

PARK GLEN NEIGHBORHOOD ASSOCIATION 2026 SCHOLARSHIP PROGRAM GUIDELINES

A. PURPOSE:

The Park Glen Neighborhood Association (PGNA) has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

B. GUIDELINES

A number of scholarships of \$500 or more will be awarded for graduate or undergraduate (post-high school) study in the upcoming fall semester. The amount of each scholarship will depend on the total number of scholarships awarded (see table at right).

Number Awarded	Value
10 or fewer	\$950
11	\$850
12	\$800
13	\$725
14	\$675
15	\$625
16	\$600
17	\$550
18	\$525
19	\$500

1. Park Glen homeowner Julie Grove will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the PGNA President shall designate himself or herself, another Board member, or (with approval by the Board) a responsible non-Board member. The Program Coordinator must affirm in advance that he or she knows of no close connection to any potential scholarship applicant. Examples of "close connections" are relatives, close friends, and children of close friends. Later, it is not disqualifying if the Coordinator turns out to know or be acquainted with an applicant.
2. The PGNA President shall appoint a Scholarship Selection Committee made up of at least three Park Glen homeowners, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. It is desirable for committee members to have some insight into one or more of the following, through either personal or a child's experiences:
 - a. involvement in activities during high school
 - b. pursuit of academic success in high school or college
 - c. the process of applying, selecting, and transitioning to college
3. Selection Committee members must affirm in advance that they know of no acquaintance with any potential scholarship applicant. Later, if it turns out that a selection committee member has an acquaintance with an applicant, that committee member must abstain from giving any score or input on that application, with the average of all other committee members' scores for that application inserted instead.
4. The Selection Committee will select the recipients of scholarships based on eligibility requirements and the Application Scoring System (outlined in the box to the right).
5. The committee has the flexibility to set the number of scholarship awards between 40% and 80% of the number of valid applications received, not to exceed 19 awards.
6. To award the scholarships, a check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover tuition, required fees, and required course-related expenses, such as books, supplies, and equipment required for the courses in which the recipient will enroll.

Application Scoring System
For each application, score 0 to 5 points for each line below.
0 = Information not provided
1=Poor, 3=Good, 5=Excellent
Maximum score per application is 10 lines x 5 points = 50
GPA & Transcript
Repeat GPA & Transcript
Future Study and Career Plans
Volunteer Service
Involvement
Leadership and Awards
Applicant Statement
Reference 1
Reference 2
Overall Impression

7. The Park Glen Neighborhood Association reserves the right to change the guidelines and procedures of the Scholarship Program at any time, including termination or reduction of the program.
8. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
9. The Park Glen Neighborhood Association bears no responsibility for taxability of a scholarship or impact on a recipient's or family's tax status or financial aid.
10. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

C. ELIGIBILITY:

1. Applicant must be either:
 - a registered owner of a Park Glen home in county records or
 - a dependent who receives over half of his or her support from the owner(s) of a Park Glen home.

In either case, the relevant homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no active violations more than 60 days old and no past due amounts owed to the Association.

2. Applicant must have a cumulative grade point average of 80% or better (or 3.00 on a 4.00 scale) for all of the most recent type of school attended (either high school or college).
3. Applicant must have been active in school and/or community activities and demonstrated leadership and volunteer & extracurricular involvement.
4. Applicant must be registered or planning to register for post-high-school study at an accredited college, university or trade school for the upcoming fall semester.
5. Each scholarship awardee must provide proof of registration and his or her student identification number to the PGNA Treasurer no later than **August 14, 2026**.
6. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

D. APPLICATION PROCESS:

1. Applications will be available at **www.parkglen.org** by **April 30, 2026**. Applications will be accepted beginning **May 1, 2026** with a firm submission deadline of **June 1, 2026**.
2. A complete application package will include all of the following:
 - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is over 18 years of age).
 - b. Applicant Statement (one or two paragraphs), as described at the end of the application.
 - c. Two recent Letters of Recommendation as described at the end of the application.
 - d. Copy of the most recent official cumulative high school or college transcript, as described at the end of the application.
3. To be fair and consistent, nothing other than the five requested items (application, applicant statement, letter of recommendation #1, letter of recommendation #2, and transcript) will be used in the selection process, so additional items (certificates, confirmation of volunteer service, diploma, more than 2 recommendations, acceptance letter, etc.) should not be submitted.
4. The submitted materials must be provided as original paper documents or PDF files.

5. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered and all information supplied as completely as possible. Applications will be accepted as submitted, but missing information will count against the applicant.
6. The complete application package must be submitted between 12:01 am on **May 1, 2026** and 11:59 pm on **June 1, 2026**. Applicants are encouraged to submit applications to the Scholarship Coordinator at this dedicated email address: PGNAScholarship@gmail.com. Applications may also be submitted, sealed in an envelope, by mail or in person to:

PGNA Scholarship Coordinator
c/o Neighborhood Management, Inc
5421 Basswood Blvd, Suite 710
Fort Worth, TX 76137

NMI's office is 2 doors to the left of Premier Eye Care. Their drop box is located in front of their entrance facing Basswood Blvd.

