CHILDREN’S TRUST FUND (CTF)
SCHOLARSHIP GUIDELINES & INSTRUCTIONS

Orangewood Foundation’s Children’s Trust Fund (CTF) Scholarships provide financial assistance to current and former Orange County, CA, foster youth engaging in the pursuit of higher education. Students may apply once a year until the age of 25 (or until they’ve obtained a bachelor’s degree, whichever comes first). Submitting an application does not guarantee funding. Not all applicants are eligible. Along with the CTF Scholarship application, supporting documentation is required and eligibility must be verified.

ELIGIBILITY GUIDELINES:
In order to be eligible for scholarship consideration, student applicants must meet the following criteria:

- Declared a dependent of Orange County, CA (verified through the Orange County Social Services Agency and/or a Dependency Verification/Ward of the Court letter)
- Under the age of 25 at time of each new application
- If beyond the age of 25, must be a continuing CTF student in good standing and under the $25,000 scholarship cap
- Accepted to an accredited university, community college, or graduated from a CTF approved trade school
- Met application and supporting documentation deadline (Fall Deadline: 9/30 & Spring Deadline: 2/28)
- Part-time students are eligible and scholarship amounts will adjust based on units enrolled/completed
- Once approved, demonstrated measurable academic progress (minimum 2.0 Term & Cumulative GPA)
- If returned to biological parents or adopted, must have been returned or adopted after 13th birthday
- Must have been in foster care for more than 90 days
- If married, spouse contribution may be considered
- If a parent, must submit a suitable child care plan (see ‘Personal Essay Criteria’ on page 3 of the CTF Scholarship application)
- Must be within the 75 unit community college maximum
- If attending a trade school, must not have received CTF funding for another trade school in the past (1 trade school maximum)
- Exceptions: Declared dependents from other jurisdictions and other students including those who are entering or re-entering post-secondary education after their 25th birthday may be considered on a case by case basis if they have a significant connection to the Orangewood Foundation.

APPLICATION PROCESS:
1. Application & Supporting Documents: Submit a new CTF Scholarship application and supporting documents (required each academic year). See student applicant categories and corresponding lists of supporting documents on page 3 of the application. Application and documents may be hand-delivered, mailed, faxed, or emailed. The CTF Scholarship application can be found at www.orangewood4you.org/childrens-trust-fund.
2. Application Deadline: Application and required supporting documents must be received at Orangewood Foundation by 9/30 in the Fall and 2/28 in the Spring. Applications received after those dates may delay funding or may not be approved. If a late application is not approved, it may be considered for the following term. The best time to apply is in the Summer months, in preparation for the Fall term, or in the Winter, if planning to start in Spring.
3. Application Approval/Denial: Applications will be reviewed on a first-come, first-serve basis and funding is approved at the discretion of the CTF Program. Funding is not guaranteed. CTF staff will contact applicants to inform them of receipt of application, application status, and timeline for scholarship disbursements.
4. Interview & Ongoing Support: Students may be asked to attend an interview and/or orientation with a CTF Advisor and asked to attend subsequent meetings for life skills and academic guidance. Some students may be asked to provide mid-term progress reports to a CTF Advisor.

Vocational/Trade School Applicants: Students interested in attending a vocational/trade school are required to first consult with a CTF Advisor and get pre-approval for CTF funding prior to enrollment and prior to accepting student loans. Things to consider when choosing a vocational/trade school are the school’s quality of education, accrediting agency, pricing, debt load for the student, use of Federal financial aid, student qualifications for admission, ability to transfer credits/units to other higher education institutions, etc. Comparable programs through ROP or a community college should be considered first. Vocational/trade school students who are pre-approved prior to enrollment are not considered for CTF funding until after graduation/completion.
SCHOLARSHIP FUNDING BY CATEGORY:
A complete breakdown of amounts funded per unit/term is included in the annual funding table below:

