

Center for Fine and Performing Arts Outstanding Senior Scholarship

2023-24 Scholarship Application Instructions

This document provides all necessary details and information to complete an application for the Center for Fine and Performing Arts (CFPA) Outstanding Senior Scholarship for 2023-24. Current seniors in the CFPA program at Charles J. Colgan Sr. High School are encouraged to apply. All applications will be submitted via the CFPA Boosters website. Applicants should go to the CFPA Scholarship page (www.cfpaboosters.com/scholarships.html) to download materials and complete the online application form.

Important Information

1. Application deadline is 11:59 p.m. on March 17, 2024.
 - a. It is the applicant's responsibility to meet this deadline with a **full and complete application**. CFPA Boosters are not responsible for any technology outages, power outages, or any other circumstances that might prevent or delay submission of an application. Applicants are strongly encouraged to apply well before the deadline and to contact the CFPA Scholarship Committee chair via email (ColganCFPAScholarships@gmail.com) immediately if there are any issues with the online application process. The CFPA Boosters are a small non-profit organization staffed by volunteers. We will work to resolve any issues as quickly as possible but cannot guarantee a specific turnaround time.
2. The online application form must be completed in a single session. There is no way to save your work and finish later. Please have all the necessary information and documents ready before filling out the online application form.
3. The following information is needed to complete the application –
 - a. Your name
 - b. Your email address
 - c. Your PWCS student ID number
 - d. The name and email address of the person who will be submitting your REQUIRED letter of recommendation.
 - e. The following documents saved in INDIVIDUAL FILES:
 - i. Resume
 - ii. Unofficial transcript
 - iii. Response to first prompt (choose topic from list below)
 - iv. Response to second prompt (choose topic from list below)
 - v. Completed CFPA Outstanding Senior Scholarship Records Release form with required signatures.
4. Complete rules including required information and formats are available on the CFPA Scholarship page. Please review these materials carefully. **Applications that lack REQUIRED information are considered incomplete and will be disqualified.**
5. CFPA Outstanding Senior Scholarship Records Release form is available on the CFPA Scholarship page. NOTE: Digital signatures are not acceptable on this form. The form must be printed and signed by hand by both the applicant and their legal parent/guardian.
 - a. All fields are REQUIRED to be completed and must be legible.

Center for Fine and Performing Arts

Outstanding Senior Scholarship

- b. Once completed, the form should be scanned or photographed to obtain an image file that can be uploaded with the application.
- c. In the event you are unable to print or capture an image of the form due to technical issues or a lack of access to equipment, email the CFPA Scholarship Committee chair at ColganCFPAScholarships@gmail.com to request assistance. These assistance requests must be received on or before Monday, March 11, 2024 to allow sufficient time for help to be provided.

Completing the Online Application

1. Go to www.cfpaboosters.com/scholarships.html and click on “Apply Now”.
2. Fill in all fields on the online application form.
3. For each file upload, select “Browse” and choose the file you want to submit.
 - a. The following file requirements apply:
 - i. Maximum file size is 5MB (per file)
 - ii. Resume must be a standard document file (e.g., .pdf, .doc, .docx)
 - iii. Unofficial transcript must be a standard image file (e.g., .jpg, .tiff, .gif)
 - iv. Response to First Prompt must be a standard document file (e.g., .pdf, .doc, .docx)
 - v. Response to Second Prompt must be a standard document file (e.g., .pdf, .doc, .docx)
 - vi. Completed CFPA Outstanding Senior Scholarship Records Release form must be a standard image file (e.g., .jpg, .tiff, .gif)
4. Click the “Submit” button once all fields are completed and all files are uploaded.
5. If the submission is successful, you will see a “Successful Submission” logo on the screen and will receive an email copy of your submitted application, which includes the submitted data and the names of the files that were uploaded.
6. If you do NOT receive an email copy of your submitted application, and you have checked your spam/junk folder, please email the CFPA Scholarship Committee chair at ColganCFPAScholarships@gmail.com to check the status of your application. Responses may take up to one (1) week.
7. If you feel that your application submission did not go through properly and you have less than a week before the application deadline, you may resubmit your application online and email the CFPA Scholarship Committee chair to notify them that you resubmitted your application.
8. Applications CAN NOT be submitted by email. An emailed application will not be processed or considered.

Writing Prompts

Choose two (2) of the writing prompts listed in the CFPA Scholarship Application Requirements and provide a written essay for each of the prompts selected. Each response is required to be saved as a separate file and uploaded according to the instructions listed above in this document. Requirements for the written responses are available in the CFPA Outstanding Senior Scholarship Rubric.

Center for Fine and Performing Arts Outstanding Senior Scholarship

Letter(s) of Recommendation

To submit a letter of recommendation, the author must email the completed letter to the CFPA Scholarship Committee chair at ColganCFPAScholarship@gmail.com. The subject line of the email must be the applicant's name. Remember, only letters received directly from the author will be accepted.

Letter of recommendation requirements are listed in the CFPA Scholarship Rules and the CFPA Scholarship Rubric. **Applicants are encouraged to review the requirements and rubric and provide a copy to the person writing the letter of recommendation.**