

## **Friends of Guatemala Category 2 Scholarship Guidelines**

January 28, 2020

### **Definitions**

Category 2 scholarships are for specific students who are nominated and funded by the FOG members who sponsor them. Sponsors raise funds through their networks of family and friends. FOG provides the administrative framework to aggregate donations and distribute funds to the students in Guatemala. All scholarship applications are reviewed by the FOG Board.

This is a companion program to FOG Category 1 scholarships which are more limited in scope and awarded through a competitive process. Category 1 scholarships are funded directly by FOG from the scholarship.

This guidance pertains to Category 2 scholarships only.

### **Candidates for Category 2 scholarships**

- The program is intended for Guatemalan students who are well known to their sponsors, demonstrate good character and the tenacity to pursue their studies, but who may lack the financial resources to do so.
- Category 2 is designed to accommodate students at all levels of education, pre-school through University.

### **Application Process**

- All FOG members in good standing, including Board members, and currently serving Peace Corps Volunteers (PCVs) are eligible to submit applications to sponsor Guatemalan students for Category 2 scholarships.
- Applications must be submitted by the sponsor (not the student).
- Applications are available on the FOG website: [www.fogrpcv.org](http://www.fogrpcv.org)
- There is no limit on the number of Category 2 scholarships that one FOG member can sponsor.
- Category 2 applications may be submitted at any time during the year.
- New applications must be complete, including a bank account number where funds can be deposited, a recommendation from the sponsor, a budget, and other information as noted on the form.
- Banking information is particularly important. Currently serving volunteers can use their Banco Industrial accounts. RPCV sponsors must identify a current PCV, teacher, or other responsible person in the community who has a bank account and is willing manage funds for the student.

- Applications lacking any critical information will be returned.
- Updated applications (or written confirmation that no information has changed) must be submitted to FOG each year that funding is requested.
- Applications should be submitted to the Category 2 Scholarship Coordinators Ana Isabel Mendez [aidem54@gmail.com](mailto:aidem54@gmail.com) and Meg Rice [mjrice49@me.com](mailto:mjrice49@me.com)
- FOG reviews all applications primarily to ensure that budgets are reasonable and information is complete.
- Sponsors should allow sufficient time (generally 1-2 weeks) for review and processing of applications, before soliciting funds.
- FOG reserves the right to refuse applicants and/or donations that conflict with the organization's mission or goals, or are inconsistent with these guidelines.
- Sponsors may augment Category 1 grants with Category 2 funds.

### **Sponsor's Responsibilities**

- Work with students to develop a realistic budget. FOG can provide sample budgets as a rough guide. Budgets will differ depending on the type and location of school, grade level and other factors.
- Identify and contact potential donors. These could include: friends, neighbors, family, fellow RPCVs, church groups, school groups, civic groups, such as Rotary, etc.
- If the sponsor is no longer a PCV, she or he must identify a current volunteer or other responsible person on site to manage scholarship funds.
- By submitting an application, sponsors certify that funds will be used only for educational purposes for the student named on the application.
- It is the sponsor's responsibility to monitor the student's progress and provide any documentation, e.g., tuition receipts, grade reports, requested by FOG.

### **Information for Donors**

- Once applications have been reviewed, sponsors should advise potential donors to send donations to FOG either by check to:

Friends of Guatemala  
P O Box 33018  
Washington DC 20033  
-or-

online via PayPal/credit card on our website: [www.fogrpcv.org](http://www.fogrpcv.org)

- Checks should be made payable to: Friends of Guatemala
- Donors should indicate in the memo field of the check or the information field of the online donation: "Category 2" and the name of the student or the PCV/RPCV sponsor.
- FOG is a 501 (c) 3 non-profit organization. Donations are tax-exempt.
- Our EIN is 52-1671334
- FOG will provide donors with a receipt for tax purposes.

- FOG will complete any documentation necessary to apply for matching grants from employers, if requested by donors. FOG is a Qualified Public Charity for the purpose of receiving distributions from IRAs. Contact [friendsofguatemala@gmail.com](mailto:friendsofguatemala@gmail.com) for more information.

### **Limitations on Category 2 Funding**

- FOG scholarships are intended for study only at schools in Guatemala.
- The amount of each scholarship should not exceed US\$3,000 per year.
- FOG recognizes that in some instances, e.g., law school and medical school, expenses may exceed \$3,000 per year, per student. Applications for stipends in excess of \$3,000 per student per year must be authorized by the FOG board before any funds are sent.
- Category 2 funds are for legitimate educational expenses of the student, i.e., inscription, tuition, books, supplies, transport to school, uniforms or clothing required by the school, and lodging at or near school only if student's home is located too far away to reasonably commute daily.
- Funds are not to be used for family expenses<sup>1</sup>, travel outside Guatemala, or any other daily living expenses not directly related to the student's schooling.

### **Timing**

- Applications and funds may be submitted at any time during the year.
- Allow two weeks for review of applications. Allow one month from when payment(s) is received by FOG in Washington for credit to student's account in Guatemala. Be advised that payments around Semana Santa and Christmas/New Year Holidays may be delayed.

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<sup>1</sup> Many low-cost services (e.g. RIA, Worldremit, etc.) exist to facilitate remittances to families in Guatemala. FOG does not endorse any specific service. Be sure to compare fees, delivery options and exchange rates before selecting a service.