

## **DAVIS-PUTTER SCHOLARSHIP FUND INSTRUCTIONS FOR COMPLETING THE SCHOLARSHIP APPLICATION**

### **ELIGIBILITY**

The Davis-Putter Scholarship Fund aids people active in movements for social and economic justice. These need-based scholarships are awarded to students who are able to do academic work at the college or university level and who are active in the progressive movement. Early recipients worked for civil rights, against McCarthyism and for peace in Vietnam. Recent grantees have been active in the struggle against racism, sexism, homophobia and other forms of oppression; building the movement for economic justice; and creating peace through international anti-imperialist solidarity. Applicants must have participated in activities in the US, and there is a strong preference for applicants who plan on working in this country.

The maximum grant available from the Davis-Putter Scholarship Fund is \$10,000 per year (from July 1 through June 30). Grants are disbursed to cover each separate semester, quarter or term during which the grantee is attending school. Grants must be used in the year they are awarded and cannot be deferred or carried over. Recipients must reapply each year support is sought. Applications must be postmarked no later than April 1. Applicants will be informed of decisions in July.

### **GENERAL INSTRUCTIONS**

Before completing the application, the applicant should read these instructions and the answers to frequently asked questions (FAQs). Applicants must complete the official application form and submit the required documentation. Applications are available at in January of each year until March 31. The official application form can be completed online and printed out for mailing. Alternatively, official applications that can be completed by hand are also available. Forms may be typed or hand printed in a legible manner. If more space is needed for any item, attach extra sheets. The applicant's name must be placed at the top of each extra sheet and item number must be placed in front of the additional response. The application forms, instructions and FAQs are available at HYPERLINK "http://www.davisputter.org/apply.html" [www.davisputter.org/apply.html](http://www.davisputter.org/apply.html).

### **PART I**

If you have not been accepted at a school, use the school you expect to attend to calculate your expenses. If your plans change, notify the Fund immediately. All applicants are required to submit transcripts for all prior periods of enrollment at any college or university, including your current institution.

### **PART II – APPLICANT'S PERSONAL STATEMENT**

The applicant's statement is a required and vital part of the application. This statement should be no more than approximately 1000 words and include your aims and activities, your own specific involvement and experience with progressive social activity, the major groups in which you are now and have been active and the dates of your involvement in the groups and activities listed. It should also include a discussion of your long-range goals and concerns, and explain how your proposed study is expected to benefit movements for social change. Place your name at the top of your statement and attach it to the application form. You may also submit copies of writings, clippings and other documents pertaining to your work that you think may assist in assessing your application. Do not submit any material that you need returned.

### **PART III – LETTERS OF RECOMMENDATION**

Each applicant must submit letters of recommendation from two individuals who know of the applicant's progressive activities. The letters can be from university faculty or

advisors, activists, organizational leaders, politicians, or others who are familiar with the applicant's perspectives and activities. The letters must be signed by the writers. The Fund accepts letters given directly to the applicant. Recommenders who want their letters to be confidential can place the letter and two copies in a sealed envelope and give the envelope to the applicant for inclusion in the application packet.

#### **PART IV FINANCIAL INFORMATION**

In addition to completing the information requested in the application, the applicant must attach a copy of the Student Aid Report (SAR). If the SAR is not available when the application is submitted, a copy of the Free Application For Student Aid (FAFSA) should be submitted with the application and the SAR mailed immediately upon receipt.

Applicants who are not eligible for US federal financial aid should completely fill out a FAFSA and attach it to the application. Applications which do not include a copy of the SAR, or a completed FAFSA if not eligible for US federal aid, will not be considered.

The Fund requires information on parents or guardians assets even if they do not provide support for the applicant's education and living expenses. The applicant must explain if parents or guardians have sufficient assets to defray educational and living expenses but are not doing so.

#### **PART V – APPLICANT'S FINANCIAL NEED**

Provide your living expenses for 12 months, even if you will be attending school for only part of that period. Modify the number of months if an expense does not apply for a full year (e.g., if you do not pay for housing over the summer). Many schools have breakdowns of their charges and the area living costs on their financial aid web sites, which can be an aid in completing this section.

#### **PART VI – APPLICANT'S CERTIFICATION**

All applications must be signed.

#### **USE THIS CHECKLIST TO MAKE SURE YOUR APPLICATION IS COMPLETE**

The following must be submitted to constitute a complete application:

- \_\_\_ the completed application form (original and two copies)
- \_\_\_ applicant's personal statement (original and two copies)
- \_\_\_ signed letters of recommendation from at least two people (original and two copies)
- \_\_\_ transcripts of all previous academic work (original and two copies)
- \_\_\_ the Student Aid Report (SAR) (three copies)
- \_\_\_ applicant's photograph (one original)

Assemble the application packet by stapling or securely clipping together one copy of each of the documents on the checklist. There will be three sets, each being a complete application package.

The photograph must be a recent passport-type color portrait photograph of you alone, suitable for reproduction. Low quality digital photographs are not acceptable. Place the photograph in an envelope with your name clearly marked on the back of the photograph and on the outside of the envelope – do not staple or paperclip. If you are granted a scholarship, the photograph will be used for publicity purposes.

Submit all three packets and the photograph in one envelope by first-class U.S. Mail to

Davis-Putter Scholarship Fund  
Post Office Box 7307  
New York, NY 10116-7307

The postmark determines timeliness. There is no need to use Express Mail or pay for quicker service. If you want to verify delivery, you may use the USPS "Delivery Confirmation" option. DO NOT use the "Signature Confirmation" option, as that may cause excessive delays and impede consideration of your application. We do not accept applications sent by e-mail, fax or private courier services.

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN APRIL 1**

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APPLICATION

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