

Bruce D. Mitchell Memorial Scholarship Application

St. Andrew Society of Tallahassee



INTRODUCTION AND FREQUENTLY ASKED QUESTIONS

WHAT IS THE BRUCE D. MITCHELL SCHOLARSHIP?

The Bruce D. Mitchell Memorial Scholarship Fund was established to honor Dr. Mitchell's many contributions to the St. Andrew Society of Tallahassee. Dr. Mitchell was a founding member of the Society in 1976 and served as our second President. He exemplified the goals and ideals of the Society in his love of Scotland and America, and in his service to the Tallahassee community.

WHAT IS THE PURPOSE OF THE SCHOLARSHIP?

The purpose of the scholarship is to **defray tuition and related costs of classes, independent study, workshops, seminars, competitions, and presentations relevant to any aspect of the history, cultural tradition, literature, or performing arts of Scotland and/or Americans of Scottish descent.**

WHO IS ELIGIBLE TO APPLY?

Any individual 18 years of age or older, residing in Leon, Gadsden, Jefferson, Wakulla, Grady (GA), or Thomas (GA) county, is eligible to apply. At the sole discretion of the St. Andrew Society of Tallahassee Board of Trustees, applications submitted on behalf of a minor by a parent or legal guardian may be accepted, considered, and awarded. A student attending an accredited institution of higher learning in Leon or Thomas county meets the residency requirement. The residency requirement is waived for an applicant who is a current member of the St. Andrew Society of Tallahassee.

WHAT IS THE SCHOLARSHIP AWARD AND HOW MANY ARE AWARDED?

The maximum award for a scholarship is \$1,000. However, the amount and number of scholarships awarded each year is contingent on available funding, the number of applications received, evaluation by the St. Andrew Society Board of Trustees of the merits of each application, and review of documentation supporting proposed scholarship costs.

After making a scholarship award, it is the policy of the St. Andrew Society to reimburse the organization or institution, rather than the scholarship awardee, for costs paid with scholarship funds. If this is not practicable, the Society will reimburse the awardee for scholarship expenses supported by receipts and related documentation.

WHAT IS THE SCHOLARSHIP APPLICATION DEADLINE?

The St. Andrew Society welcomes scholarship applications and inquiries throughout the year. There is no set deadline. To ensure ample time for review by the Board of Trustees and the best chance of funding, **it is strongly recommended that applicants submit applications well in advance of the anticipated start date of, or enrollment deadline for, the activity for which funding is requested.**

I WOULD LIKE TO APPLY FOR A SCHOLARSHIP, BUT I HAVE NOT YET BEEN ABLE TO FINALIZE PLANS FOR MY CHOSEN ACTIVITY. WHAT CAN I DO?

You may fill out **PART I: APPLICATION SUMMARY** (see below) and email it to the St. Andrew Society of Tallahassee Educator. We welcome your interest in pursuing a scholarship and will seek to give each application due consideration. When your plans are finalized, please email your completed application - Parts I, II, and III – (see below) to Jay Breeze, Society Educator, at jaybreeze2338@gmail.com.

ARE THERE OTHER REQUIREMENTS FOR RECEIVING A SCHOLARSHIP?

If you receive a scholarship award, but circumstances do not permit you to use the funds for their intended purpose as described in your full application, you must return any award funds received to the St. Andrew Society Educator within 14 days after scholarship activity was scheduled to begin.

By accepting a scholarship, each participant agrees to share their experience supported by St. Andrew Society of Tallahassee scholarship funding by making a 40-minute presentation or performance appropriate to your scholarship experience at a Society function within six months of completion of the scholarship activity. In its sole discretion, the Board of Trustees may accept an article of 500-600 words for publication in the Society newsletter in lieu of such presentation or performance. Submission of photographs relating to your scholarship experience, for purposes of enhancing your presentation, newsletter article, or performance shall constitute a grant of unlimited permission to the Society to use such images or portions thereof in its publications.

