

THE PAUL T AND FRANCES B JOHNSON FOUNDATION

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BENZONIA MI 49616-0203  
TEL (231) 882-4681 FAX (231) 882-9235

COMPLETE OFFICIAL APPLICATION FORM, PAGES 3 THROUGH 7 (NO SUBSTITUTIONS).  
**SUBMIT THE ORIGINAL W/ATTACHMENTS AND FOUR COPIES W/ATTACHMENTS**  
TO THE ABOVE ADDRESS. HERE ARE ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS.

1. **WHO ARE WE?** The Foundation was established in 1997 by the late Paul T. and Frances B. Johnson of Empire, MI. The Foundation is recognized by the Internal Revenue Service as a private charitable foundation, and is governed by a board of directors who are charged with following the IRS rules, and the Foundation's Articles of Incorporation and Bylaws.
2. **DO I HAVE TO BE A SENIOR TO APPLY FOR AID? YOU MUST** have a GED, be graduating from or have graduated from a SECONDARY EDUCATIONAL INSTITUTION and going to attend a POST-SECONDARY EDUCATIONAL INSTITUTION to be considered for aid.
3. **DO I HAVE TO BE A MEMBER OF THE 4-H CLUB? NO.** The Bylaws require that at least half of the scholarships awarded each year go to those qualifying for a 4-H preference. In order to qualify for this preference, you must have been an active 4-H Club member in your senior year and for at least two of the preceding five years. However, the Foundation has awarded thousands of dollars in financial aid to students with little or no 4-H experience.
4. **DO I HAVE TO BE A RESIDENT OF LEELANAU, BENZIE, or GRAND TRAVERSE COUNTY TO APPLY?** You must have been a resident of one of those three counties for at least three out of four of your high school years (grades 9-12) which includes your senior year. If the applicant attended a school district in one of the aforementioned counties and resides in a contiguous county then you would qualify to apply.
5. **CAN I SEND YOU MY OWN APPLICATION FORM?** As long as the Foundation application is completed, you can attach whatever additional supplemental information you feel will be helpful to the Board in evaluating you as a candidate. However, **our form must be completed, submitted and signed. NO SUBSTITUTIONS ALLOWED.**
6. **WHAT IF I DON'T WANT TO ATTACH FINANCIAL INFORMATION?** Failure to attach the FINANCIAL AID AWARD LETTER or equivalent info and requested financial data may hurt your chances with the Board, but not necessarily fatally. Need is one of the criteria which the Board evaluates, and if there is no financial documentation, the Board may assume that the applicant has no financial need.
7. **IS THERE ANY FATAL OMISSION THAT I CAN MAKE THAT WILL CAUSE MY APPLICATION TO BE DISREGARDED? YES!!!** The application **must be received and/or postmarked on or before May 15<sup>th</sup>** prior to the academic year in which you are seeking aid. Missing this deadline will disqualify your application. You must **attach official transcripts** of your grades. You must **use the current official application.** You must **sign the application.**

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8. **WHAT IF I WON'T HAVE A TRANSCRIPT AVAILABLE BY MAY 15<sup>th</sup>?** Send your most recent available transcript with the application with a note that you will provide an updated transcript later. Then provide the updated transcript as soon as possible.
9. **HOW MUCH ARE YOUR AWARDS USUALLY WORTH?** The Foundation's major awards are Scholarships that are renewable from year to year throughout the term of your education. These awards are up to \$10,000 per year. The Foundation also makes a very large number of smaller awards called "Honoraria". These awards are up to \$2,700 and are for one year only.
10. **IF I AM AWARDED A SCHOLARSHIP, DO I HAVE TO RE-APPLY IN SUBSEQUENT YEARS?** The final step in awarding a Scholarship is an interview before the Board of Directors. At this interview you will be informed of the obligations that will be required if you are awarded a Scholarship. If you are awarded an Honoraria, and wish to receive financial aid in the following years, you must re-apply with a new, fully completed application by the deadline. Prior year Honoraria recipients have been awarded Scholarships.
11. **WHEN WILL I KNOW IF I RECEIVED AN AWARD?** Graduating high school seniors will be notified if they will receive a Foundation Scholarship no later than July 30 of the year in which they apply. All other notifications, including notifications of scholarships awarded to currently enrolled college students, as well as to all honoraria recipients, will be no later than September 1<sup>st</sup> of the year in which the aid has been awarded.
12. **ANY LAST WORDS?** Be on time; be concise; be accurate; be neat; and be complete. **DO NOT** overstate your need. The Directors will conduct inquiries into your final financial status if you are awarded aid, so don't fail to disclose other scholarships and awards. If you haven't received other scholarships and awards by May 1<sup>st</sup>, but have applied for them, put "pending" on your application. Finally, be aware that you are competing with many other qualified applicants. This is not a "give-me" award. While the Board would like to give help to everyone who applies, we can't. Your application will be judged critically against many others. Because five Board members review your application independently, You must submit the **original with attachments and four copies with attachments of the completed application**
13. **FOUNDATIONS PRIVACY POLICY (excerpt):**  
All material retained by the Foundation shall be retained in a manner designed to protect the applicants' **PRIVACY** and keep the material **CONFIDENTIAL**. No retained material shall be released by the Foundation, its officers and directors, employees, or agents, to any person except the applicant, unless the applicant otherwise agrees in writing, or pursuant to a court order after notice to the applicant.

