



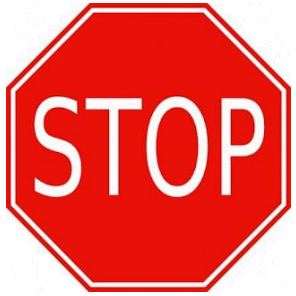
Women's Independence Scholarship Program

Helping Clients Apply for WISP

My client wants to go to school. What next?

Before recommending that a client start the application, assess whether she meets our basic eligibility criteria by considering the following:

- ✓ Has she been separated from her partner for at least a year? *(Does she understand the power and control dynamic? Has she found some stability and is she ready for this new challenge?)*
- ✓ Has she met with me or someone at the agency for at least 6 consecutive months? *(Do we have a good relationship? Will she come to me for help? Am I confident in her academic abilities? Am I comfortable recommending her?)*
- ✓ Has she chosen an accredited school or program?
- ✓ Is she a US citizen, permanent resident, or – if neither of those things apply, does she have some other immigration status that makes her eligible for financial aid and/or employment?



She doesn't meet the basic eligibility criteria... **NOW WHAT?**

- If timing is the issue, wait until she does meet the criteria. If she's close, or if you feel like she is ready for school, call the coordinator for your state and talk it over.
- If the program is questionable, or if residency status is confusing OR the applicant's situation doesn't quite fit "in the box" and you aren't sure, contact your state coordinator.
- Amy (states A-N) amy@wispinc.org
- Tammy (states O-W) tammy@wispinc.org

When in doubt always ask!



Yes! My client meets basic eligibility criteria!
The next step is to fill out the application.
She can start the process from our website wispinc.org.

The screenshot shows the homepage of the Women's Independence Scholarship Program, Inc. The header features a logo with a sunburst and two birds, the text "WOMEN'S INDEPENDENCE Scholarship Program, Inc.", a yellow "DONATE" button, and a Facebook icon. The navigation menu includes "First-Time Applicant", "Agency Sponsors", "Eligibility", "FAQs", "Returning Student", "Resources", and "About Us". A dropdown menu is open under "First-Time Applicant", showing options: "Eligibility", "About The Application", "FAQs", "Start An Application" (circled in yellow), and "Resume An In-Process Application". A yellow arrow labeled "Hover" points to the "First-Time Applicant" menu item. Another yellow arrow labeled "Click" points to the "Start An Application" option in the dropdown menu. The background of the page features a close-up image of a blue graduation cap with a yellow tassel.

...which looks like this:



WOMEN'S INDEPENDENCE
Scholarship Program, Inc.

4900 Randall Parkway, Suite H Wilmington, NC 28403 Tel 910.397.7742

[Exit](#)

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail

Password

[New Applicant?](#) [Forgot Password?](#)

