

ELITE PRIME SERVICES

INCARCERATED AUTHOR SCHOLARSHIP APPLICATION

Two annual awards - up to \$1,000 in eligible publishing services per recipient

Award Cycle	Applications Open	Submission Deadline	Notification By
Spring	January 1	March 31	May 15
Fall	July 1	September 30	November 15

Mailed applications must be postmarked by the deadline. Emailed applications must be received by 11:59 p.m. Eastern Time.

Choose one award cycle: ☐ Spring ☐ Fall Application year: _____

1. Applicant Information

Full legal name:

Incarcerated identification number:

Facility name:

Facility mailing address (include unit/housing information if required):

Expected release date, if known: _____	Preferred pronouns (optional): _____
Outside contact name (optional): _____	Outside contact email/phone (optional): _____

2. Book Project Information

Working book title:

Genre or category (for example: memoir, fiction, poetry, self-help, history):

Approximate number of handwritten pages or typed words:

Current manuscript status:

- ☐ Idea or outline only
- ☐ Partially written
- ☐ Complete handwritten manuscript
- ☐ Complete typed manuscript
- ☐ Previously edited or formatted

Provide a short summary of your book and its intended audience:

Why is this book important to you, your family, your community or future readers?

3. Requested Scholarship Services

Check every service you believe your manuscript needs. Final services will be selected according to project needs, feasibility and Elite Prime Services' standard rates.

☐ Manuscript typing and document preparation

☐ Proofreading or editing

☐ Interior book formatting

☐ Book-cover assistance

☐ Author biography development

☐ Book-description development

☐ Self-publishing assistance

☐ Printed proof-copy coordination

☐ Other: _____

Describe the main assistance you need and any barriers you have faced in completing or publishing your manuscript:

List any deadlines, facility restrictions or special mailing instructions we should know:

4. Optional Outside Contact Authorization

Complete this section only if you want Elite Prime Services to communicate with an outside supporter regarding this application.

Authorized person's full name and relationship to applicant:

Email address and telephone number:

5. Applicant Acknowledgments

- ☐ I understand that Elite Prime Services awards two scholarships annually, one during the spring cycle and one during the fall cycle.
- ☐ I understand that each scholarship provides up to \$1,000 in eligible services and has no cash value.
- ☐ I understand that the scholarship cannot be transferred, exchanged for cash or used for unrelated services.
- ☐ I understand that applying does not require me or another person to purchase services.
- ☐ I understand that selection does not guarantee book sales, reviews, royalties or commercial success.
- ☐ I understand that printing, copyright-registration fees, extensive rewriting, additional pages and third-party costs are excluded unless included in my written award.
- ☐ I certify that the submitted work is mine or that I have the legal right to submit it.
- ☐ I understand that I retain ownership of my original work and that Elite Prime Services will not use my name, image, story, testimonial, cover or manuscript without written permission.

6. Submission Checklist

- ☐ Completed and signed application
- ☐ A one- to two-page book summary or sample chapter
- ☐ Optional manuscript sample (do not send the only original copy)
- ☐ Any required facility authorization or approved-contact information

7. Signature

Applicant signature 	Date
Printed name 	ID number

Submit Your Application

MAIL Elite Prime Services P.O. Box 2539 Laurel, MD 20709
EMAIL info@eliteprimeservice.com Subject: Scholarship Application - [Applicant Name]

Keep a copy of your application whenever possible. Do not send your only original manuscript.