

Dear Applicant;

Thank you for your interest in applying for a scholarship administered through The Community Foundation for McHenry County (The CFMC). Scholarships are a great way to help offset tuition costs and we applaud you as you embark on your journey into higher education.

**In an effort to accommodate the challenges facing students, educators and school staff during the current COVID-19 outbreak, The CFMC has adjusted the scholarship deadlines and process as of March 25, 2020.** The information below reflects the new schedule and process, which will be used for 2020 scholarship applications only.

Application process:

- 1) All materials must be emailed to [connect@thecfmc.org](mailto:connect@thecfmc.org) or mailed and postmarked to The Community Foundation for McHenry County, 630 N. Route 31, Suite 101, Crystal Lake, IL 60012 by **May 1, 2020**. This includes:
  - a. Scholarship Application
  - b. Verification form of ACT and SAT score
  - c. Student Aid Report
  - d. High School Transcript
  - e. A typed, 400-600 Word Essay
- 2) Additionally, the following materials must be completed by educators, school counselors, or high school staff and emailed directly to [connect@thecfmc.org](mailto:connect@thecfmc.org) by **May 1, 2020**.
  - a. Two Scholarship Recommendation Forms (Form A)
  - b. High School Academic Verification Form (Form B)
- 3) The CFMC's staff will distribute completed applications to the Scholarship Committee. The identity of each applicant will be removed for anonymity.
- 4) The Scholarship Committee will review the applications individually, then meet to discuss and select a recipient.
- 5) The recipient chosen to receive a scholarship will receive a Letter of Acceptance and a Scholarship Acceptance Form.
- 6) The recipient must complete the Scholarship Acceptance Form by the deadline provided.
- 7) The recipient must submit a tuition bill or other evidence of enrollment to the school of choice to The CFMC by the deadline provided.
- 8) Scholarship checks will be made payable to the college or university. No checks will be made out directly to the scholarship recipient.

If you have any questions, feel free to email [connect@thecfmc.org](mailto:connect@thecfmc.org) or call 815-338-4483.

Sincerely,

Kelsey Podgorski  
Program Manager  
The Community Foundation for McHenry County