<table>
<thead>
<tr>
<th>Semester/Quarter Units Enrolled and Completed</th>
<th>University (Semester System)</th>
<th>University (Quarter System)</th>
<th>Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 units or more</td>
<td>$2,250/semester ($4,500/year)</td>
<td>$1,500/quarter ($4,500/year)</td>
<td>$1,251/semester ($2,502/year)</td>
</tr>
<tr>
<td></td>
<td>Early semester disbursement $1,125</td>
<td>Early quarter disbursement $1,500</td>
<td>Early semester disbursement $625</td>
</tr>
<tr>
<td></td>
<td>End of semester disbursement $1,125</td>
<td></td>
<td>End of semester disbursement $625</td>
</tr>
<tr>
<td>11 units</td>
<td>$2,062.50/semester ($4,125/year)</td>
<td>$1,375/quarter ($4,125/year)</td>
<td>$1,146.75/semester ($2,293.5/year)</td>
</tr>
<tr>
<td>10 units</td>
<td>$1,875.00/semester ($3,750/year)</td>
<td>$1,250/quarter ($3,750/year)</td>
<td>$1,042.50/semester ($2,085/year)</td>
</tr>
<tr>
<td>9 units</td>
<td>$1,687.50/semester ($3,375/year)</td>
<td>$1,125/quarter ($3,375/year)</td>
<td>$938.25/semester ($1,876.5/year)</td>
</tr>
<tr>
<td>8 units</td>
<td>$1,500.00/semester ($3,000/year)</td>
<td>$1,000/quarter ($3,000/year)</td>
<td>$834/semester ($1,668/year)</td>
</tr>
<tr>
<td>7 units</td>
<td>$1,312.50/semester ($2,625/year)</td>
<td>$875/quarter ($2,625/year)</td>
<td>$729.75/semester ($1,459.5/year)</td>
</tr>
<tr>
<td>6 units</td>
<td>$1,125.00/semester ($2,250/year)</td>
<td>$750/quarter ($2,250/year)</td>
<td>$625/semester ($1,251/year)</td>
</tr>
<tr>
<td>5 units</td>
<td>$937.50/semester ($1,750/year)</td>
<td>$625/quarter ($1,750/year)</td>
<td>$521.25/semester ($1,042.50/year)</td>
</tr>
<tr>
<td>4 units</td>
<td>$750.00/semester ($1,500/year)</td>
<td>$500/quarter ($1,500/year)</td>
<td>$417/semester ($834/year)</td>
</tr>
<tr>
<td>3 units</td>
<td>$562.50/semester ($1,125/year)</td>
<td>$375/quarter ($1,125/year)</td>
<td>$312.75/semester ($625.5/year)</td>
</tr>
<tr>
<td>2 units</td>
<td>$375.00/semester ($750/year)</td>
<td>$250/quarter ($750/year)</td>
<td>$208.50/semester ($417/year)</td>
</tr>
<tr>
<td>1 unit</td>
<td>$187.50/semester ($375/year)</td>
<td>$125/quarter ($375/year)</td>
<td>$104.25/semester ($208.5/year)</td>
</tr>
</tbody>
</table>

Additional Scholarship Funding Information:
- **Vocational/Trade School**: Students may receive up to $2,502 per year, based on full-time enrollment. Cost and length of program are considered and applications will be processed upon graduation/completion of program. Funding may be paid directly toward student loans. **Vocational/trade school programs must be pre-approved by a CTF Advisor prior to enrollment.**
- **Ongoing Transcript Submissions**: Official or Unofficial Transcripts with previous term classes, units, grades, and both term and cumulative GPA are due after each term in order to get the end of the semester disbursement and the next early semester/quarter disbursement. They are due by 9/30 in the Fall and 2/28 in the Spring. Transcripts may not be copied/pasted into an email or Word document.
- **Ongoing Class Schedule Submissions**: Proof of enrollment is required by 9/30 in the Fall and 2/28 in the Spring. In order to receive the early semester/quarter disbursement, a class schedule formatted by the school needs to be submitted and should include student’s name, school, term, class list, and number of units per class.
- **Previous Academic Year Funding**: The annual academic funding period/fiscal year is from July 1st to June 30th. All scholarships expire each year on June 30th. Funding does not roll over into the next funding period.
- **Eligible Purchases**: CTF Scholarship funding may be used for tuition for all terms including winter and summer intersessions, books, school supplies, and living expenses.
- **Mid-Year Student Update**: The Student Update form is located on the Orangewood Foundation website at [www.orangewood4you.org/childrens-trust-fund](http://www.orangewood4you.org/childrens-trust-fund). Student Updates are required after the Fall term and by 2/28 for the Winter quarter or Spring semester. This is required to receive the early Winter or Spring disbursement.
- **Employment Certificates**: CTF funding up to the age of 25 may be available for job related certificates such as food handler certificate, forklift operator certificate, guard card, etc. **Complete the Emancipated Grant Application and Essay.**
- **Driver’s Education**: CTF scholarship students qualify for driver’s education funding up to an additional $300 if they have not received CTF funding in the past and don’t currently have a driver license. Driver’s Education funding will be offered as a reimbursement to eligible students with proof of completing driver’s education and proof of their state issued driver license.

