City of Perris
Motlagh Scholarship Foundation Guidelines

1. Purpose of Foundation

The purpose of the Motlagh Scholarship Foundation is to provide funds to graduating high school students or students transferring from a two-year postsecondary institution also referred to as a Community College pursuing a college education in engineering, sciences, or a related field. The City of Perris is dedicated to promoting higher education and is aligned with the overall mission to contribute to the wellbeing of all Perris students who are committed to investing in their education for a brighter future. The granting of a sponsorship is evaluated according to the submitted completed application packet meeting eligibility criteria, requirements, conditions, and approval by the Motlagh Scholarship Foundation Board ("Board"). The Motlagh Scholarship Foundation Guidelines are subject to change as approved by the Board and all applications will be considered and reviewed on a case-by-case basis.

Completed application packets are **due March 31, 2025, by 11:59 PM (PST).**

2. Mission Statement

The specific purpose of the Motlagh Scholarship Foundation, a California Nonprofit Public Benefit Corporation shall include without limitation, to provide scholarships to graduating high school students or students transferring from a two-year postsecondary institution also referred to as a Community College pursuing a college education in engineering, sciences, or a related field. The City of Perris is dedicated to promoting higher education and is aligned with the overall mission to contribute to the wellbeing of all Perris students who are committed to investing in their education for a brighter future.

3. Table of Contents

D. Interviews
E. Awarding of Scholarship
F. Eligible Expenditures
G. Disbursement of Funds
H. Scholarship Timeline
I. Scholarship Q&As
J. Appendix 1- Application Form
K. Appendix 2- Activities Form

A. <u>Scholarship Award Criteria</u>

The applicant for sponsorship of funds ("Applicant") must meet all the following requirements, eligibility criteria, and conditions. Many factors will be considered when evaluating scholarship applicants. The scholarship criteria support the purpose of the Motlagh Scholarship Foundation, which is to provide scholarships to graduating high school students or students transferring from a two-year postsecondary institution also referred to as a Community College pursuing a college education in engineering, sciences, or a related field. The City of Perris is dedicated to promoting higher education and is aligned with the overall mission to contribute to the wellbeing of all Perris students who are committed to investing in their education for a brighter future.

To be considered for the scholarship, Applicants must meet all the following detailed criteria:

A. Graduating 12th grade High School students or students transferring from a two-year postsecondary institution also referred to as a Community College residing in incorporated Perris city limits.
B. Major in Engineering, sciences, or related field.
C. Achievement of a minimum weighted 3.50 GPA or above.
D. Pursuit of a four-year degree from an accredited College/ University within six (6) months of high school graduation.
E. Proof of enrollment and registration accepted to college or university.
F. Students who are related to a member of the board of directors of the Motlagh Scholarship Foundation are not eligible to apply for or receive scholarships awarded by the Motlagh Scholarship Foundation.

B. <u>Applicant Checklist</u>

Applicants of scholarship funds ("Applicant") must submit all required documentation for scholarship fund consideration.

Applicant Checklist	
	Completed Application
	Personal Essay
	Proof of City of Perris Residency
	Proof of College Acceptance
	Proof of College Enrollment and Registration
	Copy of Unofficial Transcripts
	List of Extracurricular Activities
	List of Community Service Hours
	Employment Experience, if applicable
	List of Honors and Awards
	Two (2) Letters of Recommendation

C. <u>Scholarship Application Requirements</u>

The Applicant must meet all the following Motlagh Scholarship Foundation requirements, eligibility criteria, and conditions to be considered for scholarship funds. Applicants must complete and submit the following:

I. Personal Essay

Please provide an autobiographical statement as a separate attachment. In essay form, respond to the following prompts:
- Describe who or what has most influenced you to pursue a higher level of education and explain why.
- Share your career goals and why you chose your field of study.
- Share how your life experiences and education led you to pursue a higher level of education.
- Indicate why receiving The Motlagh Scholarship will assist you financially in achieving your academic goals.

Your essay must be submitted in the following format:
- Typed (12-point font)
- Double-spaced
- Times New Roman font
- Word count between 500 (minimum) to 1,000 words (maximum)

3

II.   Proof of Residency

The Applicant must be a resident of the incorporated City of Perris and attend a school in the Perris Union High School District or the Val Verde Unified School District. Acceptable forms of proof include:

Documentation that identifies the applicant's name and address such as:
- California Identification
- Driver's License
- Bank Statement
- Or other documentation that identifies the applicant's name and address

III.   Proof of College Acceptance

The Applicant must provide proof of college/ university acceptance, enrollment and registration. If you have not selected your final college/university of choice, please submit final selected college acceptance letters. If you are selected for a scholarship award, proof of acceptance, enrollment, and registration must be presented prior to the distribution of scholarship funds.

IV.   Copy of Unofficial Transcripts

The Applicant must attach a copy of high school unofficial transcripts. Unofficial transcripts are utilized to verify weighted Grade Point Average achieved at the time of application submission.

