



AVACE-IME Becas Scholarship Program

**AVANCE-Dallas
And
The Consulate General of Mexico in Dallas**

APPLICATION FORM¹.

Complete all sections and submit with requested supporting documents to:
Avance-Dallas, 2060 Singleton Blvd. #103 Dallas, Texas, 75212
Or send them electronically to: anne@avance-dallas.org

Application Deadline: March 10, 2015

Organization name
Address (Street and Number, City, County, State, Zip Code)
Website
Facebook
Federal Tax ID Number
How many years of experience does the Organization/Institution have delivering this program? _____

¹ IME and Avance-Dallas will not consider **incomplete applications**. You can complete the application in Spanish or English.

Project Director (Contact Person) for AVACE-IME Becas Scholarship Program 2014-2015

Person authorized to ensuring compliance to the AVACE-IME Becas Scholarship Program 2014-2015 requirements

Last Name

First Name

Phone Numbers

E-mail

Amount Requested & Project Timeline for this cycle

Amount requested \$ _____	Timeline for your project From _____ (mm/dd/yyyy) To _____ (mm/dd/yyyy)
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Please indicate the number of beneficiaries for this request. _____.

Other Funding

Presently, does your Organization/Institution receive other financial support for the delivery of the programs for which you are applying from the AVANCE-IME Becas Scholarship Program?

Yes _____ No _____

If so, how much does your Organization/Institution receives each year?
\$ _____

How long will this funding last? _____

Include a proposal (up to three pages) with the following guidelines. In addition include all the documents requested. (See Additional Information)

I hereby certify that all information contained in this application form is true.

Printed Name and position

Place and Date

Signature

ADDITIONAL INFORMATION

PROPOSAL CONTENTS: (up to three pages)

- a) The proposal should describe the Organization/Institution, its goals, programs, activities and achievements in the field of adult education, and its contributions to the educational development of Mexican or Mexican origin immigrants, as well as projects and plans to meet the Organization/Institution's needs with the proposed grant.
- b) Organizations offering higher education scholarships must guarantee that 100% of monies be allocated to the selected candidates.
- c) State the goals and procedures to assess the progress of the objectives.
- d) Include a detailed budget of the expenditures proposed by the applicant Organization/Institution. It should indicate how payments will be made and specify which people will benefit from the AVANCE-IME Becas Scholarship funds.
- e) Include other funding, support for this student. If the scholarship does not completely cover the program costs, please list where full program funding will come from.
- f) A maximum of \$15,000 per institution for High Education requests and a maximum of \$10,000 for Adult education requests per institution.

The following documents must be attached to the application: (in addition to 3 page proposal)

1. Mission of the Educational Institution or Non-Profit Social Organization.
2. Resume and names of the people responsible for the activities proposed and the management of funds in the Organization/Institution.
3. Copy of Internal Revenue Service (IRS) letter confirming 501 (C) (3) tax-exempt status.
4. In the case of Non-Profit Social Organizations, a copy of the most recent 990 tax form.
5. Statement of the operating budget for the current fiscal year, including a summary of sources of funds for the Program.
6. Letter of recommendation from an education official who is familiar with the education programs for adults and youth, offered by the applicant.
7. Monthly timeline.

Please note the following:

- a) Grants are for support of low-income Mexican or Mexican-origin students who require financial aid to start, continue, or complete their education.
- b) Organizations may also apply for programmatic funding to support program delivery based on the funding guidelines.
- c) Funds from the AVANCE-IME Becas Scholarship Program cannot be used for any administrative or operating expenses by the applicant Organization/Institution, or for the payment of benefits, food, advertising, rent, transportation, travel, or purchase of equipment (including computers and computer accessories)
- d) Eligible expenses are educational materials, tuition, student transportation, stipends for students (up to \$200 per student or \$800 for volunteers or teachers).
- e) Recipient Institutions or Organizations must provide a report of student progress.
- f) If funded student fails to complete the program, a report of progress should be sent upon exit. Organization may reallocate unexpended funds to another student. Please provide student information to AVANCE-Dallas.

For more information please call:

Anne Thomas, Executive Director
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Dallas, Texas 75212
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214-887-9907 X100
anne@avance-dallas.org