Recommendations for Scholarship Applications  
Ottawa County 4-H Program

Competition for any scholarship is always competitive and being successful is the goal of every applicant. However, no matter how qualified an applicant might be, there are certain factors which can make or break you when the committee begins deliberations. These guidelines are intended to increase the chances of your being successful in the scholarship application process.

1) **Type** your application – In this day there is no excuse for a scholarship application to be hand written. Awards selection committees are not impressed when they have hand written applications because it always requires more effort to read them. In many cases if your application is not typed it will be moved to the bottom of the pile.

2) **Follow directions exactly!** – Often there are specific requirements for a particular scholarship application. Examples are: type of recommendation required, deadlines for turning in the application, adding pages etc. In many cases applicants ignore requirements and may even think that they can offer the committee something “better” than what is requested. Don’t be tempted to make such changes. Most committees will reject any application that is not complete and that has not followed the rules exactly!

3) **Be very detailed and specific in your answers** - Keep in mind that the people reading your application do not know you and often are unfamiliar with the program that you are involved in. You need to write the answers to questions such that anyone can understand exactly what you did. Be detailed in your descriptions and answer all questions completely. If there is ½ page to write an essay be sure to use all of the space. This is a competition and if you write a few lines it is hard to compete against someone who has written several paragraphs.

4) **Proof read carefully** - Never submit an application until you have proof read it and have had another person look it over carefully. If this is a scholarship for college it should look like you are ready and able to write at the college level. Typos, poor grammar and incorrect words do not help your cause.

5) **References** – Follow up with your references to be sure they are aware of any deadlines and that they are willing and able to supply you with the reference you need. Make their jobs easier by giving them an outline of what you feel are your qualifications for the scholarship and provide them with a stamped addressed envelope. Be sure to check back with them to make sure the reference was sent in and thank them for assisting you.