



# EMPOWER ILLINOIS

## Scholarship Granting Organization

### Tax Credit Scholarships

#### APPLICATION PROCESS AND KEY DATES

##### STEP 1

**On Wednesday, Jan. 15 at 6:30 p.m.**, you may access the reservation form on the Empower Illinois website.

The reservation form **requires** the following information:

- Parent name
- Contact information – address, phone number, email address
- Child(ren) name(s) include **all** children for whom you would like to apply for a scholarship

**At 7 p.m.**, you will submit the reservation form. Your submission timestamps your reservation.

This is a critical step as your timestamp matters and may impact your chances of receiving a scholarship. You will want to submit this form right at 7 p.m. Minutes matter.

##### STEP 2

**Beginning on or about Friday, Jan. 17, 2020**, you must complete the full scholarship application through the Empower Illinois online student portal. You will receive instructions via email about setting up your student portal after your reservation has been completed (step 1). Empower Illinois will begin awarding scholarships on Monday, Jan. 27, 2020. Scholarship awards are subject to the availability of funds at your school of choice. We recommend you submit your application **before Monday, Jan. 27** to increase your chances of receiving a scholarship.

#### APPLICATION MATERIALS

To apply, you need proof of Illinois residency, your adjusted gross income and a valid email address. Choose your most recent household and income documents from the same year to use throughout your application. We recommend securing these materials and scanning copies or taking photos of them now, so you have them on-hand when it is time to complete the application.

**Proof of Illinois residence (one of the following for the household):**

- Federal Form 1040 with name and current address
- Illinois driver's license with current address
- Illinois identification card (issued by the Secretary of State) with current address
- Utility bill with name and current address
- Statement of benefits from WIC or SNAP with name and current address
- W-2 or 1099 with name and current address
- Residential lease (current address) in the parent's name

**Proof of income:**

- Federal tax return, pages 1 and 2

If your federal tax return is not available to you, you can submit one of the following as proof of your household adjusted gross income:

- W-2
- 1099(s)
- WIC or SNAP benefits statements
- Year-end pay stub
- Letter, on company letterhead, from employer(s) indicating cash wages paid

**Valid email address** (e.g. Gmail, Hotmail, AOL, etc.)



For more information, [empowerillinois.org](http://empowerillinois.org).