

**Michael D. Richardson Foundation, Inc.  
SCHOLARSHIP FUND  
Requirements for Scholarship Eligibility**



March 13, 2026

Attached please find a scholarship application package that is being offered by the Michael D. Richardson Foundation Inc.

This Foundation was organized in 2007 to honor the memory of Michael D. Richardson, a thirty-year-old lifelong resident of Rockaway New York.

He was a graduate of Howard University and was attending Georgetown University where his goal was to become a lawyer. His dream was cut short when he was tragically murdered on June 27, 2007, in Washington D.C.

**Please read all the requirements carefully and make sure you qualify.**

This Scholarship will be awarded to the student(s) who fulfill the requirements, and their results will be graded by the Scholarship Committee who at their discretion will determine the recipients.

The Scholarship is based on outstanding Academic Achievement and Community Service. It will be awarded upon fulfilling eligibility criteria such as: graduating High School and Enrollment into College/University. (See Application). The Committee in its sole discretion will evaluate all applicants based on the criteria enclosed and determine the eligible recipients of the Scholarship Award.

The Scholarship will be awarded for each of the four years of the student's enrollment in College/University once they fulfill the criteria of notifying the Foundation by mailing in a Transcript and Fall Schedule.

**Eligible students are responsible for informing and submitting their grades each year to the Foundation to annually secure their four-year scholarship.**

**P.S. Please note that scholarship awards are distributed at the conclusion of each academic school year after the foundation has received your grades and verified that all requirements have been fulfilled.**

**MDR POLICY:**

- **If we do not hear from you, your scholarship for the upcoming year will be forfeited.**
- **If we do not receive your grades, transcript, and fall program by August 1<sup>st</sup>, both for the upcoming year and for each subsequent year required to maintain your scholarship, your scholarship will be forfeited.**

**Michael D. Richardson Foundation, Inc.  
4435 Austin Blvd  
Island Park, New York 11558  
Attn: Nickesha Brown/ John Pensabene  
Email: mdrfoundationinc@gmail.com**

Updated September 4, 2024

**Michael D. Richardson Foundation, Inc.**  
**SCHOLARSHIP FUND**  
**Requirements for Scholarship Eligibility**



**For the Candidate to qualify for this scholarship he or she must:**

- Exhibit financial hardship (via completed FAFSA forms)- **\*\* This is a needs-based scholarship. The FAFSA form must be completed and attached to the application in the format given to the College/University to be considered for the scholarship!!!**
- Original copy of W-9
- Be a U.S. Citizen or Resident Alien
- Have a minimum of 85 average in the four academic subject areas that include the following:
  - Mathematics: Algebra, Intermediate Algebra, Geometry, Trigonometry, Calculus
  - English
  - Science: Earth Science, Biology, Chemistry, Physics
  - History
- Provide proof of college acceptance letter to the targeted school to be attended in the Fall of 2026. If the acceptance letter is not received by **June 22, 2026**, please forward via email then hard copy via mail to the address below when received.

**(mdrfoundationinc@gmail.com)**

- Perform Community Service Hours: with a minimum of 100 hours
- Obtain 3 letters of recommendation: *Can be received from any of the following individuals:*
  - *English Language Arts Teacher*
  - *Math Teacher*
  - *Science Teacher*
  - *Social Studies Teacher*
  - *Principal/Assistant Principal*
  - *1 letter may also be submitted from your Church Pastor, Community Service Director, School Club Director, or any In-School Service Activity that you are involved in*

**(These recommendations are to attest to the candidate's moral fiber and character. No relatives may submit a letter of recommendation.)**

All letters of recommendation must be provided on organization letterhead with the title of the writer.

- **Essay:**  
**In no more than (2) typed, double-spaced, Times New Roman, 12-point font, compose a thoughtful statement that will enable us to learn more about you, your goals, and reasons for pursuing higher education and how you plan on contributing to your chosen field, community, and/or society. Please explain how the scholarship will assist in your educational plan.**

**MICHAEL D. RICHARDSON FOUNDATION, INC.  
SCHOLARSHIP FUND  
APPLICATION**



***Type or Print Clearly***

Applicant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B \_\_\_\_\_

Current Email address: \_\_\_\_\_

Current High School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you a naturalized citizen Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be a full-time student in the Fall Term of 2026? Yes \_\_\_\_\_ No \_\_\_\_\_

College/University Attending Fall 2026 \_\_\_\_\_

***Certification:***

I hereby affirm that the information provided in this scholarship application and all other documents submitted are true and accurate.

I understand the award is contingent upon enrollment in an accredited educational institution included in my submission and the scholarship will be used to help with the cost of my education.

I also understand that if I were to receive this scholarship, I have exhibited financial hardship.

I understand that in order to receive each of the next three installments of my scholarship I must provide my college transcript (annually) as substantiation that I have maintained grades that are acceptable to the Michael D. Richardson Foundation Scholarship committee, as well as proof of my intentions of attending the Educational Institution for the next Fall Semester.

**\*\* Please be sure to follow all guidelines or your application will NOT be considered!!\*\***

***Signature:*** \_\_\_\_\_

**Updated September 4, 2024**

**Michael D. Richardson Foundation Scholarship Fund 2026  
Application**

**Organization of Papers Checklist**



**Last Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

Directions: Please use this check off list to help you organize your documents as well as to be certain that you have included all items needed for the review of your application.

