

## URBAN EDUCATION ASSISTANCE FUND

April 20\_\_

Dear Pastor:

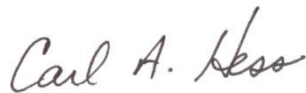
Spring has (finally) come again with greening grass and the joy of fresh, new flowers. Perhaps you have been out in your garden already making preparations for the coming growing season. Another rite of spring is planning for the next academic year (20\_\_-20\_\_) for those who are in school or have children in school.

Attached with this letter, you will find an application and reference forms for the Urban Education Grants that Lancaster Mennonite Conference has made available to persons of color and/or persons living in an urban setting. **You, as a pastor, are our only vehicle for making this assistance fund known and available to eligible individuals and families.**

Please make copies of the application and reference forms to distribute to eligible applicants in your congregation. No need to copy this cover letter or guidelines--they are for your information.

Thank you for helping Mennonite individuals and families make Christian education a possibility for themselves and/or their children. I invite you and your congregation to consider this as one opportunity to invest in the on-going work and mission of the Church.

Sincerely,



Carl A. Hess  
Financial Administrator  
URBAN EDUCATION ASSISTANCE FUND

Please see reverse side of this letter for qualification guidelines of the fund.

**URBAN EDUCATION ASSISTANCE FUNDS**  
**PROGRAM POLICIES AND GUIDELINES**

Urban Education Assistance Funds are tuition assistance gifts that are available from Lancaster Mennonite Conference through supporting church offerings and individual contributions. They are given for education and training of urban students or students of color that have a demonstrated financial need. Applications are only distributed through church leadership.

The following guidelines apply:

1. Fund recipients must be members of a Lancaster Conference congregation. In the case of a child, the parents must be members.
2. Applicants must be persons/students of color and/or living in an urban setting, with clearly defined needs for assistance.
3. Priority is given to those seeking Christian church leadership training or Christian School education. Other college training is also eligible.
4. Decisions are made on an annual basis in July, with information gathered during the spring and summer and funds disbursed during August for the upcoming school year.
5. Needs are evaluated from the written application, based on a number of factors including income, net worth, school costs, other grants and loans available, and information received from the two required references.
6. Realizing that requests will probably always be much more than the limited funds available to distribute, sincere efforts will be made to be fair and impartial. The committee welcomes questions and counsel, and is open to giving more details as requested.
7. Funds are to be used for the purposes they were applied for. If plans change after grants are distributed, these funds are to be returned to provide assistance to others.

Finance Committee 2001

**APPLICATION FOR URBAN EDUCATION ASSISTANCE FUNDS**  
**SCHOOL YEAR 20\_\_-20\_\_**

Please accurately fill in all blanks that apply to your situation, sign, and return NO LATER THAN JULY 1, 20\_\_ to Carl A. Hess, Lancaster Mennonite Conference, 2160 Lincoln Hwy E #5, Lancaster, PA 17602. For more information call 717-293-5246 or 800-216-7249 or email chess@lancasterconference.org. No faxes please. Incomplete applications cannot be considered. All information is confidential. You may include an additional sheet if you need more space to write.

URBAN EDUCATION FUNDS are tuition assistance grants from Lancaster Mennonite Conference congregational offerings. Grants are given to urban students or students of color, seeking Christian church leadership training or Christian School education. Other college training is also eligible.

For students under age 18, the applicant is the parent(s) or guardian(s). You may use one form for all children that are attending the same school. Be sure to give name, age, and upcoming grade year for each child you are applying for assistance in the spaces provided. Remember the information you are giving is for the coming school year not the past year.