V.   List of Extracurricular Activities

Please complete the provided Activities Form. A minimum of three (3) activities in your school or community are required.

VI.   Community Service Hours

Please complete the provided Activities Form. Applicant must have completed a minimum of (30) hours of community service between ninth (9th) grade and twelfth (12th) grade.

VII.   Employment Experience

Please complete the provided Activities Form to list any employment experience, if applicable. Employment experience is not required for consideration of the Motlagh Scholarship award.

VIII.   Honors and/or Awards

Please complete the provided Activities Form to list any honors and/ or awards.

IX.   Recommendation Letters

Please submit two recommendation letters from teachers and/or mentors. Recommendation letters should be completed by an individual who can effectively evaluate the qualities you possess as a student, volunteer, and/ or employee.

D. Interviews

The Applicant will be subject to an interview with the Motlagh Scholarship Foundation Board for final consideration of scholarship funds. Applicant(s) will be contacted for scheduling of interviews.

E. Awarding of Scholarship

Applicant(s) will be notified via email and mail of the granting of scholarship award. Recipients will be recognized at a City Council Meeting, with details to be provided upon award selection.

F. Eligible Expenditures

Eligible expenditures are listed below:

- Tuition and fees
- Room and board (or a housing and food allowance)
- Books and related supplies
- Transportation
- Loan fees

G. Disbursement of Funds

The Motlagh Scholarship Foundation adheres to the following options for disbursement and amount of scholarship funds subject to Board approval:

Option 1:

- Applicant must have a personal bank account. Funds can only be disbursed to applicant.

- Applicant must complete a W-9 form as required by the City of Perris.

- Scholarship funds are disbursed into one payment.

  o Prior to disbursement of funds, the Applicant must show proof of certified enrollment and proof of paid tuition from registrar.

- Please refer to Section F, "Eligible Expenditures," for allowable usage of scholarship funds.

- Disbursement of funds will be processed following submittal of all required documents. Disbursement of funds follows the City's NET30 payment policy and is subject to change.

Option 2:

- Disbursement of funds will be sent directly to college/ university.

  o Prior to disbursement of funds, the Applicant must show proof of certified enrollment and proof of paid tuition from registrar.

- Please refer to Section F, "Eligible Expenditures," for allowable usage of scholarship funds.

H. Scholarship Timeline

The following timeline is subject to change.	
January 1, 2025	Scholarship Applications Open
March 31, 2025	Scholarship Application Deadline
April 2025	Application Screening, Interviews, Board Approval, and Scholarship Selection
May 2025	Council Scholarship Recipient Recognition

I. Scholarship Q&A's

- **When are scholarships available? Where can I locate the scholarship?**

Scholarships will be available January 1, 2025 and can be found on the City webpage at www.cityofperris.org/publicservices.

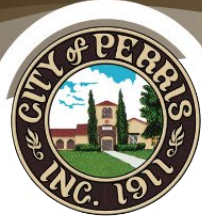- **When are scholarship applications due and where do I submit the application?**

  Scholarship applications are due March 31, 2025. Students may submit their completed application packet via email at scholarships@cityofperris.org or in person at City of Perris,101 North D St Perris, CA 92570, ATTN: Public Services.

- **How and when will the scholarship recipients be notified?**

  Please refer to Section E, "Awarding of Scholarship." Scholarship recipients will be notified via email and mail.

- **How and when will the scholarship awards be disbursed?**

  Please refer Section G, "Disbursement of Funds," for disbursement of funds.

City of Perris
PUBLIC SERVICES DEPARTMENT

APPENDIX I

City of Perris
Motlagh Scholarship Foundation Application

The completed form with the required documents should be submitted to the City of Perris Public Services Department located at 101 North D St. Perris, CA 92570 or electronically to scholarships@cityofperris.org. Application submission does not guarantee granting of scholarship funds. **Applications are due March xxx 2025.**

Applicant Details		
First Name:	Last Name:	M.I
Date of Birth:	Contact Number: ( )	G.P.A (unweighted):
Address (Street, City, State, Zip Code):		
Email Address:		
School Details		
High School or Community College:	Grade Level:	
College/ University Attending After University:		
Are you the first member in your immediate family to attend college ☐ Yes ☐ No		

I confirm that I have reviewed the checklist and the submitted scholarship application includes all required materials for screening and consideration. Falsification of any information will result in scholarship disqualification.

Applicant Signature: _____   Date: _____

Applicant Name (Printed): _____

_____

If Applicant is a minor/ under 18 years of age, Parent/ Guardian signature is required:

Parent/ Guardian Signature: _____   Date: _____

Applicant Name (Printed): _____

Email Address: _____ Phone Number: (____)_____

APPENDIX II

City of Perris
Motlagh Scholarship Foundation Activities Form

Extracurricular Activities		
Name, Activity, Location	Date From	Date To

Community Service (List most recent first)			
Organization	Activity or Type of Service	Date From	Date To

Employment Experience (if applicable)			
Employer	Title or Type of Work	Date From	Date To

Awards and Honors (List most recent first)		
Organization	Award	Date

9