

# Friends of Guatemala

## Category 1 Scholarship Guidelines

Updated April 2024

### **Definitions**

Category 1 refers to scholarships that are awarded from the general fund. The fund consists of donations from Friends of Guatemala (FOG) members. Category 1 scholarships are competitive and decisions regarding the distribution of these funds are made annually by the FOG Board. This guidance pertains to Category 1 applicants only.

FOG also administers Category 2 scholarships. These are funded by the sponsor for specific students. The nominating PCV or sponsor solicits funds (usually from family and friends) to be donated through FOG to the Category 2 student. See separate guidelines for Category 2 scholarships on the FOG website: [www.fogrpcv.org](http://www.fogrpcv.org)

### **General guidelines**

- All FOG members, including Board members, and currently serving Peace Corps volunteers (PCVs) are eligible to nominate (submit applications) for FOG scholarships.
- Category 1 scholarships are intended for students at the Básico (roughly equivalent to junior high school) or Diversificado (roughly equivalent to high school) levels.
  - FOG does not accept applications for Category 1 scholarships at the primary school or University level. This is because both the need and the demand for funding Básico and Diversificado students are high and typically exceed the funds available to FOG.<sup>1</sup>
  - FOG does not sponsor scholarships for study outside of Guatemala.
- RENEWAL APPLICATIONS: There are no limits on the number of applications one sponsor may submit for renewing students (those who have received FOG assistance previously and have not yet completed Diversificado).<sup>2</sup>
- NEW APPLICATIONS: Multiple new applications from one sponsor will be considered only if funds are available. Sponsors may submit up to three new applications per year, and must designate the order of priority for FOG's

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<sup>1</sup> Sponsors seeking funding for students beyond Diversificado are encouraged to work through Category 2. Prospective students should also seek financial aid from their prospective educational institution and other sources, such as the Quaker organization, Guatemala Friends, [www.guatemalafriends.org](http://www.guatemalafriends.org)

<sup>2</sup> This is because PCVs frequently “inherit” students from previous volunteers. New volunteers are encouraged to continue to support students of former volunteers, as well as submit new applications.

consideration<sup>3</sup>. As funds permit, once first priority applications from each sponsor are considered, second priority will be considered, then third priority.

- If a sponsor submits more than 3 new applications, only 3 will be considered (at FOG's discretion if priority not indicated)
- In the (unlikely) event that funds remain after third priority applications are considered, the Board may, at its discretion, call for more applications or rollover the remaining funds to the next scholarship funding cycle.
- Applications for Category 1 scholarships for former Category 2 students will be treated as new (not renewals).

### **Application procedure**

- **Sponsors are encouraged to submit applications online through the FOG website: [www.fogrpcv.org](http://www.fogrpcv.org) > Documents > Apply Online.**
- Applications may also be submitted to the Category 1 Scholarship Coordinators Hannah Gdalman ([hgdalman@gmail.com](mailto:hgdalman@gmail.com)) and Ana Isabel Mendez ([aidem54@gmail.com](mailto:aidem54@gmail.com))
- New applications must be complete, including a bank account number where funds can be deposited if the application is funded, a recommendation from the sponsor, a budget, and other information as noted on the form.
- Renewal applications must be submitted with updated information each year funding is requested.
- Applications must be submitted by October 15 for the school year beginning the following January. This deadline allows time for the Board to consider all requests and for distribution of funds to the scholarship recipients with sufficient time to plan for the new school year.
- If a scholarship student ceases attending school before the end of the school year, the sponsor should contact FOG regarding allocation of any remaining funds. Depending on timing and other circumstances the FOG Board will determine if funds may be transferred to another student or returned to FOG. If funds are transferred to another student, that student will be considered as a new applicant for the next funding cycle.

### **Sponsor's Responsibilities**

- Identify students with leadership potential and commitment to bettering their communities.
- Work with student and their family to develop a workable budget.

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<sup>3</sup> It is important for sponsors to designate the priority order for their applicants, as funds are limited and may not allow for all three of their new candidates to be funded. Also, sponsors are in the best position to evaluate the individual student's needs and potential.

- Submit applications on time.
- Ensure that funds are delivered in a timely way and are used for intended purposes.
- If the sponsor is on site, consider having students or their parents sign a receipt if funds are delivered in cash or if multiple students are being mentored by one sponsor.
- Monitor student's progress and provide any documentation, e.g., inscription receipts, grade reports, etc., requested by FOG. FOG typically requires confirmation of satisfactory academic progress, e.g., a grade report, for ongoing students.
- If it would be useful to help families manage their budget, sponsors may provide funds in two installments, one for initial expenses and one later in the school year for ongoing expenses.
- Identify another volunteer, teacher or responsible adult (other than the student's parents) in the community who can mentor and monitor the student after the original sponsor completes Peace Corps service.
- Sponsors are encouraged to submit pictures of the students, their teachers and schools, and stories related to their education and scholarships. These pictures and recommendations are extremely useful for fundraising purposes. Sponsors should obtain consent from the student's family prior to submitting materials to FOG. An optional release form is available on the FOG website under Documents > Scholarships > FOG Scholarship Photo Release.

### **Considerations for funding**

- FOG gives priority to renewing students, regardless of the sponsor, as long as applications are received on time (i.e., October 15 for the school year that starts the following January) and the student has not yet graduated Diversificado and remains in good standing academically.
- FOG will consider late applications, and additional new applications from the same sponsor, if funds are available only after all renewals and applications that were received on time, have been considered.
- Because continuity is important for students, the FOG Board strives to fund students through their current level of education as long as they maintain passing grades.
- Category 1 Scholarship amounts are determined by the amount of funds raised from FOG members and the number of applications received in any given year. For example, stipends for students at the Básico and Diversificado level, over the last few years (2020-2023) have ranged from \$300-600USD per student, per school year.
- Stipends awarded in any given year should be approximately equal for students at the same level of education.
- FOG generally tries to grant as many scholarships as possible. This usually results in partial funding for several students, rather than completely funding

one large request. FOG encourages sponsors to leverage the grants that they receive from FOG by soliciting donations from friends and family through the Category 2 program.

- Requests for funding projects are handled through Category 2. Projects must be related to education, e.g., improvement of school infrastructure, school kitchens, latrines, hand washing stations, etc.

### **Timing**

September 15	Call for applications. Scholarship Coordinator typically contacts sponsors of previous year's scholarship students to remind them to renew applications
October 15	Deadline for submission of Category 1 applications
November 15	Target deadline for funding decisions by FOG Board of Directors
November 30	Target deadline for transfer of scholarship funds to Guatemala
December 15	Target deadline for completion of distribution of funds to scholarship recipients

For more information contact: [info@fogrpcv.org](mailto:info@fogrpcv.org)