**INSTRUCTIONS TO APPLICANTS**

IMPORTANT: Please read all application materials thoroughly before completing this application. *Applications that are incomplete or unsigned will not be considered.*

1. GENERAL INFORMATION: NCIDC’s objective is to support Native people in obtaining education or training so they can reach their full potential. The NCIDC scholarship program is funded by a grant provided by the Chan-Zuckerberg Initiative. You may fill out the application online through www.scholarship.ncidc.org. Return completed paper applications to Northern California Indian Development Council, 241 F St., Eureka, CA 95501, or email them to info@ncidc.org.
2. SELECTION CRITERIA: This award is intended to help American Indian, Alaskan Native, and Native Hawaiian students/trainees who live in California or are members of California Tribes. “California Tribes” includes federally-recognized, state-recognized, and non-acknowledged Tribes located at least partially within California. All awards are based on merit and dependent upon available funding. Current students should have at least a 2.0 GPA. NCIDC does not fund applicants who are living out of the country and/or enrolled in or seeking enrollment in an institution out of the country.
3. PRIORITIZATION: NCIDC prioritizes applications in three groups. Eligible applicants who live in Humboldt, Del Norte, Siskiyou, and Trinity Counties in California will be considered first and given highest priority. The second priority group will be eligible applicants living within California, followed by the third group which are eligible applicants who are members of California Tribes who are living out-of-state. This is a competitive and prioritized process with limited funding and not all eligible applicants are guaranteed to receive an award.
4. DEADLINES: Scholarship applications will be accepted on an ongoing basis, but awards will be made twice a year using the existing applicant pool. It is the applicant’s sole responsibility to submit a complete application to NCIDC. *There are no exceptions to this rule.*

Award Determinations: March 15

 September 15

1. OTHER RESOURCES: We strongly recommend that applicants complete their FAFSA and look through private scholarship directories for information on over 100,000 scholarships, grants, loan and internships. A wide range of corporations, unions, trust funds, religious and fraternal organizations, associations, and private philanthropists can provide you with the financial assistance you need to continue your education.
2. AWARDS: Scholarships are awarded on a competitive basis. Applicants attending an academic institution for less than full-time will only be eligible to receive $1,000. Applicants attending academic institutions full-time, or attending vocational or technical institutions will be eligible for $2,000. The number of units being taken by academic part-time students will influence their application competitiveness. All applicants will be notified by letter regarding the decision on their applications. The scholarship will be paid directly to the awardee and the awardee may decide the best way to use the funding to support their education/training.
3. INSTITUTIONS: Applicants may attend academic, vocational, technical institutions, distance learning or online programs. However, the institution that the applicant wishes to attend should be formally accredited. If your institution of choice is not accredited, you are *required* to describe why that institution would be beneficial for your education/training in your personal statement.
4. POST-AWARD REQUIREMENTS: If you receive a scholarship, you will be required to provide NCIDC with updates on your progress toward graduation/training completion by responding promptly to NCIDC staff follow-ups.

**LETTERS OF RECOMMENDATION OUTLINE**

Letters of recommendation for the scholarship application are optional, however they are highly encouraged and increase the competitiveness of an application if they are included. Applicants may submit a maximum of two letters of recommendation with their application.

1. If letters of recommendation are submitted, they must be submitted in one package with the scholarship application. Letters received by NCIDC separately will not be considered.
2. We recommend that the following areas be addressed in the letter of recommendation:

**BACKGROUND:**

* + - What is your relationship to the applicant?
	+ How long and how well have you known the applicant?
	+ In what capacity have you known the applicant? (i.e. teacher, coach, advisor, employer, friend, etc.)

**ACCOMPLISHMENTS**:

* + - Academics: What types of grades, test scores, honors, and awards has the applicant received?
		- What type of leadership qualities has the applicant demonstrated?
		- Describe the types of extracurricular activities the applicant has been involved in.
		- Describe the applicant's commitment to their tribe and Indian community.

**POTENTIAL**:

* + - * Has the applicant lived up to his/her potential? Explain.
			* If not, what evidence can you provide to demonstrate that they will?

**PERSONAL STATEMENT OUTLINE**

**A personal statement is required; however, it may be submitted in the form of a written essay or an oral statement submitted through video file. Written essays may be a maximum of two pages and video statements may be a maximum of five minutes long. The personal statement may address any one or more of the items below. It is not required to respond to all of the prompts; however, responding to more prompts will likely make the statement more competitive.**

**INTRODUCTION:** Please introduce yourself using your full name and your Tribal/Native affiliation. Please put your name and page number on each page if you are submitting a written personal statement.

**ACADEMICS:** State what grades you made in your field of interest. Describe any awards won in high school or college and their significance. List any scholarships and how you won them. Describe any leadership positions you have held in high school or college, how you were elected and what your responsibilities were. Describe what courses you have taken to prepare you for college and your career and what you have learned so far that has inspired you. Tell us who or what inspired you to pursue your chosen field of study, and how that inspiration came to you.

**CAREER PLANS:** Explain what you plan to do after you finish college or training. Tell us what your ultimate career goals are. Describe your personal interests and tell us how they are related to your planned career. Describe your strengths and explain how they are used in your study for your planned career.

