

# SCHOLARSHIP APPLICATION FOR 2025 COMMUNITY ASSISTANCE GRANT

**Applications must be submitted by 5:00PM on March 31, 2025**

**TO BE COMPLETED BY HIGH SCHOOL JUNIOR/SENIOR STUDENT**

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## **PURPOSE OF THE BOARD OF COMMUNITY ASSISTANCE:**

To provide funding (received from the Valley Forge Casino Resort) to non-profits, clubs, sports, and 501 (c) organizations that propose projects that have a direct impact on the Upper Merion Township residents and community and to provide college/post-secondary scholarships to noteworthy high school juniors and seniors residing in Upper Merion Township.

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## **TIMETABLE FOR PUBLICITY AND ACCEPTING APPLICATIONS:**

- Announcement: UM Social Media, eNewsletter, LED sign **Nov. 25, 2024**
  - Applications must be received by email (at [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org)), U.S. Postal Service or hand-delivered to the Twp. Building cashier window by **5:00PM on March 31, 2025**.
  - **Early Review Period (for scholarship applicants) from Nov 25th through March 17<sup>th</sup> 2025: Applicant questions and requests for review/feedback may be emailed to [BCA@umtownship.org](mailto:BCA@umtownship.org).** Feedback will be provided for application improvement. *Applications with recommended improvements may result in a higher quality application for Board consideration.*
  - BCA Presentation of Award Recipients at BOS Business Meeting – **May 15, 2025**
  - Service Projects commence on **May 31, 2025**
  - **Service Project Deadlines:**
    - **Seniors: December 1, 2025 (6-month project window)**
    - **Juniors: March 31, 2026 (9-month project window)**
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DELIVER COMPLETED APPLICATION by CLOSE OF BUSINESS (5:00PM) on Mon. MARCH 31, 2025 via email to [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) or mail or hand deliver to:

Board of Community Assistance c/o Gerri Vattimo  
Administration Office  
Upper Merion Township 175  
West Valley Forge Road King  
of Prussia, PA 19406

**STUDENT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TOWNSHIP:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Name of Father, Stepfather or Male Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Mother, Stepmother or Female Guardian: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List all other scholarship(s) that you have applied for or expect to apply for:

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High School Name: \_\_\_\_\_

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

Current Grade: **Junior** \_\_\_\_\_ **Senior** \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Weighted GPA: \_\_\_\_\_

The approximate number of students in graduating class: \_\_\_\_\_

List any special honors, prizes or recognition you have received from your school or a community group:

List extracurricular school activities you were engaged in during secondary school years: music organizations, athletics, publications, etc. Indicate the year or years you participated.

Are there any special circumstances that the Board of Community Assistance should consider when reviewing your application? Please describe and explain.

## **COMMUNITY SERVICE PROJECT**

You are required to submit with this application a Project Plan (including the signed Project Approval Form). The Project must have a **minimum required 15 hours of community-service**. Your service project must commence by June 1, 2025. *NOTE: You cannot submit a prior service project that has been already completed or is near completion. Also, senior graduation projects cannot be used as your proposed BCA community service project.*

In your project plan, describe in detail (use bullets) how you will fulfill your project service hours. (NOTE: Most successful applications provide added detail about the project plan. Use a separate sheet with your form.) Also, confirm that your service project will be performed within Upper Merion Township.

### **Community Service Commitment:**

BCA scholarships are awarded based on the merit of the total application (the primary aspect being the quality of the service project). The dollar amount of the scholarship awarded determines the minimum hours of community service involved (e.g., If the BCA grants the student \$3,000, then a minimum of 30 hours of service is required as part of the approved project). The service hours per scholarship award are as follows:

\$7,000 - \$10,000	you must complete <b>50 hours</b> of your planned project
\$5,000 - \$6,999	you must complete <b>40 hours</b> of your planned project
\$3,000 - \$4,999	you must complete <b>30 hours</b> of your planned project
\$1,500 - \$2,999	you must complete <b>20 hours</b> of your planned project
\$500 - \$1,499	you must complete <b>15 hours</b> of your planned project

The BCA Scholarship Application includes the **BCA Project Approval Form (See page 5)**. If your project doesn't involve an organization, then the adult who has agreed to supervise must complete the Project Approval Form.

### **PROJECT COMPLETION**

Scholarship Awardees are required to submit: 1) **Service Project Verification Letter** that validates that required service hours were completed, and 2) **Service Project Completion Report (See pages 9a and 9b)**.

#### **The Completion Letter and the Completion Report Due Date:**

**December 1, 2025 (Seniors)**

**March 31, 2026 (Juniors)**



# BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

## SCHOLARSHIP SERVICE PROJECT PLAN APPROVAL FORM

Your BCA Community Service Project Plan is required to be approved/signed off by the organization or sponsoring adult and included as part of your application.

• Service Project Name: \_\_\_\_\_

• Listing of specific service project elements:

1.
2.
3.
4.
5.

**Provide additional detail of Project Plan on separate sheet.**

- Permission been provided by the Organization, Township Department or Program (Library, Parks & Rec, Farmers Market, Cupboard, etc.) at whose location the project will be worked? YES  NO
- What contribution to the organization will be made by your project?