Applicant: \_\_\_\_\_ Social Security # \_\_\_\_\_  
(parent/guardian if child is under age 18)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_ Ethnic group \_\_\_\_\_

Name of the LMC congregation in which you have membership \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Areas of church involvement: \_\_\_\_\_

School you (or your child) will attend: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

College students—expected graduation date: \_\_\_\_\_ Degree: \_\_\_\_\_

Student name \_\_\_\_\_ Age \_\_\_\_ Year in school (Kg, 5<sup>th</sup>, Fr, Sr, etc) \_\_\_\_\_

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Student name \_\_\_\_\_ Age \_\_\_\_ Year in school (Kg, 5<sup>th</sup>, Fr, Sr, etc) \_\_\_\_\_

List 2 references including names, addresses, phone numbers. One must be your pastor, the second can be a teacher, school administrator, friend or relative (not a sibling or parent). Give a reference form to each of the named individuals to fill out and send in. These must be received to complete your application.

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(continued on side 2)

List your adjusted gross income (also your parents' if they claim you as a dependant), before deductions for the year 20\_\_\_. This can be taken from line 37 of the 1040 form. Please add any non-taxable income such as housing allowance for pastors, etc. Include a copy of your 20\_\_\_ form 1040 and also a copy of your parents 1040 if you can be claimed as a dependant.

Student \$ \_\_\_\_\_  
 Parent \$ \_\_\_\_\_

List your net worth (also your parents' if you are a dependant), at the end of 20\_\_\_. This would be total assets, such as savings accounts, investments, worth of home, etc. LESS amounts you owe others, such as mortgage due, loans, unpaid bills.

Student \$ \_\_\_\_\_  
 Parent \$ \_\_\_\_\_

A. Total Expected Education Costs for the Coming School Year. \$ \_\_\_\_\_

[Costs include tuition, fees, books, room & board (only if on campus resident)]

B. How much of this cost can you pay for the year? \$ \_\_\_\_\_

C. Financial Assistance Available. Please list all sources of and dollar amounts you expect to receive or have applied for. Include sources such as Lark grants, Stafford loans, school based scholarships and tuition assistance programs or work-study. College students may include a copy of their school's financial aid offer for this section.

Source	Rec'd / Pending	Amount
_____	<input type="checkbox"/> <input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/> <input type="checkbox"/>	\$ _____

D. Total costs not covered by above items (known as of application date) A-(B+C) \$ \_\_\_\_\_

Describe your future goals/plans:

Explain any unusual circumstances or special situations we should be aware of when considering this application.

All information listed is accurate and current, to the best of my knowledge. I have included a copy of my 20\_\_\_ form 1040 with this application. Incomplete applications cannot be considered.

Signature of Applicant \_\_\_\_\_  
 (parent/guardian if child is under age 18)

Date \_\_\_\_\_

## Pastor's Reference Form

\_\_\_\_\_ is applying for an Urban Education Grant from the Lancaster Mennonite Conference. Please fill out this reference form and mail it to: Carl A. Hess, Lancaster Mennonite Conference, 2160 Lincoln Highway East #5, Lancaster, PA 17602 no later than July 1.

- For students under age 18 please consider the family as you answer, not just the student.
- If a family is applying for several family members in elementary school, one reference form is sufficient for the family unit.
- For high school or college applicants please fill out a form for each student.

Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Church name \_\_\_\_\_ Is the applicant a member of your church? \_\_\_\_\_

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

Answer the following questions below or on the back of this sheet.

1. What activities and involvement has the applicant had in the church?
2. What future involvement with the church do they envision?
3. What are the goals of the applicant in regards to this education?
4. Do you affirm the applicant in their choice of life and educational goals? Explain.
5. How is the church supporting the applicant in this goal (financial or otherwise)?
6. Give any other information that might be helpful in evaluating the applicant.



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- For students under age 18 please consider the family as you answer, not just the student.
- If a family is applying for several family members in elementary school, one reference form is sufficient for the family unit.
- For high school or college applicants please fill out a form for each student.

Reference Giver's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

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

Answer the following questions below or on the back of this sheet.

1. Describe your relationship to the applicant? (Why did they give you this form?)
2. What are the goals of the applicant in regards to this education?
3. Do you affirm the applicant in their choice of life and educational goals? Explain.
4. What church activities and involvement has the applicant had?
5. What future involvement with the church do they envision?
6. Give any other information that might be helpful in evaluating the applicant.