

**ITALIAN HERITAGE CENTER
EMPLOYEE SCHOLARSHIP APPLICATION**

Qualification Requirements:

1. Anyone who has been employed by the IHC either full or part time for at least one year.
2. The employee must be enrolled full-time (i.e., a minimum of twelve credit hours) at an accredited institution post high school.
3. Past winners are not eligible to apply.

Application Deadline:

The scholarship application and all supporting documents must be submitted to the IHC by 5 PM, June 1, 2026. Mail or deliver to:

IHC

c/o Scholarship Committee Chair

40 Westland Ave.

Portland, Maine 04102

Print your name on all enclosed supporting documents.

Application Requirements:

1. Personal information
2. Academic transcript
3. School recommendation
4. IHC member recommendation
5. Personal accomplishments and activities
6. Work experience
7. Essay
8. Special financial circumstances and agreement

Personal Information:

First Name _____ MI _____

Last Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

E-Mail _____

IHC member's name _____

IHC membership number _____

Name of university, college or technical school that you plan on attending:

Academic Transcript:

Enclose a copy of your current official academic transcript. Standardized test results and testing date:

SAT composite score: _____ Date: _____

Grade point average: _____

Transcripts must be received by 5:00 PM, June 1, 2026

School Recommendation:

Request a letter of recommendation from either a teacher or counselor describing your academic performance and personal qualities. The letter must be submitted on the school's stationery and mailed directly to:

IHC
c/o Scholarship Committee Chair
40 Westland Ave.
Portland, Maine 04102

IHC Member Recommendation:

Submit a letter of recommendation from an IHC member in good standing. The letter must be mailed directly to:

IHC
c/o Scholarship Committee Chair
40 Westland Ave.
Portland, Maine 04102

Personal Accomplishments and Activities:

Attach a list highlighting any and all personal accomplishments and activities. The list may include awards, honors, participation in sports, clubs, extracurricular activities, hobbies or special skills. Explain your role in each and applicable dates.

Work Experience:

List your most recent non-IHC job information.

Employer: _____

Job title: _____ Location: _____

Date of employment: _____

Essay:

Attach a double-spaced Times New Roman 12 pt., 500 word essay on the following topic:
Describe in detail how your employment at the IHC has benefited you personally and professionally and how this scholarship will advance your future goals.

Special Financial Circumstances (if applicable):

Attach a description or explanation of any special financial circumstances that you would like to be considered.

Agreement and Certification:

I agree that this scholarship will be used for the sole purpose of meeting my educational expenses. If my plans change I will return the entire scholarship amount to the Italian Heritage Center.

I certify that all the information contained in this application is true and complete.

Applicant's signature: _____

Date: _____

If applicant is not a member of the IHC, parent or guardian signature is required.