**CONTACT US:**
CTF application and supporting documents may be sent to Orangewood Foundation/Children’s Trust Fund. For questions please contact the Program Assistant.
- **Orangewood Foundation Address**: 1575 E. 17th St., Santa Ana, CA, 92705
- **CTF Email**: CTF@orangewoodfoundation.org
- **Orangewood Foundation Website**: [www.orangewoodfoundation.org](http://www.orangewoodfoundation.org)
- **Program Assistant/Yarixel Smith**: O(714) 619-0240 / F(714) 796-2140 ysmit@orangewoodfoundation.org
- **CTF Advisor/Carla Vasquez**: O(714) 619-0223 / F(714) 796-2123 cvasquez@orangewoodfoundation.org
- **CTF Advisor/Liz Agraz**: O(714) 619-0254 / F(714) 796-2154 lagraz@orangewoodfoundation.org
CHILDREN’S TRUST FUND (CTF) SCHOLARSHIP APPLICATION

Please Note: Application and supporting documentation DUE by 9/30 for Fall and 2/28 for Spring

This application is for current or former Orange County, CA, foster youth (see Exceptions and Special Considerations in CTF Scholarship Guidelines & Instructions) who are attending college or vocational/trade school. For more information on the application process, please see the Scholarship Guidelines and Instructions located on the Orangewood Foundation website at www.orangewood4you.org/chilrens-trust-fund. In order to best protect your confidentiality, please fax (714) 796-2140, mail, or hand deliver your application materials to the Orangewood Foundation.

STUDENT CONTACT INFORMATION (Please type or print in black or blue ink.)

Student Name: ___________________________ Today’s Date: ___________________________

First, Middle, Last as it appears on your State issued ID/DL

Date of Birth: ___________________________

Name While in Foster Care: ___________________________ Gender: □ Male □ Female

Phone Numbers: Cell: ___________________________ Ethnicity: ___________________________

Work: ___________________________ Home: ___________________________

Email Address: ___________________________

Resident Address: ___________________________

Mailing Address: ___________________________

Alternative Contacts: Name Relationship Phone Email

1. ___________________________ ___________________________ ___________________________ ___________________________

2. ___________________________ ___________________________ ___________________________ ___________________________

Citizenship: Are you (please check one) □ U.S. Citizen □ Legal Resident □ Undocumented

Are you married? □ Yes □ No Do you have children? □ Yes □ No If so, how many? ______

DEPENDENCY/WARDSHIP VERIFICATION

Child’s Name DOB

Are you a returning CTF College or Trade School Student? □ Yes □ No

Were you declared a dependent child (foster child) of Orange County, CA?

□ Yes Approximately how old were you when you were placed in foster care? ___________________________

□ No If your case closed prior to emancipating or aging out of the foster care system, how old were you? ___________________________

□ No Please explain: ___________________________

Orangewood Foundation Staff Use Only:

Date Received: __________ Date Entered: __________

School Type: ___CC ___Univ ___Voc/Trade

Application ___Approved ___Declined

___First-Time Student ___Returning Student

Academic Year: __________

Note:

Please fill out application completely and return to:

Orangewood Foundation

Attn: Children’s Trust Fund Scholarship

1575 East 17th Street

Santa Ana, CA 92705

Email: CTF@orangewoodfoundation.org

Or fax to 714-796-2140

Revised: 6/15/2016

Go to www.orangewood4you.org/chilrens-trust-fund for the most updated version of this document
Were you ever on probation and placed in out-of-home care in Orange County, CA?  

