



DUPAGECOUNTRY

Community Services Block Grant (CSBG) Scholarship



CSBG Scholarship

CSBG Scholarship Guidelines:

- CSBG income-eligible (200% of poverty)
- DuPage County Resident
- Enrolled or accepted at an Illinois accredited higher educational or occupational training institute
- Minimum 2.5 GPA on a 4.0 scale

- Provide financial assistance to low-income and disadvantaged persons with high academic attainment or potential
- Provide formal education/occupational training in an accredited Illinois educational institution, from short-term training to up undergraduate degree level
- Competitive—not all applicants are guaranteed to receive an award
- Recipients are chosen by the CSBG Scholarship Committee
- For application, visit dupagecounty.gov/scholarship





Income Guidelines

CSBG Scholarship has income guidelines for eligibility

- Income for all household members combined must be below **200%** of the federal poverty level
- See application for current income guideline chart (example below)
- Income from all household members for the past **30 days** (1 month) is considered for scholarship eligibility
- For help calculating the 30-day date range, visit <https://www.timeanddate.com/date/dateadd.html>.

Household #	Yearly	1 Month
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Approved Uses

CSBG Scholarship can be used for:

- Tuition
- Room and board (for those living on campus)
- Books
- Supplies
- Transportation and related expenses
- Laboratory fees
- Computer and related accessories
- Uniforms

CSBG Scholarship cannot be used for:

- Non-education related expenses
- Extracurricular activities





Stipulations

- Award will be retracted if:
 - It causes a reduction in any other financial aid.
 - Not utilized entirely for education-related purposes.
- CSBG Scholarship is designed for education and training up to the undergraduate level. If you are pursuing a master's degree or attending professional school, **do not apply**.
- Applications **will not be accepted** after the deadline. Missing documents submitted after the deadline will be subject to a reduction in points during application grading.
- Staff will communicate with the **applicant only**.





Application Checklist

- Completed and signed application form
- Completed Household Member Income Affidavit or Zero Income Affidavit for all household members (included in application packet)
- Proof of gross income for the past 30 days from signed application date, for each household member
- Original, 500-word essay, typed and double-spaced (see application packet for essay requirements)
- Official transcripts signed by a school dean or counselor, in a sealed envelope from your school, or official e-transcripts
- Two signed and dated letters of recommendation (original copies)
- Financial aid award letter from the school you plan on attending
- Proof of Dupage County residency
- Proof of enrollment at an Illinois accredited higher educational or occupational training institute





Application Form

Four Parts:

1. Applicant Information
2. Attestation
3. Household Member Income Affidavit
4. No Income/Zero Income Affidavit





Applicant Information/Attestation

- Personal information
- Demographic information
- Education information
- Fill out completely and sign (parent/guardian also, if under age 18)

The signed application date determines your 30-day window for income and proof of residency. You must provide documents for the 30-day period backwards from this date.

To calculate, visit: <https://www.timeanddate.com/date/dateadd.html>.





Calculating the Date Range

1. Visit:
<https://www.timeanddate.com/date/dateadd.html>
2. Enter the date you signed your application
3. Select **Subtract** from the drop-down menu
4. Enter **30** in the **Days** box and click **Calculate New Date**

Date Calculator: Add to or Subtract From a Date
Enter a start date and add or subtract any number of days, months, or years.

Count Days **Add Days** Workdays Add Workdays Weekday Week No

Start Date

Month: Day: Year: Date: Add/Subtract: Years: Months: Weeks: Days:

mm / dd / yyyy (-) Subtract 30

Today

Repeat Include the time Include only certain weekdays

Calculate New Date



Household Income

- Employment
- TANF/AABD (AFDC)
- SSI/SSDI
- VA benefits, service- and non-service-connected disability pensions
- Private disability insurance
- General assistance (GA)
- Worker's compensation
- Retirement Social Security income
- Pensions
- Child Support
- Alimony or spousal support
- Unemployment insurance
- Earned income tax credit
- Other





Household Member Income Affidavit

- Personal, demographic, and employment information for each household member
- Copy this page if needed, for additional household members
- Place an **X** in each box if a characteristic applies to the household member or write **N/A** if it does not
- Include total gross (before taxes and deductions) 30-day income for each household member, separated by category
- Write **0** for any income type not received by the household member within the past 30 days of application date





No Income/Zero Income Affidavit

- Must be completed by each household member aged 18 or over who reports no income for the past 30 days
- Copy this page if needed, for additional household members
- Write a brief explanation or attach a signed and dated letter of support describing how the member provides for their basic living expenses such as housing, utilities, and food
- Form should be signed and dated by the household member





Original Essay

- Original (written by you) personal statement relating personal achievements to goals or a personal statement
- 500 words, typed and double-spaced; use a professional, easy-to-read font such as Arial, Calibri, Tahoma, Times New Roman, or Verdana
- Suggested outline
 1. Introduction
 2. What does education mean to you?
 3. Describe barriers making it difficult to complete your education or training
 4. Your future career goals, objectives, and aspirations
 5. Conclusion
- Be sure to proofread or use a web-based reader such as Natural Reader
<https://www.naturalreaders.com/software.html>





Official Transcripts

- Signed by a school dean, counselor, or Registrar, in a sealed envelope OR official e-transcript
- If your GPA is below 2.5 on a 4.0 scale, still apply and explain your situation on why you currently have below a 2.5 GPA.





Recommendation Letters

- Two signed and dated letters of recommendation
 - School faculty, employer, or agency
 - Non-relative community member
- Submit original letters—no copies please!
- Quality of recommendation letters is considered during the grading process





Financial Aid Award Letter

- Award letter from your chosen school/institute outlining your financial aid package for the year
- Fill out the Free Application for Federal Student Aid (FAFSA) as soon as possible and have the results sent to your school/institute of choice at <https://studentaid.ed.gov/sa/fafsa>
- FAFSA uses your prior year's income to determine eligibility for grants and scholarships, federal student loans, and work-study
- For additional assistance or to locate a free FAFSA completion workshop, visit the Illinois Student Assistance Commission (ISAC) at <http://www.isac.org/students/before-college/financial-aid-planning/>





Proof of Residence

- Must be addressed to you or your guardian, showing a DuPage County address
 - Utility bill
 - Lease/mortgage statement
 - Official government mail (Social Security, Department of Human Services, etc.)
 - Letter of residency from a family member, friend, or agency





Proof of Enrollment

- Fall class schedule
- Admission letter
- Contract of attendance
- Provide notification of any delays

If selected to receive a CSBG Scholarship, **you must** provide a copy of your fall class schedule before you can receive your award!





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What Happens Next

Completed applications are graded using a points system by the Scholarship Committee, with consideration to:

- Were all documents turned in before the deadline?
- Quality of essay and recommendation letters
- Academics, honors, and activities
- Membership in a vulnerable class (homeless, veteran, minority, or disabled)

Award recipients will be notified by mail in late July.





Additional Resources

Free Application for Federal Student Aid (FAFSA)

<https://studentaid.ed.gov/sa/fafsa>

Illinois Student Assistance Commission (ISAC)

<http://www.isac.org/>





Contact Information

All 2024 CSBG Scholarship applications and materials must be received by:

Friday, May 3, 2024

For application, visit:
dupagecounty.gov/scholarship

DuPage County Community Services
CSBG Scholarship Program
421 North County Farm Road
Wheaton, IL 60187

Intake and Referral Department
630-407-6500 or 1-800-942-9412
Email: csprograms@dupagecounty.gov
Fax: 630-407-6501

Monday through Friday, 8:00 a.m. to 4:30 p.m.



Community Services



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