Project Sponsor: I approve this BCA SERVICE PROJECT: YES  NO

*NO, please state reason:* \_\_\_\_\_

Project Sponsor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Project Supervisor's Signature: \_\_\_\_\_

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

**SENIORS:** Scholarship check (one check for the full award amount) will be sent directly to your college student account. Checks will be sent in December of your Freshman year provided that your completed Project Report has been submitted. (If no college or secondary education program is confirmed – a Gift of College Gift Card will be issued. The Gift of College Gift Card can be used at any time for further education.) **Note:** Seniors have 6 months to complete your Service Project. Failure to submit the required Project Completion Forms (see pages 9a & 9b) by **December 1, 2025 deadline** constitutes a breach of the BCA agreement; approval for late submittal is determined on a case by case basis. If an extension is approved, the award check would be issued after the student submits the completed Project Report. *Failure to submit a final Project Report will result in nullification of the award.*

**JUNIORS:** Scholarship check (one check for the full award amount) will be sent directly to your college student account after the submission of your completed Project Report. Check will be mailed to your college in **July of 2026** prior to your Freshmen year. If no college or secondary education program is confirmed – a Gift of College Gift Card will be issued. The Gift of College Gift Card can be used at any time for further education.

**Note:** Juniors have 9 months to complete your BCA Project. Failure to submit the required Project Completion Forms (see pages 9a & 9b) by **March 31, 2026 deadline** constitutes a breach of the BCA agreement. approval for late submittal is determined on a case by case basis. If an extension is approved, the award check would be issued after the student submits the completed Project Report. *Failure to submit a final Project Report will result in nullification of the award.*

**Indicate Name of College, University or Technical School** you plan to attend. If **Undecided**, please enter Undecided. **NOTE:** If you're selected for a BCA Scholarship and originally marked Undecided, upon deciding your school, please email the Township with your School Name, Student Account Number and the School's Address for the Office of the Bursar:

SCHOOL Name: \_\_\_\_\_

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

What general course of study do you plan to take? \_\_\_\_\_

IF your college has been confirmed, estimate your annual college expenses for the following:

Tuition:	\$
Room and Board:	\$
Books & Fees:	\$
<b>TOTAL:</b>	\$
Minus College:	\$
Grants: Minus	\$
Scholarships: Minus	\$
Other Funding: Minus	\$
Loans:	\$
<b>NET TOTAL:</b>	\$

Please attach the following required documents to your application:

1. Transcript of High School scholastic record
2. Letter of Recommendation to be signed by your high school or technical teacher(s), principal or guidance counselor
3. Service Project Plan Approval Form signed by your project supervisor that validates that your proposed project is approved for implementation.
4. Copy of college/university/technical acceptance letter when obtained (*Seniors only*)
5. Financial Aid Cover Letter (*Senior only*)

**WAIVER:** The Board of Community Assistance will be discussing the personal information that is part of this scholarship application (grades and other matters). Please sign the release below.

**Applicant's Signature:** \_\_\_\_\_

**Parent or Guardian (if applicant is under 18):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CERTIFICATION:**

I hereby certify that the information contained in this application for a BCA Scholarship is correct to the best of my knowledge.

I hereby certify that I have read the BCA Policy related to the Award Disbursement Guidelines and fully acknowledge that I understand the policy and guidelines set forth.

I hereby certify that I am an Upper Merion Township resident attending high school (any) in my Senior or Junior year. I am in good academic standing and I intend to attend post-secondary education (college, vocational institute, etc.).

I hereby authorize the Board of Community Assistance to investigate the truthfulness of all information that I have provided in this application. I understand that my misrepresentation or omission of information requested in this application may be cause for disqualification.

Further, I understand that failure to submit a completed project report per due date (**Seniors: December 1, 2025; Juniors: March 31, 2026**) constitutes a breach of this agreement and a nullification of the final scholarship award.

**Date:** \_\_\_\_\_

**Signature of High School Student:** \_\_\_\_\_

**Signature of Parent or Guardian (if under 18):** \_\_\_\_\_





# BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

## SCHOLARSHIP SERVICE PROJECT COMPLETION LETTER

This form must be **completed and signed by the organization's supervisor** for Service Project.

Dear Upper Merion Township Board of Community Assistance, I,

\_\_\_\_\_ [Your Name], on behalf of the  
\_\_\_\_\_ [Your Organization] am writing this letter to express thanks to  
\_\_\_\_\_ [Student's Name] and to validate that this student completed the  
required hours of \_\_\_\_\_ [Hours per the BCA Grant/Project Approval Form] on their BCA Service  
Project: \_\_\_\_\_ [Project Title].

The Service Project work was performed from \_\_\_\_\_ [Start Month] \_\_\_\_\_ [End Month]  
[Year] \_\_\_\_\_

Brief description of service contribution to the organization or the community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments on student's performance:

\_\_\_\_\_

If you have any questions do not hesitate to contact me. Best,

Project Supervisor's Signature: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

ATTENTION STUDENT: This Service Project Verification/Completion Letter and the Service  
Project Completion Report Form due dates:

**Seniors: December 1, 2025 | Juniors: March 31, 2026**



# BOARD OF COMMUNITY ASSISTANCE

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## SCHOLARSHIP COMMUNITY SERVICE PROJECT COMPLETION REPORT

The following items must be included as part of the BCA Service Project Completion Report:

1. **ITEM 1** -Fill out this **Scholarship Community Service Project Report**
2. **ITEM 2 - Verification/Completion Letter** filled out and signed by the organization's project supervisor. Include your **Total Hours of Service** performed. Due dates: Seniors: December 1, 2025 | Juniors: March 31, 2026

Describe your community service project: summary narrative and bullets of key results (use extra sheet if necessary):

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How did your service project benefit our local community? Explain:

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Service Hours: \_\_\_\_\_

### SUBMITTAL:

- a. **Create a Google Drive BCA Service Project Summary Folder**  
Upload all project items (i.e. flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report and verification letter)  
**Photos of your service project:** minimum of **two (2) photos** with captions explaining activity.
- b. **Email the BCA Liaison at [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) and provide the link to your Google Drive Folder** (provide the Google Drive <https://drive.google.com> Link (use copy link anyone access)).

Questions? Contact Gerri Vattimo, Board of Community Assistance Staff Liaison via email at [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) or call 484-636-3899.