



2016 – 2017 Scholarship Application

Deadline: Thursday, June 30, 2016

General Information and Instructions

PURPOSE

The purpose of the *MANA del Norte* Scholarship is to assist Hispanic/Latina women from northern New Mexico in continuing and/or completing their post-secondary education. The philosophy of the founding members of *MANA del Norte* was to focus on the non-traditional student, such as single heads of household, re-entry women, and first-generation college bound. Although this criterion is not exclusive in awarding scholarships, *MANA del Norte* strongly endorses this philosophy. Scholarships are awarded based on strength of personal statement, financial need, academic ability, and letters of recommendation.

For more information about MANA del Norte visit: <http://www.manadelnortem.org>

APPLICATION ELIGIBILITY

Applicant must be enrolled or plan to be enrolled, by the beginning of the 2016 - 2017 academic year, in an accredited college or university. Both undergraduate and graduate students are eligible to apply.

Applicant must be enrolled or plan to be enrolled at least half-time. For purposes of *MANA del Norte's* application criteria, "half-time enrollment" means at least six (6) credit hours.

Applicant must demonstrate an ability to benefit from this scholarship. Applicants must have a minimum 2.5 cumulative GPA.

Applicant must be a resident of one of the following northern New Mexico counties: Los Alamos, Mora, Rio Arriba, Santa Fe, San Miguel, or Taos.

Applicant's Personal Statement **must** include information addressing this eligibility requirement, i.e., a brief description of your family heritage and cultural background and personal connection to New Mexico.

2016– 2017 APPLICATION PACKET

The following documents **must** be included in your packet at the time of submission.

- 1) Application Checklist
- 2) Scholarship Application Form
- 3) Personal Statement

New applicants:

Submit a 2-3 pages maximum (12 pt. font, double-spaced) personal statement addressing the following:

- ◆ What is your cultural background and tie to NM? What does it mean to you to be Latina/Hispanic?
- ◆ What is your history living in New Mexico?
- ◆ Please explain any special circumstances or challenges you and/or your family have faced.
- ◆ What are your educational and career goals?
- ◆ Indicate any current or previous leadership activities that demonstrate your leadership qualities, the level and nature of your involvement, and the total number of hours spent on each activity.
- ◆ Describe any current or previous community service/volunteer activities including participation in MANA del Norte.
- ◆ Indicate any recognition or honors received.

Renewal applicants who have previously received a MANA del Norte scholarship:

In addition to the above requested information, submit a 2-3 pages maximum (12 pt. font, double-spaced) personal statement addressing the following:

- ◆ Academic challenges and successes since receiving a scholarship from MANA del Norte
- ◆ Your involvement with MANA del Norte since receiving your past-scholarship

- 4) **Financial Need Statement – (attach a separate financial needs statement)** - What is your financial need? (For example, single parent, medical expenses, or other extenuating circumstances impacting your ability to begin or complete your educational goals). It is strongly recommended that all applicants answer this question. If left unanswered, it will be assumed that the applicant has no financial need.
- 5) **Official transcript(s) from all institutions attended (high school and/or college) – transcripts may be provided electronically. Unofficial transcripts may be provided if necessary; however, official transcripts will be required prior to final decisions and award. Please contact the MANA del Norte Scholarship Committee Chair if you have any difficulty in securing an official transcript.**
- 6) **Two letters of recommendation** – from academic counselor/advisor, teacher/instructor, work supervisor, or community/volunteer representative. At least one reference from a teacher/instructor/academic counselor/advisor preferred. Please include letters with your application materials.

APPLICATION DEADLINE

Your application packet must be submitted to MANA del Norte's Scholarship Committee and **postmarked on or before Thursday, June 30, 2016. DO NOT submit applications via certified mail.** Incomplete or late applications will not be accepted.

SELECTION

Scholarship application packets postmarked by the deadline will be reviewed and evaluated by the Scholarship Committee, composed of MANA del Norte members.

SCHOLARSHIP AWARDS AND REQUIREMENTS

This year, eight (8), \$1,000 MANA del Norte Scholarships will be awarded. Applicants will be notified of the status of their scholarship application no later than September 30, 2016.

Selected recipients will receive their scholarship awards and will be honored at MANA del Norte's Scholarship Banquet, generally held in Santa Fe during National Hispanic Heritage Month, Scholarship recipients are asked to attend the event. This year's event will be held on Saturday, October 29, 2016 at The Lodge at Santa Fe. The scholarship awards will be made payable to selected applicants upon receipt of **Proof of Enrollment** for the Fall 2016 semester.

Recipients will be required to participate in a MANA del Norte follow-up activity (i.e., attend a board meeting, complete survey, focus group, etc.) regarding the status of their educational achievement for the purpose of MANA del Norte's tracking/monitoring efforts. This information is required from our funding sources and also provides an opportunity to support MANA del Norte scholarship recipients.

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Application Checklist

Please use the following checklist to ensure that your application is complete, signed, and that all required documentation is included. Enclose this Applicant’s Checklist with your application packet.

