



**The Institute for Mexicans Abroad
Consulate of México in Atlanta, Georgia
IME-Becas Scholarship Program 2013-2014**

APPLICATION FORM

Complete all sections of this application and submit the form along with the original and a copy of the supporting documents that are relevant to your organization's status, to the Consulate of Mexico in Atlanta, Georgia by **the 10th of July, 2013**. Applications can be completed in Spanish or English. **Incomplete applications will not be considered.**

Information of the Non-Profit Social Organization or Educational Institution

Applicant	
Legal name: _____	
Date of creation (mm/dd/yyyy): _____	
Address: _____	
(Street and Number)	
_____	_____
(City)	(County)
_____	_____
(State)	(Zip Code)
Phone Numbers: _____	

Website: _____	
Federal Tax ID Number: _____	
How many years of experience does the Organization/Institution have? _____	

General Information

Describe the objective of the Organization/ Institution

Describe how the Organization/Institution contributes to education of Mexican immigrants

Information of the Project Director (Contact Person) for the IME-Becas Scholarship Program grant

Last Name: _____		
First Name: _____		
Address: _____		
Number and Street		

City	State	Zip Code
Phone: _____		
E-mail: _____		
Time working with the Organization/Institution:		

Location (s) where your Organization/Institution operate(s). If there is more than one site, please include the information on a separate page.

Name of Center/Site or Agency:		

Address: _____		
Number and Street		

City	State	Zip Code
Phone: _____		

Information of the Financial Officer/Accountant for the IME-Becas Scholarship Program grant

Last Name: _____			
First Name: _____			
Title: _____			
Address: _____			
Number and Street			
_____		_____	
City	State	Zip Code	
Phone: _____			
E-mail: _____			

Amount Requested & Project Timeline for this cycle

Amount (Indicate number and letter) \$ _____ _____	Timeline for your project From _____ (mm/dd/yyyy) (no earlier than _____) To _____ (mm/dd/yyyy) (no later than _____)
How will these funds be distributed? Please indicate the number of recipients _____ Indicate if: () They will be Scholarships to higher education students or, () They will be Scholarships to adult education	

Other Funding or Scholarships

Presently, does your Organization/Institution receive other financial support for the development of the programs for which you are applying from the IME-Becas Scholarship Program? Yes _____ No _____ If so, how much does your Organization/Institution receive each year? \$ _____ How long will this funding last? _____
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Include a proposal with the following guidelines:

- a) Supplemental proposal of no more than three pages describing the Organization/Institution, its goals, programs, activities and achievements in the field of adult education and higher education, and its contributions to the educational development of Mexican immigrants, as well as projects and plans to meet the Organization/Institution's needs with the proposed grant.
- b) Description of the project, anticipated results that would be achieved with the support of the IME Scholarship resources, and the procedures used for assessing the progress of objectives. Organizations offering adult education must verify that at least 80% of people benefiting from the educational services are Mexican or of Mexican-origin.
- c) Institutions that offer support for undergraduate and/or graduate students must verify that preferably 100% of the IME Scholarship resources are channeled to Mexican or Mexican-origin students.
- d) Include a budget with a detailed list of the expenditures proposed by the applicant Organization/Institution, including a short statement describing the purpose of such expenditures. It should indicate how payments will be made and specify which people will benefit from the IME Scholarship funds.
- e) Discussion of the relationship between the support requested from the IME-Becas Scholarship Program and other sources of funding received and anticipated by the applicant Organization/Institution in order to help meet project tasks and activities.

The following documents must be attached to the application:

- i. Mission of the Educational Institution or Non-Profit Social Organization.
- ii. C.V. of the people responsible for the activities proposed and the management of funds in the Organization/Institution.
- iii. Copy of the letter from the Internal Revenue Service (IRS) confirming 501 (C) (3) tax-exempt status.
- iv. In the case of Non-Profit Social Organizations, a copy of the most recent 990 tax refund Form.
- v. Statement of the operating budget for the current fiscal year, including a summary of sources of funds for the Program.
- vi. Letter of recommendation from an education official who is familiar with the education programs for adults and youth, offered by the applicant.

Please note the following:

- a) Grants are for low-income Mexican or Mexican-origin students who require financial support to start, continue, or complete their education, from basic education to the professional level, or for undergraduate or graduate programs.
- b) Resources from the 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).
- c) The funds must be used during the 2013-2014 academic term, except for the summer session. Although the dates vary among schools, must be spent before June **2014**.

Commitments with IME-Becas Scholarship Program 2013-2014

- Assume responsibility for the administration and distribution of resources supported by the IME Scholarship fund under the allocated budget.
- Fill in the microsite of the Program at the end of the project, the final report, including activities performed, the number of beneficiaries of the Program resources, and the amount of funds allocated to each category. Testimonials should be attached to account for how the Program has benefited students.
- Verify that top-level scholarship students participate in some type of social service or other work that benefits the migrant community.

Publication of results and distribution of funds

- The Consulate of Mexico in Atlanta, Georgia will publish the results of the selection process on its Website and via local Media Outlets no later than the 30th of August.
- During the month of October, notification and the corresponding checks will be sent directly to the Organizations/Institutions, receiving grants from this Program.

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

Printed Name

Place and Date

Signature