

**Upper New York Annual Conference of
The United Methodist Church
Undergraduate Scholarship Program Instructions
for
Lottie Brown Grant**

The **APPLICATION FORM** and **ALL OTHER REQUESTED MATERIALS** are to be returned to the Conference office per instructions and postmarked no later than **April 15, 2022** to:

Upper New York Conference
of The United Methodist Church
Attn: Scholarship Committee
7481 Henry Clay Blvd.
Liverpool, NY 13088
Or email:
scholarships@unyumc.org

Late or incomplete applications may not be considered.

Lottie Brown Grant

This scholarship is intended for those preparing to enter a career in Christian service. A statement of your faith journey and philosophy of life is given high consideration. Those planning to enter some form of Christian Ministry will receive greater consideration.

GRANT REQUIREMENTS:

1. The **APPLICANT** must be an active, full member of a United Methodist Church within the Upper New York Annual Conference for at least one year prior to applying.
2. The **APPLICANT** must be accepted in an accredited two or four-year college or university as an undergraduate student. He/she must be taking the minimum number of courses required by the school for full time status.
3. The **APPLICANT** must maintain an academic average of (C+) or better to qualify for the initial or any additional grant.
4. All information must be received in the Conference Office postmarked no later than **April 15, 2022**. Failure to meet this deadline may jeopardize the grant request.

APPLICATION CHECKLIST for Lottie Brown Grant:

General: Submission of the application may be made by postal mail or via email. Recommendations and transcripts must be official copies.

- **APPLICATION FORM:** Complete, sign, and return by mail or email to addresses provided. Please include with your application your response to the following statements:
 - a. Describe your participation in projects and activities of your church and/or community.
 - b. Make a statement regarding your need for financial assistance for the coming academic year.
 - c. Make a general statement regarding your request, including your philosophy of life, religious development, and what influenced you in selecting your career goal.
 - d. Make a statement about how your intended academic studies will prepare you for a career in Christian service. Be as specific as possible.

- **OFFICIAL TRANSCRIPT:** Please provide an official transcript of your latest academic work. Your school may forward directly to the conference office or you may forward a *sealed official copy* to the Conference office.
- **CHURCH MEMBERSHIP CERTIFICATE** and **PASTOR LETTER OF RECOMMENDATION:** Must be completed and forwarded to the Conference office. Your Pastor may forward directly or may seal the form and letter which you may send in.
- **LETTER OF RECOMMENDATION:** Please have a teacher, professor, or employer write a letter of recommendation using the **LETTER OF RECOMMENDATION FORM**. The letter of recommendation must not be written by a relative (by blood or marriage). You must complete the top of the form before giving it to the recommender. Ask the recommender to seal the letter in an envelope so you can forward to the Conference office or they may provide directly to the Conference office.
- Forms may be found at: <http://www.unyumc.org/ministries/uny-scholarships-and-grants>.

It is your responsibility to confirm that all documentation has been received at the Conference office. Incomplete or late applications may hinder your receipt of grant monies.