UPDATED JANUARY 2026

Guidelines, How to Apply, and Application Form

Mrs. ANNA KADLEC Scholarship

% Richmond / Madison County NAACP Branch # 3099
The Scholarship Committee
P O BOX 105
Richmond, KY 40476-0105

Purpose:

Richmond/Madison County NAACP, Branch #3099, maintains the Anna Kadlec Scholarship Fund to recognize the educational achievements of and provide financial assistance to young adults within the county who are pursuing degrees at two- or four-year colleges, universities, or technical and vocational schools. It also honors Mrs. Anna Kadlec, a long-time NAACP member and activist for social and economic justice for African Americans, immigrants, and working people. She was a teacher in and resident of Madison County.

Key Dates:

- **Applications are due annually by March 31. (Late or incomplete applications are not accepted or reviewed.)**
- **Applicants are notified generally by April 30.**
- **Successful applicants will receive awards determined by the committee with a minimum of $500.00 per award. The payment schedule (one-half of the amount) will be on the first Thursday of August and January, with ceremonial presentations at the Freedom Fund Banquet or other NAACP Branch-sponsored event. Successful applicants will also receive a one-year membership in the NAACP Branch 3099.**

Eligibility and Other Information:

1. **All Richmond/Madison County high-school seniors who are or who will be enrolled in a college, university, or technical/vocational school may apply, including students who will be attending out-of-state schools. Current college/university students who are Madison County residents are also eligible.**

   ***Preference may be given to students with the greatest financial need and NAACP Branch #3099 participation.**

2. **Applicants must have, as a minimum, a cumulative high school or college GPA of 2.5 (based on a 4-point scale).**

3. Selected high school recipients must show proof from their college, university, or school confirming their acceptance and full-time enrolment for the upcoming semester/quarter before receiving their award.

4. Selected current college, university, technical, or vocational recipients must show proof from their college, university, or school confirming their continuation and full-time enrolment for the upcoming semester/quarter before receiving their award.

5. Award recipients may apply annually for up to four awards. Each application must be complete and submitted on time.

6. The Richmond/Madison County NAACP Scholarship Committee reviews and determines awards annually. This committee is composed of at least three NAACP members, appointed by the Branch President.

7. There is no limit to the number of individual awards that can be given in any year; however, the total amount of awards for one year cannot exceed 50% of the balance of the scholarship fund.

How to Apply:

1. Submit a complete application package by the annual deadline of March 31.

2. A complete application package consists of the following documents:

- The Anna Kadlec Scholarship Form (see pages 4 and 5 of these guidelines). You should fill in, sign, and date this form. If you are under 18 years of age at the time of application, your parent or guardian must also sign this form.

- Unofficial copy of high-school transcript if you are a high-school senior.

- Unofficial copy of college/university/technical/vocational school transcript if you are enrolled in a college/university/technical/vocational school.

- Typed letter or essay of no more than two pages. CANNOT USE artificial intelligence (AI).

    - Describes your current educational, vocational, and career goals
    - Describes your community activities, volunteer or paid work, and club memberships
    - Describes how you plan to use the scholarship funds if awarded and how this will further your goals

- High school students should provide a letter from their counselor stating they have met all requirements for graduation. Counselors must use official school letterhead.

- TWO letters of recommendation from individuals in your community. This could be your teachers, advisors, coaches, or employers. Current members of the NAACP Branch #3099 can also provide a letter of recommendation (One letter only from an NAACP member). *But no letters from family members or members of the Richmond/Madison County NAACP Branch scholarship selection committee will be accepted.* All recommendation letters must include the name and title of the person, their phone number, and their email address.

3. Submit your complete application as follows:

By mail in a sealed and stamped envelope addressed to:

The Richmond/Madison County NAACP Branch
ATTN: SCHOLARSHIP COMMITTEE
P. O. BOX 105
Richmond, KY 40476-0105

Or

By email to: NAACP.richmondky@yahoo.com

Scan and save your documents in one PDF file labeled as follows:
Your last name, Kadlec, and application year of application (i.e., 2024).

Here is an example:
Smith_Kadlec_application_2025

Note: If you submit your application by email, make sure your files are unlocked so reviewers can access and read them.

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Anna Kadlec Scholarship
Application Form

PLEASE PRINT OR TYPE
Name_____

Address_____City_____State_____Zip_____

Email address_____ Phone number_____

HIGH SCHOOL STUDENTS ONLY: High School_____Date of Graduation_____
ACT Score_____ OR SAT Score_____GPA_____.

College/university/school you plan to attend or are now attending:
_____

Have you been accepted by the above college/university/school? _____

CURRENT COLLEGE/UNIVERSITY/SCHOOL ONLY: Name of school_____

Major _____Minor_____

Number of College Hours completed_____

PERSONAL INFORMATION: Please describe/list any awards/recognition that you have received._____
_____
_____.

PLEASE list any Scholarships you have been awarded:
NAME _____TOTAL amount Awarded_____
NAME _____TOTAL amount Awarded_____
NAME _____TOTAL amount Awarded_____

Have you previously received an Anna Kadlec Award? If so, what years and for what amount?

_____ _____

_____ _____

PLEASE list any financial aid, including grants, you have been awarded:
NAME _____TOTAL amount Awarded_____
NAME _____TOTAL amount Awarded_____

Please list all activities (NAACP, School, Community, Church, work etc.) in which you have been involved:

_____
_____
_____
_____

ALL APPLICANTS: MUST have participated in at least one NAACP Branch #3099 event (Qualifying events include: attend two Zoom or in-person branch meetings; participate in a voter registration event, participate in MLK March or MLK essay contest; Juneteenth 5k Freedom run - volunteer or runner; participate in Veterans Day activities; attend the Freedom Fund Banquet; etc.

For EVENTS, MEETINGS, and other dates of participation, email: almilton76@gmail.com

LIST_EVENT and DATE_____

LIST_EVENT and DATE_____

The following REQUIRED documents must be attached to complete your application:
Unofficial Transcript _____(Initial)
Typed letter or essay _____(Initial)
High school seniors only - Counselor letter stating you have met all requirements for graduation ___
Proof of enrollment to college/university (Could be a letter from advisor/counselor)_____(Initial)
College/ university students please provide current class schedule _____(Initial)
2 Letters of Recommendation_____(Initial)
COMPLETED Kadlec Application Form _____(Initial)

I have read and understand the guidelines for applying for the Richmond/Madison County NAACP Scholarship.

I am enclosing ALL REQUIRED documents with this application: _____(Initial)

Applicant Signature _____Date _____

Parent/Guardian Signature (if younger than 18 at time of application):

_____Date _____