



ST. PAUL COMMUNITY BC

Imagine...

2019 B-20 Leadership Scholarship Application Instructions

All components of our application – with the exception of the Applicant’s transcript - will be available for completion *electronically only*. To ensure you complete the application correctly, please read and follow the instructions carefully.
Incomplete applications will not be reviewed.

- ☐ Visit www.spcbc.com and click the **INFO/FORMS** tab in the top navigation bar to access the application and instructions.
- ☐ **You can only submit your application once**, so be sure (1) it is complete (2) with all necessary items uploaded and (3) questions answered. Incomplete applications cannot be resubmitted nor addendums added once received by the Fund.
- ☐ Check the ELIGIBILITY REQUIREMENTS page of this packet for the topic(s) your essay should cover and essay submission requirements.
- ☐ Essay videos of 3-5 minutes **only** should be uploaded into a folder bearing the applicant’s full name via the file sharing platform, www.dropbox.com (accounts are free). Said folder should then be shared with the following email address spcbcbkny1927@gmail.com. Essay videos must be filmed in landscape, in appropriate lighting with clear & unobstructed audio.
- ☐ We prefer mobile numbers submitted be text enabled. If yours is not, please do not enter it. We may use this method to contact applicants.
- ☐ Your community service verification letters should be submitted electronically along with your completed application and **MUST** include the number of hours you have served in your junior **(and)** senior years. You must have served *at least* forty (40) hours each year – junior and senior year. It is your responsibility to get, upload and submit your service verification letters. Separate emails or files will not be accepted by the Fund.

Rev. David K. Brawley, Lead Pastor

859 Hendrix Street Brooklyn, NY 11207 | (718) 257-1300 ext. 123 | www.spcbc.com | info@spcbc.com

- Letters of Recommendation (two (2) educators) should be submitted electronically along with your completed application. It is your responsibility to get, upload and submit your recommendations. Separate emails or files will not be accepted by the Fund.
- Your official high school transcript should be dropped off by the applicant or mailed by your High School to the Fund Chair (Ms. Monica Britton) at the address on the bottom of this page: The envelope must be sealed and have either: (1) the school/organization stamp or (2) the signature & title of an official school administrator across the seal. Opened, faxed or transcripts submitted in any manner other than outlined will deem the application ineligible for consideration.
- Applicants may also drop off college/university letters of acceptance to the Fund Chair.
- Deadline for all submissions is Tuesday, April 30, 2019 by 11:00am. ANY applications received after this time will be considered ineligible and will not be reviewed.
- The B-20 Leadership Scholarship Fund is not responsible for any documents not received associated with your application (ie: items lost in the mail, failed uploads or emails, etc..) or, any correspondence sent by the Fund to an applicant that may not have been received. Our methods of contact are telephone (land or mobile), email and/or snail mail. Please be sure to check your spam folder and voicemail on the numbers you supply regularly for possible correspondence from the Fund.

Materials drop off hours

Sunday: 8:00am – 11:00am

Monday: closed

Tuesday – Thursday: 10:00am – 5:00pm

Friday: 10:00am – 3:00pm

Saturday: closed

Materials drop off address

St. Paul Community Baptist Church

859 Hendrix Street

Brooklyn, NY 11207

ATTN: B-20 Leadership Scholarship Fund/Monica Britton, Chair

Rev. David K. Brawley, Lead Pastor

859 Hendrix Street Brooklyn, NY 11207 | (718) 257-1300 ext. 123 | www.spcbc.com | info@spcbc.com