☐ Yes  ☐ No

Were you in foster care or on probation in out-of-home care any time between the ages of 16 - 19?  

☐ Yes  ☐ No

Are/Were you adopted from foster care in Orange County, CA before the age of 13?  

☐ Yes  ☐ No

Was your foster care case closed before the age of 13?  

☐ Yes  ☐ No

Emancipation Date (or expected): _______________________

**COLLEGE INFORMATION**

Have you attended college before?  

☐ Yes  ☐ No  

Name of college last attended? _______________________

What type of school are you attending or planning to attend?  

☐ Community College  ☐ University  ☐ Vocational / Trade School  ☐ ROP

Are you currently enrolled?  

☐ Yes  ☐ No

When will/did your school term start?  

☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer

Name of School: ______________________  

City/State: ______________________

How many units are you taking?  

__________________________

College GPA: ______________________

Major? ______________________  

School ID #: ______________________

Year in college:  

☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior

Enrollment status:  

☐ Full-time  ☐ Part-time  

When do you expect to graduate? ______________________

Is your school on the:  

☐ Semester system  ☐ Quarter system  ☐ Modules/Hours  ☐ Other:

Tuition/Cost of Attendance (approximate): $ ______________________  Length of Program: ______________________

**RELEASE OF INFORMATION**

Help Us Send Even More Foster Youth to College!

Orangewood Foundation is able to provide you and many other students with Children’s Trust Fund scholarships because of the financial support of caring donors in the community. Continued support from these generous individuals and corporations is critical. When donors have the opportunity to read in our newsletter and other publications, or meet scholarship students in person and learn about how their donations directly help to improve the lives of Orange County foster youth, they are often inspired to provide additional support. By sharing your story, you help future foster youth achieve their dreams of a college education! Please indicate how you would like to be identified. (**NOTE: Other than your general age and gender, none of your personal information will be published.)

Choose one:

☐ I choose to remain anonymous or have Orangewood use an alias/fake name.

☐ I choose to use my first name only.

☐ I choose to use both my first and last name.

I would be open to meeting a donor:  

☐ Yes  ☐ No

**STUDENT AGREEMENT**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of the statements made herein verified by Orangewood Foundation. I agree to notify Orangewood Foundation if my educational status or contact information changes after submission of this application. I am willing to participate in meetings with a CTF Advisor upon request.

☐ By marking this box I, ______________________, acknowledge and agree to the Student Agreement
CHILDREN’S TRUST FUND (CTF) SCHOLARSHIP SUBMISSION REQUIREMENTS

Applications will not be processed until all required documents have been submitted. See instructions below:

## Required Documents:

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Student Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed CTF Application</td>
<td>All</td>
</tr>
<tr>
<td>Meet with a CTF Advisor (if necessary)</td>
<td>All</td>
</tr>
<tr>
<td>Financial Aid Award Summary (submit when available)</td>
<td>All</td>
</tr>
<tr>
<td>Proof of Enrollment/Class Schedule</td>
<td>All Except Trade/Vocational School Grads</td>
</tr>
<tr>
<td>First-Time Applicant &amp; Trade Personal Essay (see prompts below)</td>
<td>First-Time Applicants &amp; Trade/Vocational School Graduates</td>
</tr>
<tr>
<td>Returning Student Personal Essay (see prompts below)</td>
<td>Returning Students</td>
</tr>
<tr>
<td>Dependency Verification/Ward of the Court Letter</td>
<td>First-Time Applicants</td>
</tr>
<tr>
<td>Unofficial College Transcripts (with previous term grades, units completed, term GPA, and cumulative GPA)</td>
<td>All, if Applicable</td>
</tr>
<tr>
<td>Upon completion of the Trade/Vocational Program provide Certificate of Completion</td>
<td>Trade/Vocational School Graduates</td>
</tr>
</tbody>
</table>

## First-Time Applicant and Trade/Vocational School Graduate Personal Essay Criteria:

Please provide a brief narrative addressing the subjects below, typed and not more than two pages. Along with the CTF Application and other supporting documentation, the Personal Essay is DUE by 9/30 for Fall and 2/28 for Spring (Deadline dates do not apply to Trade/Vocational School Students).