**ST. ANDREW SOCIETY OF TALLAHASSEE SCHOLARSHIP APPLICATION FORM
BEGINS ON NEXT PAGE.**



APPLICATION FORM – PAGE 1
Bruce D. Mitchell Memorial Scholarship
St. Andrew Society of Tallahassee

PART I: APPLICATION SUMMARY (please ensure your application file is compatible with Microsoft Word)

Name: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Instructions: Please give a brief summary (300-400 words) of how you plan to use St. Andrew Society of Tallahassee scholarship funding, identifying any key organizations, institutions, or individuals playing a key role in your planned activity, and the nature of anticipated expenses to be defrayed with scholarship monies. You may type your summary on this form, using as much additional space and an additional page as needed, but please observe the 400-word limit using a font pitch of 12.

IF YOUR INTENDED USE OF ST. ANDREW SOCIETY SCHOLARSHIP FUNDING IS UNCERTAIN OR IN THE INITIAL PLANNING STAGES, **PLEASE STOP HERE** AND EMAIL PAGE(S) FOR PART I: APPLICATION SUMMARY ONLY TO JAY BREEZE, ST. ANDREW SOCIETY EDUCATOR, AT jaybreeze2338@gmail.com.

IF YOU HAVE FINALIZED YOUR PLANNING, **PLEASE CONTINUE TO PART II: APPLICATION NARRATIVE** AND **PART III: ASSURANCES** ON THE FOLLOWING PAGES TO COMPLETE THE APPLICATION PROCESS.

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PART II: APPLICATION NARRATIVE (please ensure your application file is compatible with Microsoft Word)

Instructions: In Part I of this application, you provided a brief summary of your intended use of a St. Andrew Society of Tallahassee scholarship award. **In Part II, please describe in detail (approximately 1,000-1,500 words) how you will use scholarship funds.** Please include the following elements in your application narrative. You may insert your narrative on this form. Use as much space and additional pages as needed, but please observe the 1,500 word limit.

APPLICATION NARRATIVE FORMAT

WHAT, WHERE, WHEN: Describe the specific subject matter and activity/event for which you are seeking scholarship funding (e.g., class, independent study, workshop, seminar, performance, competition, etc.). Identify the institution or organization that will oversee your participation. Include a link to the entity, activity, or event if available. Indicate the specific location and dates of the activity or event. What specific costs will St. Andrew Society scholarship funds cover or defray?

WHO: Identify the individual who will oversee or conduct the activity for which you are seeking scholarship funding (e.g., professor, dean, teacher, organization director, workshop leader, etc.). Please include full contact information for this person.

HOW AND WHY: Describe your reasons for pursuing this activity or event and applying for scholarship aid from the St. Andrew Society of Tallahassee. Discuss how your participation in this activity will benefit your community and your personal development.

REQUESTED FUNDING: Indicate the amount of funding you are requesting. **The customary maximum award for a scholarship is \$1,000.** However, please note that the St. Andrew Society of Tallahassee Board of Trustees at its discretion may offer you a scholarship award but at less than your requested amount contingent on available funding, the number of applications received, evaluation of the merits of each application, and review of documentation supporting proposed scholarship costs.

AFTER COMPLETING YOUR APPLICATION NARRATIVE, PLEASE SIGN THE APPLICATION ASSURANCES ON THE NEXT PAGE.

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PART III: APPLICATION ASSURANCES (please sign and date a hard copy of this page, scan the page as a pdf file, and attach to your emailed application)

1. If I receive a scholarship award, I promise to use scholarship funding for the purposes described by me in Parts I and II of my application.

2. I agree to share my experience supported by St. Andrew Society of Tallahassee scholarship funding by making a 40-minute presentation or performance appropriate to my scholarship experience at a Society function within six months of completion of my scholarship activity.

3. If circumstances do not permit my use of funds for their intended purpose as described by me in this application, I understand that I must return any award funds received, including recovery of funds paid to an institution or organization, to Jay Breeze, St. Andrew Society Educator, within 14 days after scholarship activity was scheduled to begin.

4. The information on this application is true and correct, and is composed and written solely by me.

Signature: _____ Date: _____

Please email your full application, Parts I, II, and III, to Jay Breeze, Society Educator, at jaybreeze2338@gmail.com, attaching this signed Application Assurances page as a scanned pdf file.

Sealb math dhuit – Good luck!

FOR SOCIETY USE ONLY

Approved: _____ Disapproved: _____ Signature: _____ Date: _____