



## 2018 CAP, Inc. (College Assistance Program) Grants | Application Guidelines

### History

In 1977, the Miami-Dade County Public School System started a pilot advisory program with 10-12 part-time college assistance advisors. They were in the school system tasked with helping students find potential financial aid opportunities. The following year, CAP, Inc. was founded to financially support the Miami-Dade County Public School's College Assistance Program (CAP) and awarding scholarships to graduates that needed significant financial assistance to attend college.

CAP, Inc. provides scholarships to Miami-Dade County Public High School graduates who have exhausted all avenues of financial assistance (federal, state and institutional), but still have significant unmet needs to attend the college of their choice.

**Deadline: Complete applications must be submitted online by Friday, May 25, 2018 at 4 p.m. No exceptions.**

### Eligibility

- Financial Need based on calculated "unmet need" to pay for college in the upcoming year
- Graduation from a Miami-Dade County Public High School or G.E.D. earned after November 1, 1996 with a minimum of two years in Miami-Dade County Public High School
- Accepted to/or enrolled in a post-secondary institution to pursue first undergraduate degree only
- **Full-time attendance** (12-18 credits) seeking a degree at a post-secondary institution
- **Must use the CAP grant only for the post-secondary institution named in the application**
- Complete application submitted online by the deadline. No information will be accepted by email, mail or fax. If an application is missing information or attachments, our offices will **NOT** inform the applicant.

### Application Attachments + Special Instructions:

You will be required to upload copies of the documents below. **All required attachments must be uploaded as a single document in PDF or JPEG format.** For documents with multiple pages, you must combine them into a single document before they can be uploaded. PDF and JPEG are the only formats the online portal will allow.

1. **CAP Unmet Need Calculator:** Download this from the Foundation's website and complete it. Use the figures to enter into your application. And upload a PDF version of the document to submit online.
2. **FAFSA Student Aid Report (SAR):** Upload all pages for the applied year. Applicants who are not eligible for US federal financial aid should completely fill out and submit a FAFSA worksheet.
3. **College Financial Aid Award Letter**
  - **Rising freshmen:** If you have not yet received your 2018-19 Financial Aid Award letter, contact your college or university's financial aid office to request the award letter. If your school is still unable to provide your 2018-19 Financial Aid Award letter by the CAP deadline, request an estimated award letter.
  - **Rising sophomores, juniors, and seniors:** If you have not yet received your 2018-19 Financial Aid Award letter, contact your college or university's financial aid office to request your award letter. If your school is still unable to provide your 2018-19 Financial Aid Award letter by the CAP deadline, you may submit last year's (2017-18) Award Letter.
4. **Unofficial College transcript if you are a returning for your sophomore, junior or senior year**
  - Required of all returning and new applicants starting their sophomore, junior, or senior year
  - Rising freshmen from Miami-Dade Public Schools do not need to their submit high school transcripts
5. **G.E.D. Diploma:** G.E.D. student applicants only

## **2018 CAP Grants Application (Continued)**

### **Review + Awards Process:**

- A completed application does not guarantee funding. It only guarantees review and consideration.
- **Awards are made for attendance at the educational institution you indicate in the application. Because they are based on unmet need for full-time enrollment at specific school, they are not transferable to another institution after grant is awarded. If an award is made and you transfer schools, or enroll less than full time, the award will be withdrawn.**
- Grants are not automatically renewed. You must apply each year.
- A committee will review and rate the applications and make final decisions on scholarship awards. Students will be notified of whether they have been selected to receive a scholarship via email by **Friday, July 6, 2018**.
- **We will use the email address you provide in your application to notify you.** So please be sure it is correct.

**For questions regarding CAP, Inc. scholarships, please contact Alex Rosales at The Miami Foundation:** [arosales@miamifoundation.org](mailto:arosales@miamifoundation.org) or (305) 357-2094.



## 2018 CAP Grant Application Questions

**Deadline: Friday, May 25, 2018 at 4 p.m.**

This is a template of the application that shows the information you will need to submit online. **Mailed, emailed or faxed applications will not be accepted.** Use this as a worksheet to gather the information you will need to provide online. To submit your application go to [miamifoundation.org/scholarships](http://miamifoundation.org/scholarships) and select this scholarship.

