

**CHIPOLA COLLEGE FOUNDATION
SCHOLARSHIPS AWARDED DIRECTLY
THROUGH THE FOUNDATION**

- To be eligible for a particular scholarship you must satisfy **all** of the requirements outlined in each scholarship description.
- You will be considered for as many scholarships on the attached list as you are **eligible**. **However, the scholarship selection committee will only award a maximum of one scholarship award per applicant from the scholarship listed on the yellow “Scholarships Awarded Directly Through the Chipola Foundation” list.**
- To apply, complete the yellow **“Scholarships Awarded Directly Through Foundation Scholarship Application”** and submit the required attachments listed on the application **by 4 p.m. on the June 6, 2018 deadline date.**
- Submit completed scholarship package to:

Chipola College Foundation
3094 Indian Circle
Marianna, Florida 32446

- Only submit one application to apply for all of the scholarships on the yellow sheets, “Scholarships Awarded Directly Through the Foundation”
- Make sure all of the blanks are completed accurately on the application.
- Only the applications that arrive completed with all required attachments will be considered for funding. Applications must arrive at Foundation office by 4 p.m. on deadline date not postmarked by deadline date.
- Please have all copies made prior to submitting the application. The Foundation office can not make copies of required information.
- Due to the large volume of applications received, it is not possible to notify applicants of missing information. Please use the checklist at the end of the application to make sure you submit all required information.
- You will be notified by mail via a scholarship contract if you receive an award. You must sign the contract and write a thank you letter and return both to the Foundation office.

If you have questions, contact the Chipola College Foundation, (850) 718-2445 or e-mail oliverg@chipola.edu or come to the Foundation office. Please do not wait until deadline day if you need assistance.

Scholarships through the Chipola College Foundation are supported by private donations and donors set the scholarship criteria.

**CHIPOLA COLLEGE FOUNDATION, INC.
SCHOLARSHIPS AWARDED DIRECTLY THROUGH THE FOUNDATION**

APPLICATION DEADLINE – WEDNESDAY, JUNE 6, 2018

**TO APPLY FOR THE SCHOLARSHIPS LISTED BELOW YOU MUST
COMPLETE THE ATTACHED APPLICATION AND SUBMIT THE
REQUIRED ITEMS LISTED ON THE APPLICATION.
SUBMIT COMPLETED APPLICATION TO
CHIPOLA COLLEGE FOUNDATION
3094 INDIAN CIRCLE, MARIANNA, FL 32446.
APPLICATION AND ATTACHMENTS MUST BE RECEIVED BY 4 P.M. ON THE
DEADLINE DATE NOT POSTMARKED BY DEADLINE DATE**

FERN ARNOLD SCHOLARSHIP - Partial tuition/books scholarship to Chipola district resident, must have high school GPA 2.0+, community involvement, preference given to students majoring in agriculture or an agriculturally related field, maintain a 2.5+ GPA at Chipola and be a full-time student, and follow standard college requirements.

ASSOCIATED CREDIT BUREAUS OF FLORIDA - Partial tuition/books scholarship to a student in the Bachelor of Science in Teacher Education, applicant must be in the junior or senior year and accepted into any department within Chipola's Teacher Education program, must maintain a minimum 2.5 gpa each semester at Chipola and follow standard college requirements. Applicant must indicate on application and in student letter which education degree being pursued.

BENJAMIN, BROWN, MAXWELL AITF SCHOLARSHIP FUND - Partial tuition and/or books scholarship to a first time college enrollee that is a Florida resident, must show financial need by qualifying for FSAG grants and show proof of community service, can be a full-time or part-time student and must maintain 2.0 gpa each semester at Chipola and follow standard college requirements.

RAY BRENDEMUEHL HEALTHCARE SCHOLARSHIP – Partial tuition and/or books scholarship to a student that has been accepted into Chipola's Certified Nursing Assistant program or the RN program, applicants must be a resident of Jackson County, applicants must have a minimum 2.0 cumulative high school grade point average and maintain a minimum 2.5 gpa each semester at Chipola, special consideration will be given to applicants that have previously or are currently taking care of loved ones that have medical needs and outline the information in the letter that is submitted with the application, and must follow standard college requirements.

