

***2012 - 2013 Scholarship Application***

***Deadline: June 30, 2012***

### General Information and Instructions

**PURPOSE**

The purpose of the *MANA del Norte* Scholarship is to assist Hispanic 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 **financial need, strength of personal statement, and letters of recommendation**.

For more information about MANA del Norte visit: [http://www.manadelnortenm.org](http://www.manadelnortenm.org/)

**APPLICATION ELIGIBILITY**

 Applicant must be enrolled or plan to be enrolled, by the beginning of the 2012 - 2013 academic year, in an accredited college or university in New Mexico. If an applicant has been accepted to an accredited college or university outside New Mexico, her application will be considered **if** she meets all other eligibility requirements. 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 for undergraduate students, as well as graduate students.

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

*MANA del Norte is part of MANA's national community of informed Latina activists working to:*

*Create a better life for all Latinos*

*Achieve full and equal participation of Latinas in our country's political, social, educational, and economic domains*

*Enhance and enrich the quality of life in our country through the active sharing of our Latina/Latino heritage and value*

**2012– 2013 APPLICATION PACKET**

The following documents **must** be included in your packet at the time of submission. The documents **must** be completed and submitted in this order:

 1. Applicant’s Checklist

 2. Scholarship Application

3. Financial Needs Statement

 4. Applicant’s Personal Statement

 5. Three Letters of Recommendation

 6. Official transcript in a sealed envelope (unofficial transcript **will not** be accepted)

 7. 2011 Federal Income Tax Return or a statement explaining why tax return(s) not available

**APPLICATION DEADLINE**

###### Your application packet must be submitted to MANA del Norte’s Scholarship Committee and postmarked on or before **June 30, 2012.** **Please DO NOT submit applications via certified mail.** Applications postmarked after deadline will not be processed.

**SELECTION**

###### A Scholarship Committee, composed of MANA del Norte members, reviews the application packets and evaluates them for accuracy, completion and timely submission.

SCHOLARSHIP AWARDS

This year, five (5), $1,000 *MANA del Norte* Scholarships will be awarded. Applicants selected for a scholarship will be notified of their award by August 17, 2012.

Selected applicants will receive their scholarship awards and will be honored at *MANA del Norte’s* Scholarship Banquet held in Santa Fe in September or October 2012, during National Hispanic Heritage Month. Date and location to be determined.

The scholarship awards will be made payable to the selected applicants upon receipt of **Proof of Enrollment** for the Fall 2012 semester.

**Applicant’s Checklist 2012 - 2013**

**Submit application and supporting documents postmarked on or before June 30, 2012 to:**

 ***MANA del Norte*** **Scholarship Committee**

 **P.O. Box 9236**

 **Santa Fe, NM 87504**

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?

Applicant’s Checklist \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Scholarship Application \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Financial Needs Statement \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Applicant’s Personal Statement \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Three Letters of Recommendation (sealed & signed

on back of envelope) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Official Transcript in sealed envelope (unofficial transcript

**will not** be accepted) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

2011 Federal Income Taxreturn(s) or statement

explaining reason return(s) not available \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Are all blanks completed? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Did you answer every question? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Did you sign and date the Scholarship Application? \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

***NOTE: To avoid disqualification, applicant must submit all requested documentation.***

**For additional information, please contact the Scholarship Committee Chair:**

**Samantha Garcia,** **sammie\_sandoval@hotmail.com** **or phone 505.795.4319**

**For MDN Committee:** Date application packet postmarked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholarship Application**

**2012 - 2013**

# PLEASE TYPE (or print clearly)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_

Iam enrolled or plan to be enrolled in the following New Mexico college, university, or other post-secondary institution for the Fall 2012 semester:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree Currently Sought:**

Certificate: \_\_\_\_\_ Associate: \_\_\_\_\_ Bachelors: \_\_\_\_\_ Masters: \_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you attended any other community college or four-year college/university within the last two years?

If yes, please list where and when:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If yes, date of membership? \_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a current/previous Hermanita? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, date of membership? \_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby certify that the information I have provided in this application is truthful and accurate.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant** **Date**

#### Financial Needs Statement

#### 2012 - 2013

##### PLEASE TYPE (or print clearly)

1. Were you employed or had some source of taxable income in 2011?

 Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **If yes**, include a copy of your 2010 federal income tax return.

 If no tax return is available, please explain why.

1. Were you claimed by your parents/guardian as an exemption for the 2011 tax year?

 Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **If yes**, include a copy of parents’/guardian's 2011 federal income tax return.

If you were claimed by your parent(s)/guardian and also filed on your own, please include a copy of your return, as well a copy of your parents’/guardian’s return.

 3. Have you been granted, or are you receiving, educational financial assistance from any other source? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

 **If yes, please list all sources and amounts:**

 Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Are you presently employed? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

 **If yes**, anticipated salary for 2012: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Number of people living in the household: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. Anticipated **total household income** for 2012: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. Anticipated **total household expenses** for 2012: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 8. Please describe (**on a separate sheet**) any special circumstances that may impact your financial ability to pursue a college education.

**Applicant’s Personal Statement**

**2012 - 2013**

**INSTRUCTIONS: Applicant’s Personal Statement should be limited to two typed pages, and must be included with your application packet. Please include your name and address at the top your Personal Statement. Your Personal Statement is a critical piece of the application, and it is an opportunity for you to present yourself and your goals to the Scholarship Committee.**

**Please ensure that your Personal Statement is thorough, well written, and that it addresses all areas listed below.**

Your **Personal Statement** should provide the Scholarship Committee with the following information:

1. A brief description of your family heritage and cultural background and your personal connection to northern New Mexico.
2. The reason(s) you decided to attend college.
3. Your educational goals.
4. Your career goals.
5. Any demonstrated achievement in reaching your goals (i.e., already completed some college credits).
6. Volunteer involvement in your community, children’s school, church, etc.
7. Any other information that you feel should be considered in support of your application for a *MANA del Norte* Scholarship.

***MANA del Norte***

**Instructions for Letters of Recommendation 2012 - 2013**

Please provide a copy of these instructions to the individuals you have requested letters of recommendation from.

A scholarship applicant must provide three (3) 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. We encourage you to seek letters from personal, professional and educational acquaintances (i.e., community and church leaders, teachers, school officials, employers, 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, 2012.** Please ensure that your letter is delivered to the applicant no later than **June 20, 2012**, so that 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.

**Thank you for helping a Hispanic woman continue her education.**

**MANA del Norte Scholarship Committee**

 **P.O. Box 9236**

**Santa Fe, NM 87504**

For more information about MANA del Norte visit: [http://www.manadelnortenm.org](http://www.manadelnortenm.org/)