



# A&D Hewitt Memorial Fund

## OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

### Enrichment Grant Application Guidelines

#### **Background**

The A&D HEWITT MEMORIAL FUND has been established under the auspices of the Oak Park River Forest Community Foundation in memory of brothers Abel and Don Hewitt.

Don received an undergraduate degree in Chemistry and worked in this field until his passing at age 25 from an unfortunate accident. He had a strong interest in music and during his elementary and high school years played piano, drums and saxophone. He also participated in ROTC, marching band and was a member of the high school Cossack Dance team.

Abel was a decorated Marine and served during the Vietnam War. His post military career in Child Protective Services spanned over 30 years. During this time, he also excelled in the performance arts of acting and competitive dancing, but was also a musician, singer, writer/poet, and participated in the martial arts, achieving his black belt in Tae Kwan Do.

They both lived with a passion for life, love of humanity, and never allowed the limiting expectations of others to define or inform their goals. Their life motto: "Just Say Yes".

#### **Description**

We believe that you inspire others when you are your most authentic self. The purpose of this fund is to encourage and enable students to explore possibilities in new and varied areas of interests, expanded cultural experiences, leadership training, and new skills development. The grant awards are between \$250 and \$500 and will be awarded on a one-time basis.

Award funding can be used to support creative/development interests, academic, STEM, enrichment or internship opportunities.

#### **Eligibility**

You can apply if you

- Are a student between the ages of 14 and 17 (freshman, sophomore and junior in high school)
- Attend either Oak Park & River Forest High School or a high school in the Chicago metropolitan area.

#### **Selection Criteria**

1. Current grade point average of 3.0 or greater
2. Financial need (this is an optional requirement)

3. Candidates will be judged on the following qualities as part of the review process:

- Authenticity
- Thoughtfulness
- Commitment
- Academic success
- Respect for diversity and mindset of inclusiveness
- Curiosity

### **The Application Process**

Complete the application form and either:

Mail to

A&D Hewitt Memorial Fund  
c/o Oak Park – River Forest Community Foundation  
1049 Lake Street, Suite 204  
Oak Park, IL 60301

Email to [Donorservices@oprfcf.org](mailto:Donorservices@oprfcf.org) with Subject Line: A&D Hewitt Memorial Fund

**Deadline is March 1, 2018.** The award recipient(s) will be announced before the end of the 2017-18 school year.

*The recipient will also be requested to give written permission for the Fund to display products, pictures, written documentation in specific public places, to be included in promotional materials created by the Oak Park River Forest Community Foundation and/or the Fund, and/or disseminate them in other specific ways.*

*Recipients using the award to attend classes/workshops/seminars or to purchase books/materials/supplies related to the event will be required to submit bills or receipts to the foundation. Whenever possible, bills or invoices will be paid directly to the provider of programs and materials by the Oak Park - River Forest Community Foundation.*

*Recipients will be asked to provide the foundation with a brief written summary and evaluation of the content of the experience upon completion. Students may also be requested to participate in a closing interview or presentation.*

**Please complete the following application, questionnaire and required documents.**

You may request funds to cover the cost of:

- A. fees or tuition to attend classes, workshops or seminars,
- B. a stipend to cover development internship



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*Complete Sections I-IV.*

#### **I. Applicant Information**

Name \_\_\_\_\_  
Last First

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth (month/year) \_\_\_\_\_

Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
Last First

Name of school \_\_\_\_\_

Address of School \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

#### **II. Essay**

Type your responses to the following questions separately in 1-2 pages.

1. Complete this section if you are requesting funds to cover the cost of program fees or tuition to attend classes, workshops or seminars.
  - a. Describe the class, workshop or seminar.
  - b. Name the institution or organization sponsoring the event.
  - c. Provide the cost of fees/tuition and materials/supplies.
  - d. Provide the dates, frequency and duration of the event.
2. Complete this section if you are requesting an internship stipend,
  - a. Briefly describe the opportunity.
  - b. Please provide the name and contact information for the internship partner.
  - c. Amount of stipend requested.
3. All applicants, must respond to the following questions, in no particular order:
  - a. What are your interests?
  - b. Describe the types of activities have you participated in (in or outside of school).

- c. What do you believe is your unique contribution to the community?
- d. Explain why you are interested in this learning experience?
- e. How will you use this experience to help others?
- f. Why do you need this financial award?

### **III. Letter of Recommendation**

Provide a recommendation letter from an academic advisor, instructor, or dean of students that addresses the questions below:

1. What is your relationship to the applicant including how long you have known her/him?
2. Comment on:
  - a. Applicant's ability to network across a diverse student base,
  - b. Applicant's current activities,
  - c. How you feel the requested award will benefit the student
3. Are you willing to support the applicant by mentoring, connecting her/him to needed resources, or in other ways?

### **IV. Unofficial Transcript**

Attach your most recent, unofficial transcript.

Information about this enrichment award and other opportunities can be found at [www.oprfcf.org](http://www.oprfcf.org). Questions? Call us at 708-848-1560.