

Application Template

A simple, complete application structure covering the essentials — ready for you to adapt and host yourself on paper, in a form tool, or on your own website.

Design principles

- Aim for 20 minutes or less to complete. Long applications lose the students who need this most.
- Ask nothing you will not use in scoring.
- Allow saving and returning, and accept phone photos of documents.
- Provide a real human contact for anyone who gets stuck.
- Do not require a parent or guardian signature.

The [Honoree Name] Scholarship — Application Form

Deadline: [date, time, time zone]. Questions: [contact email / phone].

Section 1 — Applicant information

- Full legal name; name you prefer to be called
- Date of birth
- Email address; phone number; is text message okay? (yes / no)
- Mailing address (or “best address to reach you” — check “my address changes often”)
- Alternate contact (a person and email who can reach you)

Section 2 — Foster care experience

- I am a current or former foster youth. (yes / no)
- Approximate years you were in care: [from] to [present or year]
- State(s) or county(ies) where you were in care
- Verification document attached (see list of accepted documents) — or “I need help obtaining a document.”

Section 3 — Education

- High school, GED, or HiSET completed? Where and when?
- School you will attend or are attending; city and state
- Program or major; degree, certificate, or credential sought
- Enrollment status (full-time / part-time / not yet decided)
- Term this award would apply to
- Proof of enrollment or acceptance attached (letter, portal screenshot, or class schedule)

Section 4 — Costs and other aid (optional)

- Estimated cost of attendance for the term or year
- Other scholarships, grants, or aid you expect to receive
- What this award would help you pay for (tuition, tools, books, housing, transportation, childcare, exam or license fees)

Section 5 — Your words

- Short answer 1 (150–300 words): see the Sample Essay Questions template

- Short answer 2 (150–300 words): optional second prompt
- Anything else you would like the committee to know? (optional)

Section 6 — Reference (optional)

- Name, relationship, email, and phone of one person who knows your work — a teacher, counselor, coach, caseworker, mentor, or employer. A short email from them is enough; no formal letter required.

Section 7 — Certification and permissions

Sample — certification block

I certify that the information in this application is true and complete to the best of my knowledge, and that I am a current or former foster youth as defined in the eligibility criteria.

I understand that [Sponsor Name] funds and administers this scholarship, and that submitting an application does not guarantee an award.

Optional: I give [Sponsor Name] permission to use my first name and photograph in announcements about this scholarship. (yes / no — my answer does not affect my application.)

Signature (typed name accepted): _____ Date: _____

Accessibility and access notes to publish alongside the form

- “You can submit by [online form / email / mail]. If none of these work for you, contact [email] and we will find another way.”
- “Photos of documents taken with your phone are fine.”
- “If you miss the deadline because of a placement change, hospitalization, or housing emergency, contact us — we will try to accommodate you.”
- “We will confirm receipt of your application within [3] business days. If you do not hear from us, email [address].”

Important

This template is a general educational resource, not legal, tax, or financial advice. Thank a Teacher does not collect, hold, or distribute scholarship money, does not receive applications, and does not select recipients. The sponsor is solely responsible for funding, administering, receiving applications, selecting recipients, paying awards, and meeting all legal, tax, and compliance obligations. Please consult qualified professionals about your own situation. To be featured on thankateacher.com, a scholarship must be exclusively for current or former foster youth.