Please do not staple the pages of mailed / in-person application packets.

7. Mailed applications must be postmarked on or before 6/1/26 and received by 6/5/26. In-person applications must be sealed and deposited in the NMI office or in the drop-box located outside of Neighborhood Management, Inc.'s office (address above). Neighborhood Management, Inc. is open Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 3:00 p.m. All questions should be directed to PGNAScholarship@gmail.com. NMI personnel are unable to answer any questions or provide any information about the scholarship program.
8. The Program Coordinator will determine whether each applicant meets all eligibility requirements of sections C-1 and C-2 above and notify applicant and/or homeowner in the event of non-eligibility.
9. The Program Coordinator will confirm all applications by email within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator at PGNAScholarship@gmail.com.
10. Once an application is submitted, no further revisions or additions can be made.
11. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
12. Applications and all supporting documents will not be returned to the submitter but will be retained for some period of time before being destroyed.
13. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
14. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact confidential information (e.g. Social Security #) throughout the package, and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will refer to applications by their assigned numbers.
15. All applicants agree to accept the decisions of the Selection Committee as final.
16. Selected awardees will be notified by **June 30, 2026**. The list of selected awardees will be published on the www.parkglen.org website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.

17. Each selected awardee must email the following to the Park Glen Manager (parkglenmanager@nmitx.com) no later than **August 14, 2026**:
- proof of registration (e.g. enrollment confirmation, fee statement, class schedule) containing the student's name and the name of the institution. Screenshots are acceptable only if they substantiate registration and contain both the student's and institution's names.
 - his or her student identification number
 - the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.
- The PGNA Treasurer will confirm receipt of this information within 72 hours.
18. The PGNA Treasurer will process scholarship payments on or soon after the later of **July 24, 2026** or the date awardee provides proof of registration and student identification number to the PGNA Treasurer. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the PGNA Treasurer by **August 14, 2026**.
19. Awardees are required to timely notify the PGNA Treasurer of any change in address, school enrollment, or other relevant information.

**PARK GLEN NEIGHBORHOOD ASSOCIATION
2026 SCHOLARSHIP PROGRAM APPLICATION FORM**

APPLICANT INFORMATION:

Applicant Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ Email Address: _____

HOMEOWNER INFORMATION & CERTIFICATION:

Address of Park Glen home that relates to this applicant: _____

Owner(s) of that Park Glen home: _____

Relationship of Applicant to Owner(s): _____

Does applicant receive more than 50% of his or her support from owner(s)? ☐ YES ☐ NO

I authorize the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

Signature of Homeowner

Date

Printed Name of Homeowner

APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is under 18)

Date

EDUCATIONAL HISTORY AND GOALS:

School or Institution Last Attended: _____

Date or Semester/Year of Last Attendance (e.g. Spring 2026): _____

Cumulative GPA (either High School or College, whichever most recently attended): _____

Name of college or university you plan on attending: _____

Please describe your proposed field of study and future career plans: _____

VOLUNTEER SERVICE EXPERIENCES - Please list up to four instances of your most meaningful volunteer service experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): _____ Organization or Event: _____

2. Date(s): _____ Organization or Event: _____

3. Date(s): _____ Organization or Event: _____

4. Date(s): _____ Organization or Event: _____

INVOLVEMENT - Please list below up to four organizations and activities in which you have actively participated within and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): _____

2. Organization/Activity/Date(s): _____

3. Organization/Activity/Date(s): _____

4. Organization/Activity/Date(s): _____

If applicable, please list below your employment history (if any) for the last two-year period. Please include Business / Name / Location / Dates (Month/Year)

LEADERSHIP ROLES - Please list below the roles that you have taken within and outside of school, including any clubs or organizations in which you have been involved. Please use only the space below.

AWARDS - Please list below any awards that you have received in the last four years.

IN ADDITION TO THIS THREE-PAGE FORM, please also submit:

1. Applicant Statement (one or two paragraphs typed or handwritten) exhibiting your own writing expressing "What goals or achievements would you like to accomplish in the next ten years?" The intention is for the selection committee to get a sense of the candidates' writing skills as well as provide meaningful insight into the candidates themselves.
2. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any other reference who is over the age of 21. Letters of recommendation should be dated and recent. Letters over 1 year old or without dates will be accepted but are likely to receive lower scores.
3. Copy of the most recent official cumulative college or high school transcript, as applicable, containing classes taken through at least fall 2025 (graduating high school seniors show classes and grades for at least 3½ years of high school; college students show all classes and grades taken so far in college; if a recent transcript is not available, then the previous year's or previous semester's cumulative transcript plus one or more report cards showing all complete grades since then will be accepted). This transcript should be submitted in the same packet with the rest of the information from the student rather than being sent separately. It must be accurate but does not have to be certified, sealed, or provided directly by the school.