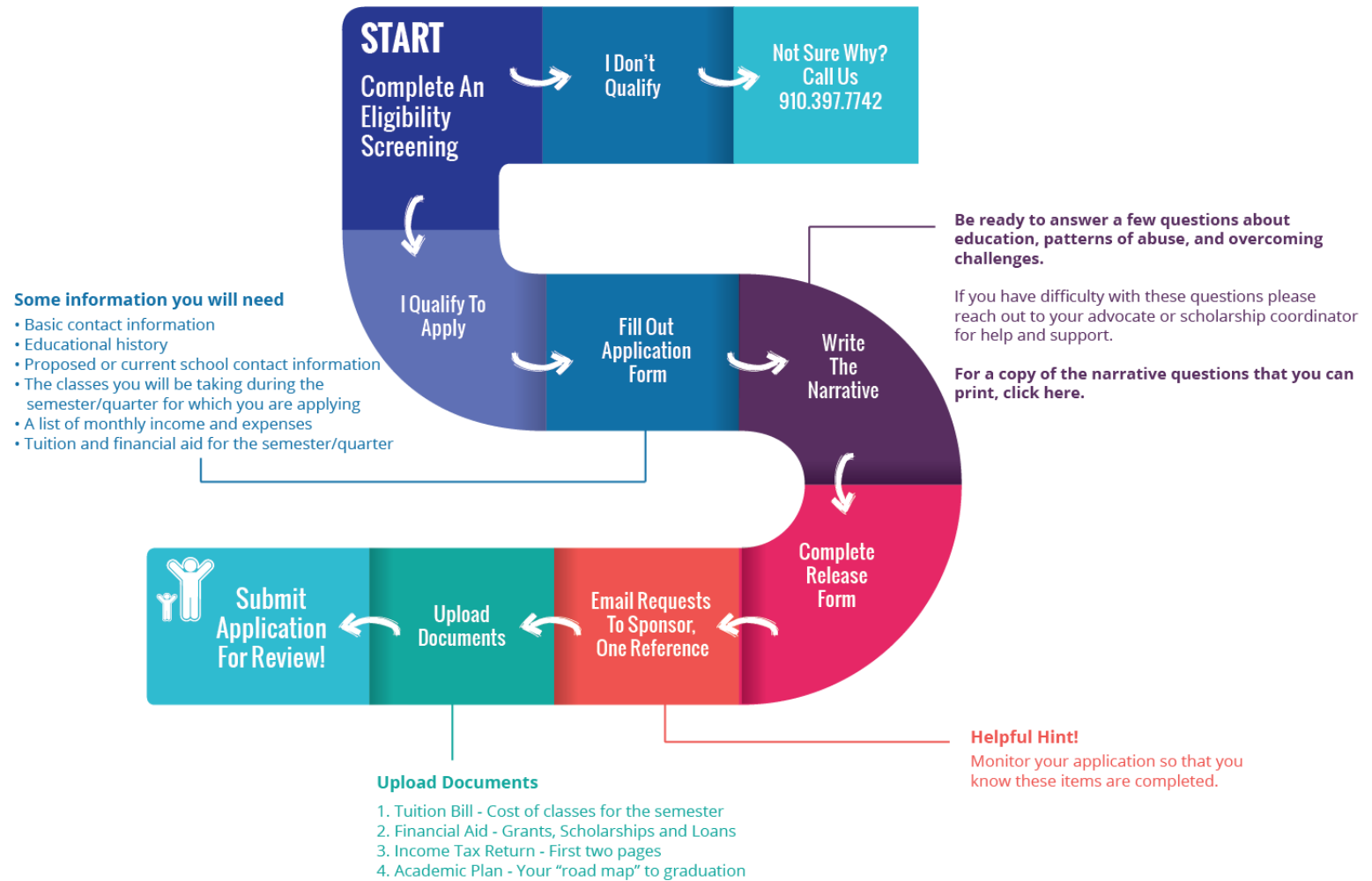
[Login](#)

First time applicants will click "New Applicant" in order to register. Creating an account allows applicants to access saved and submitted applications and receive email notifications from WISP.

✓ After creating an account using her email address and a password she chooses, your client will have access to a series of required tasks.

✓ This infographic maps out the steps for each task.

✓ Find the infographic online:
wispinc.org/about-the-application



Fill Out Application Form

To complete this task your client will need to have the following information readily available:

- ✓ Contact information
- ✓ Educational history & current list of classes
- ✓ Mailing address for school
- ✓ Contact information for sponsor
- ✓ Class schedule
- ✓ Monthly income and expenses
- ✓ Cost of tuition and estimated cost of books
- ✓ Financial aid

Write the narrative

Your client will provide short answers to the following questions:

1. How did you decide on the school and program you chose to attend?
2. Describe how you will use your education to get a job that will allow you to be financially self-sufficient.
3. Many students face challenges along their educational journey. What hurdles do you think might get in your way and what is your plan to handle them?
4. How long were you in an abusive relationship? When did the relationship end (MM/YY)?
5. Power and control is a characteristic of the interaction between partners in an abusive relationship. Please share one example of how this characteristic was present in your relationship.
6. Have you been involved with the legal system in the last 5 years? What were the circumstances? How will this affect future employment?
7. We are all resilient, we have the ability to overcome the challenges in our lives. Please share one challenge in your life and how you have overcome this challenge. What did you learn about yourself as a result?
8. Is there anything else you think is important for us to know?

