



American Association of University Women Danville-Alamo-Walnut Creek Branch 2025-2026 Community Local Scholarship Application Instructions

Application Must be Submitted by March 1, 2026

Dear Scholarship Applicant:

Thank you for your interest in the American Association of University Women Danville-Alamo-Walnut Creek Branch (AAUW DAW) Community Local Scholarship. Scholarship recipients selected by AAUW DAW will receive a scholarship of \$2,000 or more. Scholarship awardees majoring in selected fields of art or STEM may be eligible for an additional monetary award at the discretion of the AAUW DAW.

Consistent with IRS regulations, use of scholarship funds must be in support of educational pursuits. The recipient is responsible for complying with IRS regulations related to scholarship awards.

QUALIFICATIONS

1. Scholarships are offered to individuals who identify as women and will be juniors, seniors, or graduate students in the fall of 2026 at an accredited college, university or technical school.
2. To be eligible for a scholarship you must have either attended high school in Danville, Alamo, or Walnut Creek, and/or currently live or work in these locations. If none of these requirements applies to you, you are not eligible to apply.
3. Academic status:
 - a. Undergraduate students
 - i. You must be entering your junior or senior year at an accredited 4-year college, university, or technical school no later than the fall of 2026.
 - ii. If you are a community college student, you will need to provide proof of your acceptance to an accredited 4-year college, university or technical school as a junior for the fall of 2026.
 - b. Graduate students
 - i. If you are pursuing a graduate degree (Master's or Doctorate), you must be enrolled in an accredited college or university graduate program or be accepted into a graduate program no later than the fall of 2026.
 - ii. If you are new graduate student just beginning your graduate studies in the fall of 2026, you must provide proof of your acceptance to graduate school.
4. You must have a minimum cumulative GPA of 3.0 or higher and possess a desire to pursue educational and career goals.

APPLICATION

1. The application is a Google Form, which must be completed online using the link provided on the AAUW DAW Scholarships webpage, or [click here](#).



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2. Instructions for using Google Forms follow:
 - a. You **MUST** have a Google account (free) to be able to submit your scholarship application along with the accompanying required documents that you need to upload. If you do not have a Google account, refer to Google's help page: <https://support.google.com/accounts/answer/27441?hl=en#>
 - b. Your application is saved automatically as you fill it out. You can return to the application and finish it later, up until the due date. A  Draft saved icon appears to the right of your email address at the top of your application, indicating that your input is saved while you are working on it.
 - c. To find your draft application, reopen the Google Form from the AAUW webpage, or [click here](#), in the same Google Account you used to create the draft. You can also bookmark the URL for your draft application and access it that way.
3. To be considered complete, your application **MUST** be submitted via the AAUW DAW Scholarship webpage and include the following:
 - a. All required documents uploaded to the application form:
 - Your most recent college transcript from the last semester. The transcript may be unofficial but **MUST** include your name on it along with the name of your institution.
 - If you have graduated from college and will be a new graduate student in the fall of 2026, provide a copy of your final undergraduate transcript. You will also need to provide proof of graduate school acceptance for the fall. If you have not received your acceptance letter by the March 1st close date, you may still be considered for an award pending AAUW DAW receipt of your acceptance letter.
 - A copy of your current class schedule if currently enrolled in classes. If you have graduated with a college degree or for any other reason are not currently enrolled in a college/university but are entering school in the fall of 2026, you do not need to provide a current class schedule.
 - If you are a community college student transferring to a 4-year college/university in the fall of 2026, provide proof of college/university acceptance for the fall. If you have not received your acceptance letter by the March 1st close date, you may still be considered for an award pending AAUW DAW receipt of your acceptance letter.
 - Your Personal Statement (suggest 200 to 500 words maximum). The statement should present a picture of you as a person, a student, and a potential scholarship recipient. It is an opportunity to share your story. Some ideas about writing a personal statement are at the following link.
https://www.laguardia.edu/uploadedfiles/main_site/content/supporters_friends/docs/scholarship_personal_statement.pdf
 - b. Two letters of recommendations from non-relatives.
 - At least one should be from a faculty member, such as a professor, advisor, or administrator.
 - The other can be from one of these same types of individuals or from a community member, such as an employer, minister, or community leader.
 - The people providing your letters of recommendations may submit them in one of two ways:
 - by filling in a Google Form by [clicking here](#) OR



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- by emailing to daw.aauw@gmail.com
 - Instructions for the letter of recommendation providers are found on the AAUW DAW Scholarships webpage or by [clicking here](#).
 - d. If currently employed in Danville, Alamo or Walnut Creek, verification of employment is required. AAUW DAW will contact your employer.
4. You must complete and submit your application with all required documents online by the due date specified above. Letters of recommendation must also be submitted by the due date. **Late submissions or incomplete applications will not be considered.**
5. Once you have submitted your application, you will immediately receive an email confirmation from Google Forms regarding your submission. This email includes your application response in its entirety and a link that allows you to edit your application. **SAVE this email to be able to access your application in case you want to edit it.** If you do not see this confirmation email, check your spam folder.
6. You can edit your application up until the due date.
- a. To edit your application, click on the “Edit response” button at the top of your Google Form confirmation email. By clicking on this link, you will be redirected back to the Google Form application you submitted with your previously entered responses pre-filled.
 - b. You can now view or edit any of the responses.
 - c. **If you choose to edit the application you have submitted, your changes will only be saved if you hit the “Submit” button on the final signature page.**
 - Note the  **Resubmit to save** icon next to your email address at the top of each page alerting you to the fact changes you are making are not saved unless you resubmit the application.
 - You will also see a pop-up message box at the bottom of each page that indicates “You are editing your response. Sharing this URL allows others to also edit your response. Fill out a new response.” You can ignore this message unless you want to totally redo your application and create a new one. If you create a new application, you must upload all required documents with the new application.
 - d. You will receive another confirmation email from Google Forms for this updated application. **Save the email so you have a link to your revised application.**

SELECTION AND AWARD

1. **Your application is evaluated based on the information that you provide.** Interviews will not be conducted. Scholarship awardees are selected at the sole discretion of the AAUW DAW. Not all applicants will be selected as scholarship recipients. All applicants agree to accept AAUW DAW decisions as final.
2. Scholarship recipients are selected on a competitive basis with consideration of the applicant’s academic record, leadership, participation in school and community activities, work experience,



**American Association of University Women Danville-Alamo-Walnut Creek Branch
2025-2026 Community Local Scholarship Application Instructions**

educational and career goals, special circumstances (e.g., first-generation college student), financial need, and letters of recommendation.

3. If you are awarded a scholarship, you will need to provide your spring 2026 transcript to AAUW DAW as proof of term completion before DAW can issue your award. Your scholarship award will normally be issued by June 30 as a lump sum check to made out to your academic institution on your behalf. You will need to provide instructions to DAW on how to fill out the check to your academic institution and provide your student ID number.
4. We will ask you to provide a one-minute video telling us about yourself and what the scholarship means to you that we will post on public digital media linked to the AAUW DAW webpage.
5. We will contact you in January 2027 requesting your transcript from the fall 2026 as proof of term completion to meet IRS scholarship requirements.
6. Applicants who are not selected for a scholarship award will be notified by email in a timely manner. Applicants not selected may reapply in a subsequent year, as long as they meet all eligibility criteria for the year in which they are applying.