FITZHUGH AND ESSIE CARTER SCHOLARSHIP - Partial tuition and/or books scholarship to a student pursuing a Bachelors of Science or Bachelors of Arts degree in Secondary Education in Mathematics or Science, an Associate of Science degree in Nursing or an Associates of Arts degree. Preference will be given to students graduating from the following high schools in the order listed; first to Vernon High School, second to Chipley High school, third to any other Washington County public high school. Preference will be given to community college graduates in the following order; first to Chipola College graduates from a Washington County high school and second to Gulf Coast Community College graduates from Washington County high school. When students have met either the high school or community college requirements then preference will be given to those pursuing a degree in the following order; first to education, second to nursing and third to any other major. Applicants must be of good moral character and maintain a 2.0 gpa each semester at Chipola and follow standard college requirements.

CHIPOLA SPORTSMAN'S CLUB SCHOLARSHIP – Multiple partial tuition and/or books scholarships to graduating seniors of a Chipola service district high school (Liberty, Calhoun, Jackson, Washington and Holmes Counties) pursuing a degree in agriculture, wildlife and fisheries, forestry, or similar fields of study. Must have a 2.5+ High School GPA and maintain a 2.5+ GPA while attending Chipola, and must follow standard college requirements. APPLY TO: CHIPOLA COLLEGE FOUNDATION, 3094 INDIAN CIRCLE, MARIANNA, FL 32446.

DAVID COLEY MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship to a resident of Chipola College's district (Liberty, Calhoun, Jackson, Washington, or Holmes counties), applicant must have a minimum 2.5 high school gpa and maintain a minimum 2.0 gpa each semester at Chipola College, and must follow standard college requirements.

BOB COLLINS MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship to an adult student returning to college, must maintain a minimum 2.0 gpa each semester at Chipola College, and must follow standard college requirements.

LAWRENCE D. COWART, ANNA AND WILLIAM JOHNSON COLLEGE SCHOLARSHIP – Partial tuition and/or books scholarship to a student already attending or planning to attend Chipola College, must maintain a minimum 2.0 gpa each semester at Chipola and follow standard college requirements.

CRAWFORD ENGINEERING SCHOLARSHIP - Partial tuition and/or books scholarship to a pre-engineering, major, priority given to Jackson County resident, must have high school 3.0+ GPA, maintain 2.0+ at Chipola, and follow standard college requirements.

THOMAS REID CRAWFORD MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship to a student majoring in the medical/healthcare field, must be a Jackson County resident, must maintain a minimum 2.5 grade point average each semester at Chipola, and must follow standard college requirements.

WILFORD AND THELMA DEASON MEMORIAL SCHOLARSHIP – Partial tuition and/or books/required supplies scholarship to an adult student from Liberty County that is currently working but looking to attend college or a person who is working and needs additional education and/or training to advance in the workforce, scholarship funds may be used for workforce development classes or academic classes, must maintain a minimum 2.5 gpa each semester at Chipola and follow standard college requirements.

INEZ DICKINSON MEMORIAL SCHOLARSHIP, B.L. HATTON SCHOLARSHIP, NED HAVEN SCHOLARSHIP, TAYLOR SCHOLARSHIP - Four partial tuition/books scholarships to high school graduates from Chipola's five-county district, must enroll in courses toward Associate of Arts degree at Chipola, must have a high school GPA of 2.0+ and maintain a 2.0 GPA at Chipola, must enroll as full-time student and follow standard college requirements.

EVA J. DIXON/BUSINESS AND PROFESSIONAL WOMEN'S CLUB SCHOLARSHIP - Partial tuition and/or books scholarship, preference given to women returning to school or women who are working and need additional education and/or training to advance in the workforce, scholarship funds may be used for workforce development or academic classes, must maintain a minimum 2.0 gpa each semester at Chipola and follow standard college requirements.

ALFRED I. DUPONT FOUNDATION/CHIPOLA CHALLENGE GRANT SCHOLARSHIP - Partial tuition and/or books and fees scholarship award based upon academic merit, must maintain a cumulative 3.0 grade point average while enrolled at Chipola, all college majors can be considered, must follow standard college requirements. Applications for this scholarship will be accepted and awards made at the direction of the scholarship's committee each semester.

