



## 2023 CAP, Inc. (College Assistance Program) Scholarship | Application Guidelines

**Application Deadline: Friday, May 26<sup>th</sup> at 4pm**

**Notification of Award: Thursday, June 29<sup>th</sup>**

CAP, Inc., a supporting organization of The Miami Foundation, provides college 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.

### 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.

### Submission + Deadline

Applicants must apply through the Miami Foundation's scholarship portal. To access the online portal, go to [miamifoundation.org/scholarships](https://miamifoundation.org/scholarships), click on 'scholarship portal' on the right-hand side of the screen and register for an account. Once, you have registered, click on '2023 College Assistance Program (CAP, Inc.) Scholarship'.

Please advised that The Foundation will not accept mailed, faxed or emailed applications.

Review your application carefully and ensure that it is filled out completely.

Applications must be submitted online by **Friday, May 26<sup>th</sup> at 4 p.m.**

### 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 scholarship award 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.

### Required Application Attachments:

You will be asked 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 (you can find it [here](#)). 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 can indicate they are not able to receive a FAFSA document.
3. **College Financial Aid Award Letter**
  - **Rising freshmen:** If you have not yet received your 2023-2024 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 2022-2023 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 2023-2024 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 2023-2024 Financial Aid Award letter by the CAP deadline, you may submit last year's (2021-22) 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 submit their high school transcripts
- 5. **G.E.D. Diploma:** G.E.D. student applicants only

### **2023 CAP Scholarship Application**

#### **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. Some students may be eligible for multi-year awards.
- 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 July.
- **We will use the email address you provide in your application to notify you.** Please be sure it is correct.

**For questions regarding CAP, Inc.** scholarships, please contact **Joane Ketant** at The Miami Foundation:  
[scholarships@miamifoundation.org](mailto:scholarships@miamifoundation.org)



## 2023 CAP Grant Application Worksheet

For questions about this worksheet contact [jkent@miamifoundation.org](mailto:jkent@miamifoundation.org)

**Deadline: Friday, May 26<sup>th</sup> 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.**

**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.**

### Personal Information:

M-DCPS Student ID Number:		
Last Name:	First Name:	Middle Name:
Date of Birth:		Gender:
Address:		
Preferred Phone Number:	Email: <i>(For all notifications. Be sure it's correct)</i>	
Secondary Phone Number:	Secondary Email: <i>(non-school email)</i>	
Parent/Guardian Name and Number:	Parent/Guardian Email:	

### CAP Grants History:

- 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  
**(If you have previously received a CAP scholarship, please use 'The Miami Foundation Scholarship Award Re-Application Form')**
- 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.)*
- Are you a Posse Scholarship recipient?    Yes    No
- Do you have a parent employed by Miami-Dade County Public Schools?    Yes    No

### Educational Information:

- Name of High School: \_\_\_\_\_
- High School Graduation Year/ GED: \_\_\_\_\_
- High School GPA Weighted: \_\_\_\_\_

8. High School GPA Unweighted: \_\_\_\_\_
9. Year in college for Fall Semester:  Freshman  Sophomore  Junior  Senior
10. College/University you will attend for the upcoming school year: \_\_\_\_\_
11. Campus: \_\_\_\_\_
12. Major you are pursuing: \_\_\_\_\_

**ENTER THE ITEMS FROM YOUR UNMET NEED CALCULATOR FOR 2023-2024.** 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".

13. Total Cost of Attendance amount for 2023-2024 from calculator: \$ \_\_\_\_\_
14. FAFSA Expected Family Contribution (EFC) amount from calculator: \$ \_\_\_\_\_
15. Your School's Financial Aid Awards - Total Grants amount from calculator: \$ \_\_\_\_\_
16. Your School's Financial Aid Awards - Total Scholarships (not including Bright Futures) amount from calculator: \$ \_\_\_\_\_
17. Federal Financial Aid - Work Study amount from calculator: \$ \_\_\_\_\_
18. Federal Financial Aid - Loans amount from calculator: \$ \_\_\_\_\_
19. Florida Prepaid Contract 2023-2024 amount from calculator: \$ \_\_\_\_\_
20. Florida Bright Futures Program – Florida Academic Scholars amount from calculator: \$ \_\_\_\_\_
21. Florida Bright Futures Program – Florida Medallion Scholars amount from calculator: \$ \_\_\_\_\_
22. Florida Bright Futures Program – Gold Seal Cape Scholars amount from calculator: \$ \_\_\_\_\_
23. Florida Bright Futures Program – Gold Seal Vocational Scholars amount from calculator: \$ \_\_\_\_\_
24. Private Scholarships amount from calculator: \$ \_\_\_\_\_
25. Private Educational Loans amount from calculator: \$ \_\_\_\_\_
26. Total Unmet Need amount from calculator: \$ \_\_\_\_\_

**Other Financial Information:**

27. What is the total annual household income of your parent(s) or guardian(s)? \_\_\_\_\_
28. How many people live in the household? \_\_\_\_\_
29. How much do your parent(s) or guardian(s) pay monthly for the home they live in? \_\_\_\_\_
30. Which of the following reflects housing expenses you will have for the 2023-2024 school year?  
 On-campus room & board expenses  Off-campus (not living at home)  Living with parents and/or family
31. If you have educational loans for any prior years in college, what is the outstanding balance? \_\_\_\_\_
32. How many family members in the household, including you, will be attending college in 2023-2024?  
 \_\_\_\_\_

**Narrative Questions - Optional (1,250 character limit, including spaces, for each question):**

1. **Paying for College:** Summarize any challenging circumstances that impacts 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.*
2. **Remaining Unmet Need Gap:** Knowing that the annual CAP Grant scholarship could range from \$500 to \$2,500 and now knowing your "Total Unmet Need," there may still be a gap in what you need to meet your financial obligations to fully pay for the college of your choice. If there is a gap, please share how you intend to cover this remaining financial gap. Your explanation may include additional sources of funding not

included on the “unmet need” worksheet, or efforts that you will make to reduce your college costs. Please do not include when applying for additional scholarships as that is not a guaranteed sum of money.

#### **Application Attachments:**

Carefully review the application guidelines for details about each attachment. **All required attachments must be uploaded as a single document.** 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 PDF document
3. **College Financial Aid Award Letter** – Upload as a single PDF document
4. **Unofficial College transcript** - Upload as a single PDF document if you are returning for your sophomore, junior or senior year
5. **G.E.D. Diploma** – Upload as a single PDF document only if you are a G.E.D. student applicant

#### **Certification: In submitting the online application, you certify the following:**

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.