

2021 Virginia Writers Club Scholarship Guide

In keeping with the Club's vision to foster the art, craft, business and advocacy of the literary arts, the Virginia Writers Club (VWC) will award at least one \$2000 college scholarship for 2021. Please read these carefully. Not all applications for scholarships are handled in the same way.

The Scholarship

Scholarships are to be used for college tuition and/or books, or university/college-level writing program expenses.

The Scholarship will be paid directly to the college in the awardee's name.

Eligibility

VWC Scholarship(s) are open to Virginia residents who have a GPA of 2.0 or better on a 4.0 scale and meet the following additional criteria:

- High School Scholarship - Applicant must currently be a high school or a home-schooled *senior* who will be enrolled at an accredited college or university during the next academic year and *studying a field related to writing* (English, journalism, creative writing, etc.)
- College Scholarship - Applicant must be a current college/university *freshman* who is *studying a writing-related major* (English, journalism, creative writing, etc.) College freshmen who are former VWC High School Scholarship awardees are also eligible.

The Essay (Essays not on the topic required will not be considered)

Students will write an essay on the topic, **“Tell about what first inspired you to study the field related to writing you have chosen.”**

- Students should focus on the person, book, incident, etc., that made you think you'd like to write in your chosen field, relating how that inspired you to study in your particular field.
- Essays must be original, unpublished work and written solely by the Applicant.
- Essays will be judged by the Chairperson of the VWC Scholarship Committee and a panel of qualified authors and VWC members appointed by the Chairperson.
- The VWC reserves the right to publish the submitted essays in its publications. Application for the scholarship constitutes the awardee's consent for the VWC to publish his/her essay, names, city and state of residence, high schools and colleges attended, and the amount of the scholarship without requiring further permission, consent, payment or other consideration, unless prohibited by law.

Format

- The essay must be written in English.
- The essay *must be* between **850-1,000 words**. Please note the maximum.
- The essay must be double-spaced and in Times New Roman 12 - point type throughout, with one-inch margins. Leave a ragged right margin.
- Identifying information about the student must appear **ONLY** on the application form and not in the essay.
- The title of the essay should appear at the top of page one and on the left in the header on succeeding pages; all pages after the first should be numbered on the right in the footer.
- Essays should be submitted **together** with all other materials submitted by the student. All forms submitted by the student should be scanned into a computer or otherwise electronically created and **emailed** as a .pdf file or Word file (.doc or .docx). The completed application should be sent as one attachment. The inability of the Chairperson to open the files created in other formats will constitute disqualification of the application without notice to the Applicant. **Hard copies of student applications will not be considered.** All material should be sent to **ctabb919@gmail.com**.
- All recommendations should be sent directly from the person submitting the recommendation to by email to the email address above. At least one letter of recommendation should be sent by an educator who knows the Applicant but is not related to the Applicant. Recommendation letters **should NOT** be sent by the student. Letters of Recommendation sent by educators should be sent through the school's email server if at all possible.
- All transcripts must be unaltered and can be sent by email either by the student as a scanned document as discussed above or the school or college sending the transcripts. Transcripts **sent by the school** may be sent by regular mail to the street address below; however, scanned emailed documents are preferred! Transcripts that appear to be altered in any way will not be considered. "Updated" transcripts will not be considered.

The street address where **ONLY** transcripts can be sent is

Charles Tabb
VWC Scholarship Chairperson
13028 Old Ridge Road
Beaverdam, VA 23015

Application Requirements

The High School Scholarship Application Packet **MUST** include the following. Items sent by someone other than the Applicant are indicated by an asterisk (*). ***Missing items will disqualify the application without further notice to the Applicant:***

- Completed Application Form (high school for current high school seniors, college for current college freshmen). This must include the **News Release Form**.
- A cover letter that should be no more than one page containing a brief outline of Applicant's education and writing goals and a statement why the Applicant should receive the award
- A cover sheet containing the Applicant's name, address, phone number(s) and email address. ***Email addresses for which ctabb919@gmail.com is blocked will disqualify the application.***
- One electronic copy of the essay saved as a word document (.doc or .docx) or .pdf. The Applicant's name should not appear anywhere on the essay's pages.
- *A copy of the Applicant's most recent transcripts (cumulative 2.0 or better GPA on a 4.0 scale is required). Please do not send additional "updated" transcripts in addition to earlier transcripts. The GPA is for qualification purposes only, not a "weeding out" procedure based on the highest GPA. The **APPLICANT** is allowed to send these by email only. The schools may send by regular mail, but a scanned document sent by email is preferred.
- *One or two letters of reference from someone other than a relative who knows the Applicant well enough to speak with confidence about his or her character, potential and abilities as a writer. (i.e., a teacher, school counselor, or coach). These **must** be sent by the author of the letter.
- High school students may include a sample of their creative writing (fiction, poetry, etc.) **if they wish. If included, this must be no more than 300 words and need not be a complete composition.**

The College Freshmen Scholarship Application Packet must include all of the above PLUS the following:

- One scanned or otherwise electronically created copy of a sample of the Applicant's written work created during the previous academic year. These should be saved as a word document (.doc not .docx) or .pdf. The written work may be a short story, novel chapter, newspaper or magazine article, play or screenplay, or a collection of three to five poems. Hard copies are not be accepted.