ALFRED I. DUPONT FOUNDATION/CHIPOLA CHALLENGE GRANT NEED BASED SCHOLARSHIP – Partial tuition and/or books and fees scholarship award based upon financial need, must maintain a 2.0 grade point average each semester while enrolled at Chipola, all college majors can be considered, must follow standard college requirements. Applications for this scholarship will be accepted and awards made at the direction of the scholarship's committee each semester.

GEORGE T. AND MILLICENT C. FLEMING MEMORIAL SCHOLARSHIP ENDOWMENT – Partial tuition scholarship to a student with first consideration being given to applicants that are members of St. Luke's Episcopal Church of Marianna and residents of Jackson County, must maintain 2.0 gpa each semester at Chipola, attend class regularly and follow standard college requirements. **Must indicate on application and in student letter if member of St. Luke's Episcopal Church of Marianna.**

MARGARET FUDER MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship for a student enrolling in a Workforce Development program of study with first consideration going to students in the Automotive Services Technology program, second consideration will go to students enrolled in any other Workforce Development program. Applicants must have a minimum 2.0 gpa from high school or have a GED, must maintain a 2.0 gpa each semester at Chipola, and follow standard college requirements.

GULF COAST HORSE SHOW/ EMERALD COAST HOSPICE SCHOLARSHIP - Partial tuition and/or books scholarship to Chipola nursing student planning to enter the hospice field of nursing with Hospice of the Emerald Coast, applicants may be either LPN or RN students, must maintain 2.5 grade point average each semester and follow standard college requirements. APPLY TO: EMERALD COAST HOSPICE SCHOLARSHIP COMMITTEE, 421 W. OAK AVENUE, PANAMA CITY, FL 32401.

GULF POWER SCHOLARSHIP – Partial tuition and/or books scholarship with first consideration given to students majoring in a STEM related field (examples: Accounting, Chemistry, Engineering or Technical Fields) that leads to a degree, must be enrolled at least part-time and maintain a minimum 2.5 grade point average each semester. Recipient must be a resident of Northwest Florida and a U.S. citizen. Applicants must demonstrate a financial need for scholarship funding and/or be a first generation in college student, and must follow standard college requirements.

THERESA LARSEN HIRT MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship with first consideration given to Education majors and preference given first to residents of Jackson County and then to residents of the remainder of Chipola College's service district (Liberty, Calhoun, Washington and Holmes counties), must have minimum high school gpa of 3.0 and maintain 2.5 gpa each semester at Chipola, will consider current high school graduates and returning college students, and must follow standard college requirements.

HOLMES COUNTY PRIVATE INDUSTRY COUNCIL SCHOLARSHIP - Partial tuition scholarship to a graduate from a Holmes County high school or GED recipient, must be a resident of Holmes County, must enroll in a program of study within the Workforce Development division at Chipola College and maintain a 2.5 gpa at Chipola, and follow standard college requirements.

HOLMES COUNTY RETIRED EDUCATORS ASSOCIATION SCHOLARSHIP - Partial tuition and/or books scholarship to a graduating senior from a high school within Holmes County who plans to major in Education, must maintain 2.0 grade point average each semester at Chipola, must be a good citizen of applicant's high school and community and take part in school and community activities, must attend class regularly and follow standard college requirements.

HOUSTON ACADEMIC MEMORIAL SCHOLARSHIP – Partial tuition scholarship to an applicant that is the child of a Grand Ridge High School graduate or a resident of Grand Ridge, must maintain 2.0+ at Chipola, and follow standard college requirements. APPLY TO CHIPOLA COLLEGE FOUNDATION, 3094 INDIAN CIRCLE, MARIANNA, FL 32446.

JOHN AND ELEANOR HOUYOUX SCHOLARSHIP – Partial tuition and/or books scholarship to a high school graduate from Chipola College's five-county service district (Calhoun, Liberty, Jackson, Washington and Holmes counties) must have high school gpa of 2.0, maintain 2.0 gpa at Chipola, and follow standard college requirements.

CLARA C. HUDNALL SCHOLARSHIP – Partial tuition and/or books scholarship to a high school graduate from Chipola College’s five-county service district (Calhoun, Liberty, Jackson, Washington and Holmes counties) must have high school gpa of 2.0, maintain 2.0 gpa at Chipola, and follow standard college requirements.