**We recommend that you complete all questions that have character count limits in a word processing program first, paying careful attention to the character count limits - which include spaces - and then copy and paste your responses into the online application.**

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### Personal Information + Cap Grants History

M-DCPS Student ID Number:		
Last Name:	First Name:	Middle Name:
Date of Birth:	Social Security # Last 4 Digits:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		
Phone:	Email: <i>(For all notifications. Be sure it's correct)</i>	

1. Have you ever applied for and/or received a CAP Grant?  
 I have never applied    I have applied; but never received    I have applied; and have received
2. If you have previously received a CAP grant(s), list the year(s)/amount: \_\_\_\_\_
3. Have you ever participated/donated with a blood drive at your high school?    Yes    No  
*(\*OneBlood supports CAP grants and likes to gather this information. It doesn't impact your application.)*

### Educational Information

4. Name of High School: \_\_\_\_\_
5. High School Graduation Year/ GED: \_\_\_\_\_
6. High School GPA Weighted: \_\_\_\_\_
7. High School GPA Unweighted: \_\_\_\_\_
8. Year in college for Fall Semester:    Freshman    Sophomore    Junior    Senior
9. College/University you will attend for the upcoming school year: \_\_\_\_\_
10. Campus: \_\_\_\_\_
11. Major: \_\_\_\_\_

**ENTER THE ITEMS FROM YOUR UNMET NEED CALCULATOR FOR 2018-19.** Complete the calculator worksheet first, following the guidance provided for each item. Enter the total amount for each item from your Unmet Need Calculator. If your amount is \$0.00 enter "0".

12. Total Cost of Attendance amount for 2018-19 from calculator: \$ \_\_\_\_\_
13. FAFSA Expected Family Contribution (EFC) amount from calculator: \$ \_\_\_\_\_
14. College Financial Aid Awards - Total Grants amount from calculator: \$ \_\_\_\_\_
15. College Financial Aid Awards - Total Scholarships amount from calculator: \$ \_\_\_\_\_
16. College Financial Aid Awards - Federal or Institutional Loans amount from calculator: \$ \_\_\_\_\_
17. College Financial Aid Awards - Work Study amount from calculator: \$ \_\_\_\_\_
18. Florida Prepaid Contact 2018-19 amount from calculator: \$ \_\_\_\_\_
19. Florida Bright Futures Program Scholarships amount from calculator: \$ \_\_\_\_\_
20. Private Scholarships amount from calculator: \$ \_\_\_\_\_
21. Private Educational Loans amount from calculator: \$ \_\_\_\_\_
22. Any Other Funds amount from calculator: \$ \_\_\_\_\_
23. Total Unmet Need amount from calculator: \$ \_\_\_\_\_

### Other Financial Information

24. What is the total annual household income of your parent(s) or guardian(s)? \_\_\_\_\_
25. How many people live in the household? \_\_\_\_\_
26. How much do your parent(s) or guardian(s) pay monthly for the home they live in? \_\_\_\_\_
27. Which of the following reflects housing expenses you will have for the 2018-19 school year?  
 On-campus room & board expenses    Off-campus housing expenses    No housing expenses
28. If you have educational loans for any prior years in college, what's the outstanding balance? \_\_\_\_\_
29. How many family members in the household, including you, will be attending college in 2018-19? \_\_\_\_\_

### Narrative Questions - Optional (1250 character limit, including spaces, for each question)

1. **Cost of College:** Summarize anything unique about the cost of your education that might not be easily understood from the dollar figures you provided. Share any unique circumstance related to the "Unmet Need" cost gap you face to attend the college of your choice.
2. **Paying for College:** Summarize any challenging circumstances that impact you/your family's ability to pay for your college education. Circumstances might include: *recent death of a parent/guardian; parent/guardian lost employment since you submitted financial aid forms; family housing issues; expenses to care for a family member with special needs; you are a single parent attending college who is also the family's primary provider; you or your family must pay off debts for medical expenses, prior year's taxes, a bankruptcy, etc.*

### Application Attachments

Carefully review the application guidelines for details about each attachment. **All required attachments must be uploaded as a single document. PDF and JPEG formats are the only formats the online platform will allow.** For documents with multiple pages, you must combine them into a single document before they can be uploaded.

1. **CAP Unmet Need Calculator** – Upload as a PDF
2. **FAFSA Student Aid Report (SAR)** – Upload all pages as a single document
3. **College Financial Aid Award Letter** – Upload as a single document
4. **Unofficial College transcript** - Upload if you are returning for your sophomore, junior or senior year
5. **G.E.D. Diploma** – Upload only if you are a G.E.D. student applicant

**Certification:**

As a grant recipient I give permission for pictures, personal quotes and contact information to be used by CAP, Inc. and Miami-Dade County Public Schools. I certify that all statements I have made herein to be true and correct. I understand that if I submit an incomplete application, do not answer all required questions on the application, or do not submit all required documents, my application will be deemed incomplete and will not be considered for this grant. I also understand that a CAP grant if awarded is based on full-time enrollment and is NOT transferable to another institution after a grant is awarded. If I do not attend the college/university stated in this application, or I enroll less than full time, any award will be withdrawn.