estimated Costs
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**AHMA-PSW Foundation Scholarship Application**

**Page Two**

Applicant Name: \_\_\_\_\_

Please indicate which category of scholarship you are applying for:

- Academic (educational pursuit leading to a Bachelors degree or higher)
- Vocational (in preparation for entering a trade, such as auto mechanics, hair dressing, air conditioning technician)

Use additional pages, if necessary, to complete the following section:

**I. HONORS RECEIVED** (academic, sports, community service, etc.):

**II. SCHOOL ACTIVITIES** (by class year, list memberships in clubs, etc., participation in athletics, special classes and activities, positions held):

**III. COMMUNITY ACTIVITIES** (Civic committees, church groups, scouts, tutoring, charitable groups, project-sponsored activities, etc.):

**IV. EMPLOYMENT** (Give job title, responsibilities, name of employer, etc.):

**Note: This section is to be completed by a school official for ALL SCHOLARSHIPS:**

\_\_\_\_\_  
GPA Grades 10 through Current

\_\_\_\_\_  
SAT Verbal

\_\_\_\_\_  
SAT/Math

\_\_\_\_\_  
Signature of School Official

**AHMA-PSW Foundation Scholarship Application**  
**Page Three**

Applicant Name: \_\_\_\_\_

**Autobiographical Questions**

Please answer the following in brief, complete sentences:

1) Have you ever applied for an AHMA scholarship? Have you received an AHMA scholarship? If so, when, how much did you receive, and how was it applied?

2) In your own words, describe your goals for the next few years:

**AHMA-PSW Foundation Scholarship Application**  
**Page Four**

Applicant Name: \_\_\_\_\_

3) How do you intend to use the funds if you are awarded this scholarship?

4) Please describe your most outstanding accomplishments or activities, and those which have been particularly meaningful to you:

**NOTE: PLEASE GIVE TO YOUR RESIDENT MANAGER**

**CERTIFICATION OF RESIDENCE**

To be eligible for an AHMA-PSW Scholarship award, the applicant **must be a current resident** of an affordable housing complex managed by a company, which is currently a member of AHMA-PSW.

To certify your status, please have your Resident Manager complete this form for you.

\_\_\_\_\_  
Applicant's Name

I hereby certify that the above named applicant is a resident of:

\_\_\_\_\_  
Site Name Govt. Subsidy Number

\_\_\_\_\_  
Site Address City State Zip Code

This complex is managed by \_\_\_\_\_  
(Name of management company)

The applicant has lived at this site for \_\_\_\_\_  
(Number of years/months)

Signature of Resident Manager:

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Date Email ( ) Telephone

**Note:** Include with your scholarship application, and send to:

**AHMA-PSW Foundation Scholarship Application  
275 E Hillcrest Drive, Suite 215  
Thousand Oaks, CA 91360**

# CONFIDENTIAL LETTER OF RECOMMENDATION

NOTE: THIS FORM IS TWO PAGES

Page 1 of 2

**TO APPLICANT:** Please give this form to **someone other than a family member or friend** who is well acquainted with you, who is familiar with your educational plans and abilities, and who is willing to recommend you for a scholarship. This would include your employer, resident manager, teacher, school guidance counselor, clergyman, and volunteer group leader.

Letters of recommendation must be submitted to AHMA-PSW **by the person giving the recommendation directly** and should not be included in the application you submit to us yourself.

Please stress to the person filling out this letter of recommendation that it must be received in the AHMA office by **Friday, March 9, 2012.**

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **TO RECOMMENDER:**

Scholarship winners are chosen on the basis of academic, vocational and/or other achievement. Since it is not possible for us to know each applicant, we give great weight to your letter of recommendation. Please give your response careful thought. **You must submit this letter to the AHMA-PSW office by Friday, March 9, 2012.**

## **SECTION I.**

**Please complete this form by typing or using dark black ink – no pencil or colored ink. Kindly give us your personal impressions of the following:**

	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
Attitude toward life in general	_____	_____	_____	_____	_____
Personal commitment to goals	_____	_____	_____	_____	_____
Follow-through and personal tenacity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Self-discipline and initiative	_____	_____	_____	_____	_____
Literacy	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____

**AHMA-PSW Foundation Scholarship Application  
Letter of Recommendation  
Page 2 of 2**

Applicant Name: \_\_\_\_\_

	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
Ability to accept direction	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Ability to accept correction or criticism	_____	_____	_____	_____	_____
Academic/ Vocational aptitude	_____	_____	_____	_____	_____

**SECTION II.**      **Additional comments:** (Please add your personal comments and/or endorsements of the applicant.)

1.      How long have you known the applicant? \_\_\_\_\_

2.      What is your relationship to the applicant? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**AHMA-PSW Foundation Scholarship Application  
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Maturity	_____	_____	_____	_____	_____

**AHMA-PSW Foundation Scholarship Application  
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