JACKSON COUNTY PRIVATE INDUSTRY COUNCIL SCHOLARSHIP - Partial tuition scholarship to a graduate from a Jackson County high school, may enroll in either a workforce development program or academic program of study at Chipola College, must have a high school gpa of 2.5 and maintain 2.5 gpa at Chipola, and follow standard college requirements.

NORRIS LANGSTON YOUTH FOUNDATION SCHOLARSHIP – Partial tuition and/or books scholarship to a high school graduate, must have a high school grade point average of 2.0, must maintain a 2.0 grade point average each semester while enrolled at Chipola, and must follow standard college requirements.

REVEREND CLINTON LOGAN SCHOLARSHIP – Partial tuition and/or books scholarship with first consideration given to students from Franklin County and second consideration given to students from Jackson County, must have a 2.0 high school gpa and maintain a minimum 2.0 gpa each semester at Chipola College, and follow standard college requirements.

LEILA MCMULLIAN SCHOLARSHIP – Partial tuition and/or books scholarship to a Marianna High School graduate that plans to major in a science field, must have a minimum 3.0 high school gpa, recipient must maintain 2.75 gpa each semester at Chipola, and follow standard high school requirements.

JOHN D. AND GLADYS O. MILTON SCHOLARSHIP – Partial tuition and/or books scholarship to a graduate of a Jackson County high school, first consideration will be given to applicants that are education majors, must have a minimum 2.5 high school gpa and maintain a minimum 2.0 gpa each semester at Chipola College, and follow standard college requirements.

ANNIE MARIE MORGAN MEMORIAL SCHOLARSHIP - Partial tuition and/or books scholarship available for an economically disadvantaged individual majoring in primary, secondary, and/or special education. This opportunity is available to new students beginning college or an older student returning to college of outstanding integrity and strong determination. To apply individual must be a resident of Jackson County, must have received a GED or diploma. Recipients must maintain 2.5 gpa at Chipola, must be active in school and community activities and follow standard college requirements. Applicant must have strong desire to improve his/her ability to be a productive citizen through continuing education and improvement of job skills.

DAVID AND ELEANOR NICHOLSON MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship to a graduate from of a Jackson County or Gulf County, Florida high school that is majoring in education, must have a minimum 2.0 high school gpa and maintain a minimum 2.0 gpa each semester at Chipola College, and follow standard college requirements.

JOYCE NICHOLSON MEMORIAL NURSING SCHOLARSHIP - Partial tuition and/or books scholarship to a student enrolled in the Chipola RN program or accepted into the RN program for the Fall 2017 semester, first consideration will be given to applicant that is an adult student that is returning to college for training for a new career, applicant must be a Florida resident, must maintain a minimum 2.5 gpa each semester at Chipola College, and follow standard college requirements. APPLY TO SCHOLARSHIP COMMITTEE, 4330 SOUTH STREET, MARIANNA, FL 32448.

CARLOTTA NEAL PETERSON 110% MEMORIAL SCHOLARSHIP - Partial tuition and/or books scholarship to a graduating senior from Marianna High School with a 2.5+ GPA, must maintain 2.5 GPA each semester at Chipola, and follow standard college requirements. Recipient must exhibit a 110% commitment to his/her chosen academic and extracurricular activities. This commitment should be measured against his/her personal attributes, with enthusiasm for success being more important than being the "best" in particular activities. The recipient should be active in community activities, have considerable compassion for others, and be willing to sacrifice personal recognition in order to help others.

JACKIE DYKES PORTERFIELD MEMORIAL SCHOLARSHIP – Partial tuition and/or books scholarship to a nursing major, applicant must be a resident of Chipola’s five-county service district (Jackson, Holmes, Washington, Calhoun or Liberty counties), must have a 2.5 high school gpa and maintain 2.5 gpa each semester at Chipola College, applicant must be a motivated student with a financial need for a scholarship in order to further education, and follow standard college requirements.

REID AND TINA POWELL SCHOLARSHIP – Partial tuition scholarship for an applicant from Grand Ridge that is a new student beginning college or an older student returning to college, scholarship funds may be used for either academic programs or for Workforce Development programs, must maintain 3.0 gpa at Chipola, applicants must have a financial need, be socially responsible and demonstrate good citizenship.