A note about the narrative...

We ask a lot of questions.

The questions we ask may be triggers for some applicants.

Offering proactive support can make all the difference.

Consider looking at the questions with the applicant and check in periodically to address any emotional or physical responses that might come up.

Email recommendation requests to Sponsor, One Reference

- Encourage applicants to read the **recommendation instructions** prior to sending their emails
- Client will enter email addresses and prompt the system to send a link to the sponsor and one additional reference.
- Prior to initiating the email request to the sponsor, a client is required to complete a release of information form.
- A sponsor can't also be a reference.
- Our reference request does not mention domestic violence.

A note about the email...

It's somewhat confusing to look at, and we can't change it.
This is what you will see:

[Client name] has invited you to provide additional information to support their WISP scholarship application.


1. Download the appropriate form to your computer. DO NOT complete the form in your web browser. This will cause you to save a blank form.
2. Complete and Save this form.
2. Click the application link at the bottom of this email to upload your completed form.

Thank you for assisting this student. For questions, contact WISP at 910-397-7742.

ADVOCATES FOR NEW (FIRST-TIME) APPLICANTS, please click here: [link]

ADVOCATES FOR RENEWAL/RETURNING APPLICANTS OR GRADUATES, please click here: [link]

Use this link to upload your completed recommendation: [link]

This is the one
for new applicants.
Click the 
icon in the top right corner
of your browser window to
save before completing.

Once complete, use this
link at the very bottom of
the email to upload your
form to the application.

To make sure you can receive emails from our system add

mail@grantapplication.com
to your safe senders in your email settings

and

<https://www.grantrequest.com>
to your safe domain list



A brief side note about Sponsor Forms...

This is your action step!

These are the items you will need to complete:

1. The Questionnaire, which includes:

- A description of the work your organization does (skip this if you've sponsored someone before).
- How long you've known your client and how you experience working with her.
- An assessment of how well she understands the dynamics of IPV.
- An assessment of strengths and/or growth areas that might help or hinder her progress.
- Your understanding of her educational goals.
- Any plans you and your client have made in the event that challenges present themselves.

2. The Sponsor Agreement, which involves:

- Checking the boxes to indicate what your agency is willing/able to do in support of the applicant.
- Providing contact information (advocate who will work with the applicant, agency mailing address, phone and email of primary contact, and agency tax ID number).
- Signing where indicated.

[Need more information? We have an information session about Sponsor Responsibilities too!]

Upload Documents

Your client will attach the following forms to her application

- Financial aid awarded for the current or upcoming semester.
- Tuition bill for current or upcoming semester.
- First two pages of income tax return for previous year (if she filed).
- Academic plan (aka graduation map)
- Ways your client can upload documents:
 - Paper forms can be scanned and uploaded.
 - Copy information from the school's website, paste into a word document, save as a PDF and then upload.
 - Take a photo and upload a JPEG.
- Uploads should be checked to be sure they're right side up and readable.
- Forms with multiple pages should be saved as one document.

And finally...your client will review her application before submitting it to WISP for consideration

- Any problems (missing or incomplete tasks) will be indicated in red and must be remedied before submission is possible.
- At any point in the process an applicant can choose to save her application and finish later.
- The applicant can print a copy of the application from this page.
- She can also email a copy to you for look over before she submits it to WISP. (And we suggest that she does this!)

Sponsors are a crucial part of what we do!

Without you, WISP would not exist.

Thank you for all of your support!