**APPLICATION DEADLINE**

**"RECEIVED AND OR POSTMARKED ON OR BEFORE MAY 15<sup>TH</sup>"**

**THE CURRENT VERSION OF OUR APPLICATION MUST BE USED,  
ALL OTHERS WILL BE REJECTED.**

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- Career/Personal Goals:


- Community service previous 5 yrs (e.g. church work, volunteer work & other projects):


- Previous five years' work experience:

WORKING PERIOD	EMPLOYER	POSITION / JOB DESCRIPTION
/ / - / /		
/ / - / /		
/ / - / /		
/ / - / /		
/ / - / /		

- List three unrelated adult references (Teachers, Neighbors, Employers, etc.):

NAME	RELATIONSHIP	ADDRESS	TELEPHONE

**Academic Data** (see instr paragraph #7 & #8) (ATTACH TRANSCRIPTS)

- Date of graduation \_\_\_ / \_\_\_ / \_\_\_ or GED completion \_\_\_ / \_\_\_ / \_\_\_
- Secondary Educational Institution(s) attended (HIGH SCHOOL):

Name: \_\_\_\_\_ City \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Name: \_\_\_\_\_ City \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 (HELPFUL: Include ACT or SAT scores if taken within the 3 years prior to graduation)

- Were you a 4-H Club member in your senior year, and for at least two of the preceding five years? \_\_\_ Yes / \_\_\_ No (Complete 4-H data for all yrs)
- Total years active in 4-H \_\_\_\_\_ (complete the following, be date specific):

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4-H CLUB MEMBERSHIP NAME	ACTIVITIES, PROGRAMS & ACHIEVMENTS	DATES

- **Other Achievements (Past five years)** – participation in the areas of Civic, Student Government, Clubs, Athletics, Leadership and Service activities:

Activity Description and Date(s)	Awards/Recognition/Honors/Offices Held

• **Education Goals:**


- **Higher Educational Institution(s) applied to (top three listed in preferential order):**

(NAME)	(ADDRESS)	(PENDING, ACCEPTED OR ENROLLED)
1. _____	_____	Status: _____
2. _____	_____	Status: _____
3. _____	_____	Status: _____

• Major: \_\_\_\_\_ Intended Career Choice: \_\_\_\_\_

• Status:  Freshman  Sophomore  Junior  Senior  Graduate

• Credits you will carry:  Less than 12 ;  12-15 ;  16 or more

• Courses taken via:  On Campus  Univ Center  Online  Correspondance  Other

• Anticipated graduation date: \_\_\_/\_\_\_/\_\_\_ Degree: \_\_\_\_\_

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- Residence while attending:  Dormitory  Apartment  Parents  Other
- TOTAL Student Debt accumulated to date for Higher Education \$ \_\_\_\_\_
- Higher Educational Institution currently attending, previously attended and/or any courses taken: (attach a copy of your official transcripts)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**Financial Data** (see instruction paragraph #6 & #13)

**ATTACH** your **FINANCIAL AID AWARD LETTER (MANDATORY)** or equivalent stmt of costs, resources and loan requirements from the institution.  
(A copy of your FASFA report would also be helpful)

- Estimated expenses for attending **ONE academic year** at your Institution:

TUITION AND FEES	\$
BOOKS & SUPPLIES	\$
ROOM & BOARD	\$
OTHER:	\$
OTHER:	\$
TOTAL COSTS	\$

- List all **current** Scholarships, Grants & Awards received and/or applied for:

DESCRIPTION	Amount for year	AWARDED or PENDING
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

- How much money have you saved for college? \$ \_\_\_\_\_
- Are you currently working and or will you be working during your academic year?  Yes  No Explain: \_\_\_\_\_
- Estimated: Personal financing \$ \_\_\_\_\_ Loans \$ \_\_\_\_\_ Work study \$ \_\_\_\_\_  
Scholarships/grants \$ \_\_\_\_\_ Aid from Parents/Family \$ \_\_\_\_\_  
Other Resources (explain): \_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