LULA RAWLS SERVICE GUILD SCHOLARSHIP - Partial tuition/books scholarship to a student with financial need that is not eligible to receive financial aid or qualify for the work study program, must maintain 2.0+ GPA at Chipola, follow standard college requirements, and must write letter to Lula Rawls Service Guild at the end of each semester confirming that he/she has met the scholarship criteria.

LURLINE AND FRANCIS RETTIG SCHOLARSHIP – One partial tuition scholarship for applicant in an academic program and one partial tuition scholarship for an applicant in a workforce development program, first consideration will be given to graduates from any high school in Jackson County, applicants for academic scholarship must have minimum 3.0 high school gpa and a minimum 2.8 high school gpa for workforce development scholarship, applicants must be of good character and discipline, scholarship committee will consider school activities, community activities and financial need, application requires two letters of recommendation one of which must be from the high school principal, guidance counselor or a teacher, recipient must maintain a minimum 2.8 gpa each semester at Chipola, and follow standard college requirements. Scholarship will consider applications from Chipola’s bachelor’s degree programs.

EDWARD K. ROBERTS ENDOWMENT – Partial tuition and/or books scholarship with first consideration given to applicants that are math or science majors, must have at least a 2.0 high school gpa and maintain 2.0 gpa each semester at Chipola, and follow standard college requirements. Scholarship committee will consider applications from Chipola’s BS Secondary Math/Science Education majors.

JAMES EDWIN “PAT” SHULER SCHOLARSHIP ENDOWMENT – Partial tuition and/or books scholarship with first consideration given to a resident of Calhoun County or Liberty County, must have a high school gpa of 2.0 and maintain 2.0 gpa each semester at Chipola College, applicant must have a financial need for the scholarship, and follow standard college requirements

SOUTHEAST BANK OF CHIPLEY SCHOLARSHIP - Partial tuition scholarship to a high school graduate within the Chipola district, preference given to Washington County residents, must have high school GPA 3.0+, maintain 3.0+ at Chipola, and follow standard college requirements.

PALLIE DEKLE TAYLOR SCHOLARSHIP – Partial tuition and/or books scholarship to a resident of Chipola College’s five-county service district (Calhoun, Liberty, Jackson, Washington or Holmes counties), must maintain 2.0 gpa each semester at Chipola, must have minimum 2.5 high school gpa to apply for the scholarship, and follow standard college requirements.

WASHINGTON COUNTY RETIRED TEACHERS SCHOLARSHIP – Partial scholarship to an incoming freshman who is a graduate of a Washington County high school who is financially needy. Must have a 2.0+ GPA in high school, maintain a 2.0+ GPA at Chipola, and enroll for a minimum of 12 semester hours. Must follow standard college requirements.

LAURA KATHERINE WATTS SCHOLARSHIP – Partial tuition scholarship to a graduate of Marianna High School, must have minimum 3.0 high school gpa, must maintain 2.5 gpa each semester at Chipola, and follow standard college requirements.

DR. KETURAH WHITEHURST SCHOLARSHIP - Partial tuition and/or books scholarship to a Marianna High School graduate with financial need, first consideration will be given to students pursuing a workforce development program of study, must have a minimum of 2.0+ high school GPA, earn a minimum 2.0+ GPA at Chipola, follow standard college requirements, and attend/participate in a reasonable number of extra curricular cultural events and activities.

MRS. LAURA ROBINSON WHITEHURST SCHOLARSHIP - Partial tuition and/or books scholarship to a Marianna High School graduate, must have 2.0+ GPA in high school, demonstrate need for financial assistance, maintain 2.0+ GPA at Chipola per semester, follow standard college requirements, and participate in cultural activities.

TRACY WILLIAMS WIERMAN MEMORIAL EDUCATION SCHOLARSHIP – Partial tuition and/or books scholarship to an elementary education major that is a senior level student in Chipola’s four-year degree Teacher Education program. Special consideration will be given to residents of Jackson County and to students who do not have, or have limited financial assistance. Applicant must have a minimum cumulative 2.5 gpa at Chipola and must follow standard college requirements. **Applicant must outline in application letter why he/she wants to go into the education field.** Applicant must exhibit good moral character and Christian living principles.