	(APPLICANT)	(For MDN use)
Are all of the following required documents in your application packet?		
Application Checklist	_____	_____
Scholarship Application	_____	_____
Personal Statement (3 pages maximum)	_____	_____
Financial Need Statement (1 page maximum)	_____	_____
Two Letters of Recommendation	_____	_____
Transcript(s)	_____	_____

Are all blanks completed?	_____	_____
Did you answer every question?	_____	_____
Did you sign and date the Scholarship Application?	_____	_____
Postmarked on or before June 30, 2016?	_____	_____

NOTE: To avoid disqualification, applicant must submit all requested documentation. Incomplete or late applications will not be accepted.

DEADLINE: Submit application and supporting documents postmarked on or before June 30, 2016. *DO NOT SUBMIT APPLICATION VIA CERTIFIED MAIL. Submit application to:*

***MANA del Norte Scholarship Committee
P.O. Box 9236
Santa Fe, NM 87504***

Questions? Please contact: Dolores E. Roybal, Scholarship Committee Chair,
via email at deroybal@hotmail.com or phone 505.577.0352.

For MDN Committee: Date application packet postmarked: _____

Verified by: _____

Comments: _____

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SCHOLARSHIP APPLICATION FORM - (please print clearly)

Name: _____ Age _____

Address: _____ City: _____ State: _____ Zip Code: _____

County: _____ Email Address: _____

Primary Telephone: _____ Secondary Telephone: _____

Institution you are currently attending or will be attending during the 2016-2017 Academic Year
(Use official school name. Do not use abbreviations):

What degree are you currently pursuing at the college/university you stated above? Check one:

Associates (2 yr. program) Bachelors (4 yr. program) Masters Doctoral Other

Other (Describe) _____

What is your major, minor, or field of study?

Major: _____ Minor: _____

Graduate students indicate your field of study: _____

Expected Graduation Date: _____ Month _____ Year

List other colleges/universities attended: _____

What is your combined yearly household income? (Applicants under age 18 must include parent(s)/guardian(s) income, unless married or a parent; graduate students are not required to include parent(s)/guardian(s) income, regardless of age, marital or parental status.) Check one:

Less than \$30,000 \$30,000-\$50,000 \$50,000-\$75,000 \$75,000-\$100,000 Over \$100,000

What is the number of people living in the household? _____

What is the highest educational level of your parent(s)? Check one:

Did not finish high school High School/GED Associate's degree Bachelor's degree Advanced degree

Have you previously been awarded a *MANA del Norte* Scholarship? Yes No

If yes, when? _____ (You are eligible to re-apply)

Are you a current/previous member of *MANA del Norte*? Yes No Date of membership _____

Are you a current/previous Hermanita? Yes No Date of membership _____

CERTIFICATION: I certify that the information provided is complete and accurate to the best of my knowledge. I understand that if awarded a scholarship, I am required to provide proof of enrollment prior to the disbursement of the award. I agree to participate in a *MANA del Norte* (MDN) follow-up activity (e.g., attend a board meeting, and/or respond to a short survey, etc. regarding the status of my educational achievement) for the purpose of MDN's tracking/monitoring efforts of scholarship recipients. This information is required from our funding sources and it also provides us an opportunity to support *MANA del Norte* scholarship recipients. I understand that failure to comply with these requirements will disqualify me from applying/receiving future scholarships from *MDN*.

Signature of Applicant

Date

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Instructions for Letters of Recommendation

Please provide a copy of these instructions to your recommenders

Scholarship applicants must provide two letters of recommendation from individuals (excluding relatives or Scholarship Committee members) who know you well and can judge your professional and/or academic ability and motivation for success. It is strongly recommended that at least one letter be from a faculty member/teacher who can speak to your academic ability. We encourage you to seek other letters from personal, professional and educational acquaintances (i.e., community and church leaders, teachers, school officials, employers, and/or volunteer site supervisors).

The following points must be addressed in the letters of recommendation:

1. Name, profession/title, address and telephone number of person making recommendation.
2. Capacity in which you have observed the applicant and the length of time you have known her.
3. Your evaluation of the applicant's past academic, employment, or volunteer record.
4. Your judgment of the applicant's ability to undertake and complete her education.
5. Your evaluation of the applicant's career potential.
6. Any other information about the applicant that you believe would assist the Scholarship Committee in their decision.

Each recommendation letter must be **provided directly to the applicant** in a sealed envelope, with the signature of the person making the recommendation written across the back flap of the envelope. The letters of recommendation must be submitted with the application packet on or before **June 30, 2016**. It is recommended that your letter be provided to the applicant no later than **one week prior to the posted deadline**, so submittal of her completed application packet is not delayed.

All information submitted will be kept confidential and will be known only to members of *MANA del Norte's* Scholarship Committee.

**MANA del Norte Scholarship Committee
P.O. Box 9236
Santa Fe, NM 87504**

For questions on the scholarship application process, please contact:

Dolores E. Roybal, Scholarship Committee Chair, via email at deroybal@hotmail.com
or phone 505.577.0352

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4/26/16 Final DER