



Achievement Award & Access Grant Application

One form covers both Achievement Awards and Access Grants. Complete Sections A-D, attach the required documentation, and give the form to your mentor for verification. Awards and grants share one \$500 annual scholar limit and are paid first-come, first-served from a fixed \$12,000 Year 1 pool.

SECTION A SCHOLAR INFORMATION

FULL NAME

RSF ID / COHORT YEAR

COLLEGE / PROGRAM OR MAJOR

MENTOR

EMAIL

PHONE / DATE SUBMITTED

SECTION B WHAT ARE YOU APPLYING FOR? CHECK ALL THAT APPLY

ACHIEVEMENT AWARDS

Paid after completion of an optional accomplishment.

☐ Certification

\$250-\$500

Approved elective industry credential; submit passing proof and a brief reflection.

☐ Internship / Apprenticeship

\$250-\$500

Meaningful optional, self-sought experience; submit supervisor verification and reflection.

☐ Research

\$300-\$500

Faculty-supervised contribution presented or published; submit faculty sign-off and proof.

☐ Portfolio / Project

\$300-\$400

Substantial original career-related work outside an ordinary course; submit link or file.

☐ Informational Interviews

\$100 / \$175 / \$250

3 / 5 / 8-10 interviews; the highest level also requires a final reflection or presentation.

☐ Job Shadowing

\$150 / \$250

6-8 total hours / at least 12 hours over two or more sessions; submit host proof and reflection.

ACCESS GRANTS

Approval required before purchase; \$100 minimum request.

☐ Certification & Exam

UP TO \$300

Elective exam or certification fees, one documented retake, approved study materials or preparation, and renewals.

☐ Career-Opportunity Transportation

UP TO \$250 / SEMESTER

Transit, gas, rideshare, or parking tied directly to an approved career-building opportunity. Routine class travel is excluded.

☐ Professional Clothing

UP TO \$250 / YEAR

Reasonable interview or workplace attire, shoes, trade clothing, scrubs, lab coat, safety gear, or limited dry cleaning.

YEAR 1 RULES

- Use free and school-provided resources first.
- NOVA, GMU, financial aid, employer, or other program funding must be unavailable.
- Required course, degree, or program credentials do not qualify.
- Obtain RSF approval before any Access Grant purchase.

**SECTION C****DETAILS OF YOUR REQUEST**

Use the complete Year 1 list to identify the category, requirements, evidence, and amount.

AWARD OR GRANT CATEGORY**DATE COMPLETED / DATE FUNDS ARE NEEDED****VENDOR, HOST, SUPERVISOR, OR ORGANIZATION****WEB LINK, INVOICE, OR OPPORTUNITY REFERENCE****DESCRIBE THE ACCOMPLISHMENT OR EXPENSE, ITS CAREER VALUE, DATES, AND COSTS****TOTAL AMOUNT REQUESTED (\$)****AMOUNT ALREADY USED FROM THE SHARED \$500 LIMIT (\$)****FUNDING GAP CHECK**

For an Access Grant, identify every free, school, employer, financial-aid, or other program resource you checked and why it is unavailable or insufficient.

DOCUMENTATION ATTACHED

- ☐ Passing score report or certificate
- ☐ Supervisor, faculty, host, or mentor verification
- ☐ Interview log and reflection
- ☐ Project / portfolio link or file
- ☐ Cost estimate, registration page, or invoice
- ☐ Itemized receipt (if RSF directed purchase first)
- ☐ Transportation schedule, mileage, or fare estimate
- ☐ Other: _____

SECTION D**SCHOLAR ACKNOWLEDGMENTS - INITIAL EACH LINE**

- Achievement Awards and Access Grants combined count toward my shared \$500 annual limit and depend on remaining Year 1 pool funds.
- Funding is first-come, first-served from a fixed \$12,000 annual pool; submitting an application does not guarantee payment.
- Achievement Awards recognize optional accomplishments. A required course, degree, or program credential does not qualify for an award or Certification & Exam Grant.
- For an Access Grant, I used free and school-provided resources first, checked other funding, and obtained RSF approval before purchase.
- The information and documentation provided are accurate. I will use approved funds only as described and repay any amount used otherwise.

SCHOLAR SIGNATURE**DATE**

**SECTION E****MENTOR VERIFICATION**

I reviewed this application and its documentation with the scholar. For an Achievement Award, I verified the optional accomplishment and required evidence. For an Access Grant, I verified the career purpose, costs, unavailable funding sources, and pre-purchase approval requirement.

MENTOR NAME**DATE REVIEWED****MENTOR SIGNATURE****RECOMMENDED AMOUNT (\$)****MENTOR NOTES - INCLUDE FREE OR SCHOOL RESOURCES REVIEWED AND ANY CONDITIONS**

MENTOR CHECK☐ Optional accomplishment or eligible career expense☐ Evidence and amount match the Year 1 list☐ NOVA / GMU and other resources checked☐ Scholar's remaining shared limit reviewed**FOR RSF USE ONLY****REVIEW, APPROVAL, AND PAYMENT****DATE RECEIVED****POOL BALANCE VERIFIED (\$)****SCHOLAR SHARED LIMIT REMAINING (\$ OF \$500)****AMOUNT APPROVED (\$)****DECISION** ☐ Approved ☐ Approved in part ☐ Denied**APPROVED BY****PAYMENT DATE / METHOD****RSF NOTES / CONDITIONS / REASON FOR PARTIAL APPROVAL OR DENIAL**

Submit the completed form and documentation to your mentor or email info@restonscholarship.org.