**American Indian/Alaskan Native/Native Hawaiian Community Involvement:** Describe your plans on working with the Indigenous community. Tell us about your Native heritage and what this means to you. Describe your ties to your Indigenous community and your experience in this community. Describe your participation in traditional Indigenous activities, ceremonies, and/or language.

**LEADERSHIP:** Describe any elected or appointed positions in school or college and how they relate to your planned career. Describe any summer work relevant to your planned career. Describe your membership in clubs and/or athletics and how it relates to your future. Describe your community involvement and/or your community service activities.

**INSTITUTION (If applicable):** If the institution of your choice is not accredited, describe why you chose that institution and how it will be beneficial to your goals. This item is REQUIRED if your institution is not accredited.

**APPLICATION FORM**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_
Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Native Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Training/Education Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Student Level (If applicable)**: [ ]  Freshman [ ]  Sophomore [ ]  Junior [ ]  Senior
[ ]  Graduate [ ]  Post Graduate [ ]  Training/Vocational Student

**GPA if you are a current student: \_\_\_\_\_\_\_ Anticipated tuition and fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Education level if not in college:** [ ]  Education ended before 8th grade
[ ]  Education ended in High School (didn’t graduate or get a GED) [ ]  Graduated High School
[ ]  Obtained GED [ ]  2-year college graduate [ ]  4-year college graduate

**School schedule for upcoming semester (if applicable):** [ ]  Full-time [ ]  Part-time

**Number of units: \_\_\_\_\_ Degree/Certificate/Credential Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major/Field of Study/Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected Graduation/Completion Date: \_\_\_\_\_\_\_\_\_\_**

**Military Status:** [ ]  Not in military [ ]  Active Military [ ]  Veteran

**Household Size: \_\_\_\_\_\_ Disabled:** [ ]  Yes [ ]  No

**Household type:** [ ]  Single Person [ ]  Two Adults (No children) [ ]  Single Parent
[ ]  Two Parent Household [ ]  Non-related adults w/Children [ ]  Multigenerational Household
[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you live on a Rancheria/Reservation?** [ ]  Yes [ ]  No

**Gender:** [ ]  Female [ ]  Male [ ]  Non-binary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Status:** [ ]  Employed Full-time [ ]  Employed Part-time [ ]  Migrant Seasonal Farm Worker
[ ]  Unemployed (6 months or less) [ ]  Unemployed (More than 6 months)
[ ]  Unemployed (Not in Labor Force) [ ]  Retired

**Housing:** [ ]  Own [ ]  Rent [ ]  Other Permanent [ ]  Homeless (this includes couch surfing or temporarily staying with family) [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENTATION:** The following documents are required by NCIDC for the review process. The applicant’s name is required to be on every page submitted for scholarship consideration.

[ ]  Proof of your Tribal membership/enrollment or Native affiliation. This may be any of the following:

* Tribal ID card/official letter/certificate from a federally-recognized Tribe, or non-federally-recognized Tribal group on the NHPA Section 106 federal consultation list (NHPA list), indicating membership or descendancy;
* Parent’s Tribal enrollment documentation and copy of client birth certificate indicating descendancy from the enrolled Tribal member;
* Certificate of Degree of Indian Blood (CDIB) from the Federal Government documenting a blood quantum from a Native American Tribe on either the most recent list of federally-recognized Tribes or the NHPA list;
* ID card/official letter/certificate, proving status as an Alaskan Native or a descendant of a Native, as defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1602(b), (r))
* ID card/official letter/certificate, proving status as a Native Hawaiian as defined in section 7207 of the Native Hawaiian Education Act (20 U.S.C. 7517)

[ ]  Application form

[ ]  A written or video statement explaining your goals in life, college plans, and/or career plans, personal history, goals and interests. See outline.

[ ]  (OPTIONAL) Letters of Recommendation. See outline.

[ ]  Up-to-date unofficial transcripts if you are a current college student, or High School transcripts if you are just entering college.

[ ]  Copy of letter of admission from a college/university or letter of acceptance for training/vocational program.

[ ]  Signed agreement (this page)

**PLEASE NOTE:** If students are missing any documents from the application packet, NCIDC staff *will not* contact you to retrieve what is missing. It is the sole responsibility of the student to have all required documents submitted to NCIDC at the time of submitting the application. **If any documents are missing, the application will be marked as incomplete and will not be considered.** Documents submitted at a different time than the primary application form will not be considered. If you submit an incomplete application, you will be notified by letter. If you are notified of an incomplete application, you may resubmit at any time.

**CERTIFICATION:** I hereby certify that information on this application is true, correct and complete to the best of my knowledge. I consent to the release of this information to NCIDC staff as necessary to determine my eligibility and report on services provided. **I understand that any scholarship awarded to me will be disbursed as money becomes available to Northern California Indian Development Council (NCIDC).** If awarded a scholarship from Northern California Indian Development Council, I agree to comply with all rules applicable to the award.

I understand that, should I be awarded a scholarship, I will be required to share information about my education/training progress with NCIDC staff, including if/when I obtain my degree/certificate/credential.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature Date Parent’s Signature (if student is under 18 years)**