Submission Method

- All materials sent by the student must be emailed to ctabb919@gmail.com. All essays must be in Times New Roman 12-point font. *Handwritten essay submissions* that are scanned and sent will be *automatically disqualified*. Fill-in-the-blank forms submitted may be filled in by hand and scanned, but illegible applications will be disqualified.
- Letters of recommendation must be submitted as described above. **Only completed applications will be considered!**
- Simply stated, if the Applicant sends something, it should be sent by email as an attachment.

Timeline

The deadline for applications is June 30, 2021. All applications must be received by email before midnight at the end of June 30, 2021.

Delivery:

Email all student-sent materials to ctabb919@gmail.com.

Letters of recommendation and transcripts can be emailed to the above email address or sent by regular mail to Charles Tabb, VWC Scholarship Chairperson, 13028 Old Ridge Road, Beaverdam, VA 23015. *Email is preferred*. Students should NOT send anything as part of the application by regular mail. All correspondence between the Applicant and the Chairperson of the Committee should occur through email.

Scholarship Awards:

The winner(s) will be notified by August 1, 2021. All decisions of the committee are final. The VWC Public Relations Officer will prepare and distribute the appropriate release(s) for media use.

On subsequent pages of this document, you will find the **Application Forms** for both high school and college students and the **News Release Form** as well as a **Checklist** for submissions. Students graduating from high school in 2021 should use the high school application. Students who are finishing their first year of college should use the college application. **College students who have advanced beyond their freshman year are not eligible**. These forms should be filled out, scanned or otherwise created as an electronic document, and emailed with all of the student's required

materials **at the same time**. Anything missing from the original submission will not be considered and will result in the disqualification of the application.

PLEASE NOTE AGAIN THAT FAILURE TO FOLLOW THESE GUIDELINES, AS WELL AS FAILURE TO SUBMIT ALL REQUIRED MATERIALS AT THE SAME TIME, WILL RESULT IN THE APPLICATION'S WITHDRAWAL FROM SCHOLARSHIP CONSIDERATION!

--See the next page for the forms required and the checklist.--

VWC College Scholarship Application Form

2021 VIRGINIA WRITERS CLUB

HIGH SCHOOL STUDENT'S APPLICATION FORM

Personal Information

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Email Address: _____

Educational Information

High School: _____

City: _____ State: _____ Year Graduated: _____ GPA: _____

College: _____

City: _____ State: _____ Hours Completed: _____

GPA: _____ Major/Intended Major: _____

AGREEMENT:

I confirm that:

- The essay I have submitted as part of the VWC Scholarship requirements is my original work and, as such, I retain the copyright to its use. I understand that a panel of VWC members will judge this application and that their decisions are final. I hereby give the Virginia Writers Club permission to publish my essay in VWC publications and on the VWC website. I understand my essay will not be returned to me.
- I will provide the VWC the account information for the scholarship to be paid to the college in my name when I am enrolled.

SIGNATURE: _____ DATE: _____

VWC College Scholarship Application Form

2021 VIRGINIA WRITERS CLUB

COLLEGE STUDENT'S APPLICATION FORM

Personal Information

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ Email Address: _____

Educational Information

High School: _____

City: _____ State: _____ Year Graduated: _____

College: _____

City: _____ State: _____ Hours Completed: _____

GPA: _____ Major / Intended Major: _____

AGREEMENT:

I confirm that:

- The writing sample I have submitted as part of the VWC Scholarship renewal requirements is my original work and, as such, I retain the copyright to its use. I understand that a panel of VWC members will judge this application and that their decisions are final. I hereby give the Virginia Writers Club permission to publish my submitted work or excerpts of my submitted work in VWC publications and on the VWC website. I understand my essay will not be returned to me.
- I agree to participate in one VWC-sponsored activity during the year of the award.
- I will provide the VWC the account information for the scholarship to be paid to the college in my name.

SIGNATURE: _____ DATE: _____

VWC COLLEGE SCHOLARSHIP NEWS RELEASE FORM

Must be filled out by all applicants

1. Event: VWC Scholarship Award
2. Awardee's Name: _____
3. Address: _____
4. High School and year of graduation: _____
5. College/University planning to attend or attending: _____
 - Major, if decided: _____
 - Address or location of college or university: _____
6. Parents, Guardians, Grandparents (as guardians)
 - Name: _____
 - Address: _____
 - Relationship to you: _____

I agree to provide a headshot photo as part of the news release. (Please check here to indicate acceptance of this): _____

Signature of Awardee

By my signature, I authorize release of this information to appropriate news outlets such as local newspapers and radio stations.

Signature _____ Date: _____

CHECKLIST FOR APPLICATION

(Use this to ensure you have included everything on time.)

- _____ Completed Application Form
- _____ Cover Letter, content as explained in the directions
- _____ Cover Sheet for the Essay, as described in the directions
- _____ Essay, not to exceed 1000 words, as described in the directions
- _____ Sample of creative writing not to exceed 300 words (High School Students only. This is optional.)
- _____ Example of coursework related to writing from the past academic year (College Freshmen only)
- _____ Completed News Release Form
- _____ Arranged for Letters of Recommendation, providing information about the deadline(!!!)
- _____ Verified that Letters of Recommendation have been sent through polite follow-up (IMPORTANT!)
- _____ School or College Transcripts have been requested and sent by either the school or Applicant

- _____ THESE HAVE ALL BEEN SENT NO LATER THAN MIDNIGHT JUNE 30, 2021