1. Briefly describe your experience in foster care. Details about why you were in foster care are not necessary. Where did you grow up? What type of placement did you reside (i.e., foster home, group home, relative, etc.)? How long were you in foster care?
2. What is your current living situation?
3. Share your experience in school. Include information about your favorite classes and/or teachers as well as areas where you may have had difficulty. Also, share any activities such as sports, clubs, or other activities you have enjoyed.
4. If you have held a job or done volunteer work include information about your involvement.
5. If you have participated in other Orangewood Foundation Programs, let us know.
6. Describe your educational and career plans. Why did you choose major? Why did you select this school for higher education? What is the salary range of the career you would like to pursue? Have you met with a counselor or other mentor to help you with your education and career plans?
7. Tell us about your support system or supportive adults in your life.
8. Discuss other financial resources available to meet your educational and daily living needs (For example, employment/wages, personal savings, family contributions, other scholarships/grants, etc.). Approximately, how much will these other resources contribute?
9. What are your alternate plans if you are not granted this scholarship?
10. If you have children, please describe your child care plan.

## Returning Applicant Personal Essay Criteria:

1. Please describe your academic progress thus far:
   - Describe the courses/program during your last school year and the work expected of you. Are you on track to graduate? When is your anticipated graduation date?
2. What is your current living situation?
3. If applicable, please explain if you have had any opportunities to incorporate what you have learned at school in your work/home setting.
4. Please explain how you are balancing school/home life – what are the challenges, if any?
5. Please explain how receiving Children’s Trust Fund scholarship has impacted your life.
6. If funding were denied, please describe your alternate plan(s).
7. Please explain how Orangewood Foundation can better assist you in your educational/career goals.
Please read carefully, sign/date, and return to:

Orangewood Foundation
Children's Trust Fund (CTF)
1575 E. 17th Street
Santa Ana, CA 92705
OCF Main Line: (714) 619-0200
CTF Fax: (714) 796-2140

Children's Trust Fund (CTF) Scholarship Program
AUTHORIZATION TO RELEASE INFORMATION
PLEASE TYPE or PRINT CLEARLY AND USE BLACK INK

One purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of information concerning individual students by placing restrictions on the disclosure of information contained in an individual student’s educational records.

By signing this Authorization to Release Information form, you consent to allow staff and board members of Orangewood Foundation to review and discuss any information contained in your educational records and Children’s Trust Fund application as related to participation in the Children’s Trust Fund Scholarship Program.

Your consent to release personal information begins at the time of application to the Orangewood Foundation / Children’s Trust Fund Program. The release remains in effect for the entire time you are receiving assistance from the Orangewood Foundation and the Children’s Trust Fund Scholarship Program.

During the application process, and throughout the school year, in order to maintain eligibility, we may also need to request/relay additional educational information related to your application or participation in the program (i.e., enrollment status, transcript(s)/grades, class schedules). Once signed, this Authorization to Release Information permits us to discuss your personal educational history and academic status with Orangewood Foundation staff and board members, university/college representatives, as well as representatives from the Social Service Agency and other supporters familiar with your educational history. In all cases, your information is handled with strict confidentiality and will be used only for the purposes of serving you in your pursuit of higher education.

If you have questions please contact the Program Assistant at (714) 619-0240 during normal business hours, Monday - Friday, 8:30 a.m. - 5:00 p.m. Also, you may reach CTF staff via email at CTF@orangewoodfoundation.org.

CERTIFICATION:
☐ By marking this box I understand that information related to my application to the Orangewood Foundation / Children’s Trust Fund Program, my educational records, and academic status may be discussed with Orangewood Foundation staff and board members, college/university and vocational school staff, representatives from the Social Services Agency, and other relevant professional service providers familiar with my educational history with my FULL CONSENT. I understand that this release will remain in effect the entire time period during which I am receiving funding from the Children's Trust Fund. I understand that this release exempts Orangewood Foundation / Children’s Trust Fund staff from adhering to confidentiality statements I may have previously signed regarding my educational records. I also understand that I may request in writing that this Authorization to Release Information no longer be held as valid and my future consent to release information can be retracted by me at any time. I certify that all of the information reported by me on this form is true and accurate.

__________________________________________________________________________  ______________  ______________
Student’s Name (printed)                             Date of Birth                             Today’s Date