



MANA del Norte 2022-23 Scholarship Application Deadline: Friday, June 30, 2022

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 (education/employment), 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 visit: <http://www.manadelnortem.org>. The application can be accessed at: <https://www.manadelnortem.org/scholarship>

APPLICATION ELIGIBILITY

1. Applicant must be a current friend of MANA del Norte. If you are not a current friend member you can join at no cost for the 2022 year. The friend membership form for scholarship applicants is available in this scholarship packet.
2. Applicant must be enrolled or plan to be enrolled, by the beginning of the 2022-23* academic year, in an accredited college or university. Both undergraduate and graduate students are eligible to apply.
3. 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.
4. Applicant must demonstrate an ability to benefit from this scholarship. Applicants must have a minimum 2.5 cumulative GPA.
5. Applicant must be a current or former resident of one of the following six (6) northern New Mexico counties: Los Alamos, Mora, Rio Arriba, Santa Fe, San Miguel, or Taos.
6. 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 NM.

NOTE: The 2022-23 academic year is referring to the Fall 2022 and Spring 2023 semesters which represent one academic year from around Aug. 2022 – May 2023 (around 10 months including breaks).

The following documents **must** be included in your application packet (which can be either submitted electronically with all attachments, or mailed), in this order:

- 1) Application Checklist (page 4 of this document)**
- 2) Scholarship Application Form (page 5 of this document)**
- 3) Personal Statement (described below)**

New applicants:

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

- Academic year previous MANA del Norte scholarship was received
- 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 need statement)

Submit a 1-page maximum (12 pt. font, double-spaced) personal statement addressing the following:

- 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) Unofficial transcript(s) from all institutions attended (high school and/or college):

- Transcripts may be provided electronically. Unofficial transcripts may be provided, however, official transcripts may 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. Letters can be either submitted electronically via email or mailed. If mailed, please include letters in a sealed envelope, with the signature of the person making the recommendation written across the back flap of the envelope OR recommender can email scholarship chair directly with the letter. Emailed letters of recommendations should be sent to:

Dolores E. Roybal, PhD, MSW, Scholarship Committee Chair
deroybal@gmail.com

Subject line: MANA Recommendation Letter

DEADLINE AND SUBMISSION OPTIONS

DEADLINE: Thursday, June 30, 2022. All applications must be received electronically or postmarked on or before the deadline. Incomplete or late applications will not be accepted.

IMPORTANT NOTE: Applicants have two ways to submit your application packet, either electronically via email or by mailing packet to our Post Office Box by **regular** mail.

1) Electronically – complete fillable form and email with all attachments to Dr. Dolores E. Roybal, Scholarship Committee Chair, at deroybal@gmail.com; or

2) Mail completed application packet and attachments to MANA del Norte to the address listed below **by regular mail** . **DO NOT submit applications via certified mail.**

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

SELECTION AND NOTIFICATION

Scholarship application packets postmarked by the deadline will be reviewed and evaluated by the Scholarship Committee, comprised of MANA del Norte members. Applicants will be notified of decisions no later than August 22, 2022.

SCHOLARSHIP AWARDS AND REQUIREMENTS

This year, ten (10) MANA del Norte Scholarships will be awarded; nine (9) awards will be in the amount of \$1,000 each, and one (1) will be for \$1,200 from Albuquerque’s LULAC Flor y Canto Council #8100.

Selected recipients will be honored at *MANA del Norte’s* Scholarship Banquet on Saturday, September 17, 2022 (time & location TBD), held during National Hispanic Heritage Month held annually, mid-September through mid-October. Scholarship recipients are asked to participate in the event.

The scholarship awards will be made payable to selected applicants upon receipt of **Proof of Enrollment for the Fall 2022 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 may be required from our funding sources and also provides an opportunity to support *MANA del Norte* scholarship recipients.

APPLICATION CHECKLIST

Please use the following checklist to ensure that your application is complete, signed, and that all required documentation is included. **Enclose this page (Application Checklist) with application packet.**

	(APPLICANT)	(For MDN use)
Required documents for application packet:		
1. Application Checklist (fillable form)	_____	_____
2. Scholarship Application Form (fillable form)	_____	_____
3. Personal Statement (3 pages max.) (attachment)	_____	_____
4. Financial Need Statement (1-page max.) (attachment)	_____	_____
5. Two Letters of Recommendation (email to committee chair or include in packet if mailed)	_____	_____
6. Transcript(s) (unofficial or official)	_____	_____

Are all blanks completed?	_____	_____
Did you answer every question?	_____	_____
Did you sign and date the Scholarship Application?	_____	_____
Emailed or mailed/postmarked before June 30, 2022?	_____	_____

DEADLINE AND SUBMISSION OPTIONS

DEADLINE: Thursday, June 30, 2022. All applications must be received electronically or postmarked on or before the deadline. Incomplete or late applications will not be accepted.

Applicants have two options (select one) to submit your application packet, either electronically via email OR by mailing packet to our Post Office Box by **regular** mail.

- 1) Electronically – complete fillable form and email with all attachments to: Dr. Dolores E. Roybal, Chair, deroybal@gmail.com OR
- 2) Mail completed application packet and attachments to MANA del Norte to the address listed below **by regular mail** . **DO NOT submit applications via certified mail.**

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

Questions? contact: Dr. Dolores E. Roybal, Scholarship Committee Chair, deroybal@gmail.com or 505.577.0352

For MDN Committee use ONLY: Date application packet received or postmarked: _____

Verified by: _____

Comments: _____

2022 MANA del Norte SCHOLARSHIP APPLICATION FORM

Name: _____ Age _____ D.O.B. _____

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

County: _____ Email Address: _____

Primary Telephone: _____ Secondary Telephone: _____

Institution you are currently attending or will be attending during the 2022-23 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? Check one:

(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.)

____ 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 _____ No

**APPLICANTS MUST BE A MEMBER OF MANA DEL NORTE TO APPLY.*

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

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: _____

Instructions for Letters of Recommendation

Please provide a copy of these instructions to your recommenders

MANA del Norte 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 info about applicant you believe would assist the Scholarship Committee in their decision.

Recommendation letters can be submitted by **1)** being 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 **OR 2)** the recommender may email recommendation letters to the scholarship committee chair, Dolores E. Roybal, PhD, MSW, directly at deroybal@gmail.com

Sealed letters of recommendation must be submitted with the application packet on or before **June 30, 2022**. It is recommended that your letter either be emailed to the Scholarship Committee Chair or 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:

Dr. Dolores E. Roybal, Scholarship Committee Chair
deroybal@gmail.com or 505.577.0352

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

APPLICATION DEADLINE:
Thursday, June 30, 2022

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mailed/postmarked on or before June 30, 2022**

DO NOT submit applications via certified mail.

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2022 Scholarship Applicant Membership Form

(2022-2023 MANA del Norte Scholarship Applicants Please Complete)

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell: _____

Email Address: _____

Occupation: _____

How did you hear about MANA del Norte? _____

Contact: Dolores E. Roybal, PhD, MSW, Scholarship Committee Chair deroybal@gmail.com

Visit our website at: www.manadelnortenm.org