



**making headway**  
**foundation**

*A Foundation Dedicated to the Care, Comfort and Cure  
of Children with Brain and Spinal Cord Tumors*

## **The Michael Schwartz Scholarship Fund at Making Headway Foundation**

### Recommendation Letter Guidelines

Thank you for serving as a reference for an applicant to the Michael Schwartz Scholarship Fund, administered by the Making Headway Foundation, a 501(c)(3) charitable organization dedicated to the care, comfort and cure of children with brain and spinal cord tumors.

The Making Headway college scholarship program is named in honor of pediatric brain tumor survivor Michael Schwartz. At the age of 2 ½, and again at age 4, Michael received chemotherapy, radiation and a bone marrow transplant to successfully fight the tumor, but he faced a number of challenges as a result of the treatments. Michael would attend Steven Gaynor, a school for special educational needs, from 4th grade to 8th grade. He also received important educational support from the programs offered by Making Headway. With these supports, and with a lot of hard work and dedication, Michael flourished and achieved academic success. He is now a Media Supervisor at Heartbeat, an advertising agency servicing the healthcare sector. The Schwartz family decided that all funds raised by the family would be dedicated to college scholarships for brain tumor survivors.

Please feel free to write anything you think will help us get to know this applicant better. Please explain your relationship with the applicant, how long you have known him/her and in what capacity. The vast majority of young brain tumor survivors have had to overcome many obstacles—educational, social and emotional—in order to return to a “normal” life. We especially want to get some perspective from significant people in our applicants’ lives about how the applicant has dealt with the oftentimes daunting challenges they have faced. You are welcome to include any academic, social, or personal achievements you have seen from the applicant. In addition, feel free to write your honest opinion of the applicant, their potential, or anything else you think is applicable and appropriate.

Once your letter is completed (including name, title and contact information), please send it directly to us in the envelope provided to the following address:

Making Headway Foundation  
Scholarship Committee  
115 King Street  
Chappaqua, NY 10514

Letters of Recommendation can also be emailed directly to [Jennifer@makingheadway.org](mailto:Jennifer@makingheadway.org). Please request the writer to put "Making Headway Scholarship - [Your name]" in the title.

**Deadline for receipt of application in our office is May 1, 2026.**

Feel free to contact us at (914) 238-8384 with any questions or concerns you may have.