Attachment Number	Description	Check
1.	Exhibit financial hardship (via completed FAFSA forms; parent(s) income(s))	
2.	Copy of Official High School Transcript with grades that shows all 4 years	
3.	Proof of college acceptance letter where you will be attending Fall 2026 on school letterhead	
4.	Essay: <b>(2) typed, double-spaced, Times New Roman, 12-point font</b>	
5.	<ul style="list-style-type: none"> <li>• <b>3 letters of recommendation:</b> <ul style="list-style-type: none"> <li>○ <i>English Language Arts Teacher</i></li> <li>○ <i>Math Teacher</i></li> <li>○ <i>Science Teacher</i></li> <li>○ <i>Social Studies Teacher</i></li> <li>○ <i>Principal/Assistant Principal</i></li> <li>○ <b>1 letter</b> may also be submitted from your Church Pastor, Community Service Director, School Club Director, or any In-School Service Activity that you are involved in.</li> </ul> </li> </ul>	1. _____ 2. _____ 3. _____

**Please submit the required information no later than  
June 22, 2026 to:**

**Michael D. Richardson Foundation, Inc.  
4435 Austin Blvd  
Island Park, New York 11558  
Attn: Nickesha Brown/ John Pensabene  
Email: [mdrfoundationinc@gmail.com](mailto:mdrfoundationinc@gmail.com)**

**\*\* Please be sure to follow all guidelines or your application will NOT be considered!!\*\***

Total Points \_\_\_\_/30

**MICHAEL D. RICHARDSON**

**SCHOLARSHIP APPLICATION EVALUATION RUBRIC**

**1. Biographical Cover Page (1 point possible)**

Inadequate (0 Points)	Exceptional (1 Point)
<ul style="list-style-type: none"><li>Scholar's biographical page is incomplete and/or <b>difficult to read</b>.</li></ul>	<ul style="list-style-type: none"><li>Scholar's biographical cover page is complete and <b>legible</b>.</li></ul>

**2. Scholar Essay (11 points possible)**

Read the scholar's essay and assign a point value that most closely matches the criteria below:

Inadequate (0- 3 Points)	Adequate (4-6 Points)	Exceptional (7-11 Points)
<ul style="list-style-type: none"><li><b>Unclear or inconclusive evidence</b> about scholars' intent, goals and reasons for pursuing a secondary education and how scholar plans to contribute to their chosen field, community, and/or society.</li><li><b>Lacks clear plans</b> for how scholarship will assist education plans</li></ul>	<ul style="list-style-type: none"><li><b>Identifies some evidence</b> of scholars' intent, goals, and reasons for pursuing a secondary education and how scholar plans to contribute to their chosen field, community, and/or society.</li><li><b>Provides some evidence</b> of how scholarship will assist education plan</li></ul>	<ul style="list-style-type: none"><li><b>Clearly indicates</b> how the scholarship will assist their education plan, the scholars' intent to pursue a secondary education, and how the scholar plans to contribute to their chosen field, community, and/or society.</li><li><b>Clearly addresses</b> how the scholarship will assist their education plan</li></ul>

**3. FAFSA/Persuasiveness (12 points possible)**

Does the application demonstrate the scholar's need for the scholarship?

**\*\* THIS IS A NEEDS-BASED SCHOLARSHIP. THE FAFSA FORM MUST BE COMPLETED AND ATTACHED TO THE APPLICATION IN THE FORMAT GIVEN TO THE COLLEGE/UNIVERSITY TO BE CONSIDERED FOR THE SCHOLARSHIP!!!**

Inadequate (0 Points)	Adequate (1-10 Points)	Exceptional (11-12 Points)
<ul style="list-style-type: none"><li>The application is <b>not</b> compelling.</li><li>FAFSA form is missing/incomplete information. Family income does not meet the foundation requirements.</li></ul> <p>Yes ____ No ____</p>	<ul style="list-style-type: none"><li>The application is <b>somewhat</b> compelling.</li><li>FAFSA form is completed/some information is missing.</li><li>FAFSA Form does not fully meet the foundation requirements.</li></ul> <p>Yes ____ No ____</p>	<ul style="list-style-type: none"><li>The application is <b>extremely</b> compelling. Scholar's application stands out above other candidates.</li><li>Completed FAFSA form has been submitted and meets foundation requirements.</li></ul> <p>Yes ____ No ____</p>

#### 4. Letters of Recommendation (3 points possible)

Read the scholar's letters of recommendation and assign a point value that most closely matches the criteria below:

Inadequate (0 Points)	Adequate (1-2 Points)	Exceptional (3 Points)
<ul style="list-style-type: none"><li>Provides few positive observations about the student and their academic ability:</li><li>0-1 Letter of Recommendation</li></ul>	<ul style="list-style-type: none"><li>Provides positive observations about the student and their academic ability, but does not identify specific examples of accomplishments:<ul style="list-style-type: none"><li>2 Letters of Recommendation</li></ul></li></ul>	<ul style="list-style-type: none"><li>Clearly indicates positive and enthusiastic observations regarding the student and their academic ability and provides examples related to those observations:</li><li>3 Letters of recommendation</li></ul>

#### 5. High School Transcript (3 points possible)

Inadequate (0 Points)	Adequate (2 Points)	Exceptional (3 Points)
<ul style="list-style-type: none"><li>Your high school transcript does not meet the required 85% average in the four academic subject areas.</li></ul>	<ul style="list-style-type: none"><li>Your high school transcript meets the required 85% average in the four academic subject areas.</li></ul>	<ul style="list-style-type: none"><li>Your high school transcript meets the required 85% average and higher in the four academic subject areas.</li></ul>