SUBMIT A COMPLETED SCHOLARSHIP APPLICATION, WITH ALL REQUIRED ATTACHMENTS TO:

**CHIPOLA COLLEGE FOUNDATION
3094 INDIAN CIRCLE
MARIANNA, FL 32446**

Please contact the Foundation at (850) 718-2445 or e-mail oliverg@chipola.edu with any questions. Scholarships through the Chipola College Foundation are supported by private donations. Donors set the scholarship criteria and scholarship deadlines.

Revised 2/18

Chipola College is an Equal Access/Equal Opportunity Institution <http://www.chipola.edu/legal/equity.htm>

TRANSCRIPTS: MAY BE UNOFFICIAL AND CHIPOLA TRANSCRIPTS CAN BE OBTAINED FROM www.mychipola.edu. You must submit transcript(s) based on the following categories.

IF YOU HAVE FEWER THAN 24 SEMESTER COLLEGE CREDIT HOURS, YOU MUST ALSO SUBMIT A HIGH SCHOOL TRANSCRIPT. COPIES OF TRANSCRIPTS MUST BE SUBMITTED FOR EACH COLLEGE ATTENDED. THIS APPLIES TO ALL CATEGORIES BELOW.

Please mark an X in the box by each category which describes your educational background and then complete the gpa and credit earned information and submit the unofficial transcripts as required.

- A. High school graduate with no college hours earned. Must provide transcript.**

Transcripts must show final grades at graduation or through the first semester (through December) of senior year

Use unweighted high school gpa only. High School gpa _____

- B. Chipola College - If you have attended or are attending Chipola College, or are a Chipola dual enrolled student provide a copy of the most recent Chipola transcript and complete the blanks.**

Chipola College credit hours earned _____

Last term completed gpa _____ Overall cumulative gpa _____

Use unweighted high school gpa only. High School gpa _____

- C. ATTENDED OTHER COLLEGES – MUST ATTACH TRANSCRIPTS FOR EACH COLLEGE ATTENDED.**

Name of college _____

College credit hours earned _____

Last term completed gpa _____ Cumulative gpa _____

Use unweighted high school gpa only High School gpa _____

Name of college _____

College credit hours earned _____

Last term completed gpa _____ Cumulative gpa _____

Name of college _____

College credit hours earned _____

Last term completed gpa _____ Cumulative gpa _____

- D. If you have obtained a GED, provide the date received and a copy of your GED scores.**

GED obtained. Date earned _____

CHIPOLA ENROLLMENT STATUS

Have you applied for admission to Chipola? _____

For the Fall 2018 semester you plan to enroll: Full-time (12 or more hours) _____

Part-time (6 hours or less) _____

Are you enrolling in a Workforce Development Program, if so which one? _____

Are you in a Chipola Bachelor’s Degree Program for the 2018/2019 school year, if so which one? _____

ADDITIONAL INFORMATION REQUIRED TO DETERMINE CERTAIN SCHOLARSHIP ELIGIBILITY:

Have you applied for FAFSA (Pell Grant) for the 2018/2019 school year? _____

If you have already been approved for a Pell Grant, fill in the award amount for Fall 2018 _____ and Spring 2019 _____

Will you receive a Bright Futures Scholarship for the 2018/2019 school year? _____

If so, check one: Academic Scholars _____ Medallion _____ Gold Seal _____

Do you attend St. Luke’s Episcopal Church of Marianna? _____

PLEASE LIST ANY HONORS, AWARDS, EXTRACURRICULAR ACTIVITIES, AND COMMUNITY INVOLVEMENT:

I certify that the above information is correct. The Foundation has my permission to validate any information provided and release this information to outside benefactors and volunteers for consideration of my eligibility. Grade reports may also be released for determination of renewal or continued eligibility.

Applicant’s signature Date

Return completed application to: Chipola Foundation, 3094 Indian Circle, Marianna, FL 32446

APPLICATION CHECKLIST

Be sure your application is complete. Incomplete applications will not be considered for funding. You must include the following materials:

- () Completed application form with all questions answered
- () Required transcript(s) - unofficial copies are acceptable
- () Two letters of recommendation
- () Student’s letter
- () Sign and date the application