

IME-Becas Scholarship Program / Adult Education
Institute for Mexicans Abroad
Consulate of México in New York
APPLICATION FORM¹.

Complete all sections and submit with requested supporting documents, to the Mexican Consulate in New York by **September 1, 2016**.

Organization or educational institution:

Organization / educational institution name
Address (Street and Number, City, County, State, Zip Code)
Does your organization / educational institution serve, operate, elsewhere? If so, please share the contact information
Phone Numbers
Website
Facebook
Federal Tax ID Number
How many years of experience does the Organization / educational institution has?

¹ IME and the Mexican Consulate will not consider **incomplete applications**. You can complete the application in Spanish or English.

Project Director (Contact Person) for IME-Becas Scholarship Program 2016-2017

Last Name
First Name
Phone Numbers
E-mail

Accountant responsible for IME-Becas Scholarship Program 2016-2017

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)
Please indicate the number of beneficiaries _____ (Information needed for evaluating your request).	



Please state the amount that your organization / educational institution will provide to at least double the amount requested to the Mexican Government / IME Becas Program.

Amount \$ _____

Information needed for evaluating your request.

Other Fundings

Presently, does your Organization / educational 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 / educational institution receives each year? \$ _____

How long will this funding last? _____

Include a three pages proposal with the following guidelines. Include all the documents requested. (See Additional Information)

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

Name

Place and Date

Signature

ADDITIONAL INFORMATION

The guidelines, application requirements, selection process, as well as commitments by all involved, are stated in the following:

www.ime.gob.mx / <https://consulmex2.sre.gob.mx/nuevayork>

PROPOSAL CONTENTS: (three pages)

- a) Mission. State de mission of the organization / educational institution.
- b) The proposal should describe the organization / educational institution, its goals, programs, activities and achievements in the field of adult 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.
- c) Organizations / educational institutions offering adult education must verify that at least 80% of people benefiting from the educational services are Mexican or of Mexican-origin.
- d) State the goals to be achieved, anticipating the results that would be achieved with the support of the IME Scholarship resources. State the procedures to assess the progress of objectives.
- e) Include a budget with a detailed list of the expenditures of the applicant Organization / educational institution, including a short statement describing the purpose of such expenditures. It should indicate how payments will be made and specify the destination of the benefits for students and the stipends for teachers and coordinators.
- f) Describe the relationship between the support requested from the IME-Becas Scholarship Program and other sources of funding received and anticipated by the applicant Organization / educational institution in order to help meet project tasks and activities.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION:

1. C.V. of Project Director, responsible for the activities proposed and the management of funds in the Organization / educational institution.
2. Copy of Internal Revenue Service (IRS) letter confirming 501 (C) (3) tax-exempt status.
3. In the case of Non-Profit Social Organizations, a copy of the most recent 990 tax refund Form.
4. Statement of the operating budget for the current fiscal year, including a summary of sources of funds for the Program.
5. Letter of recommendation from an education official who is acquainted with the education programs for adults and youth, offered by the applicant.
6. Monthly timeline for the project

PLEASE NOTE:

- 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 occupational training.

- b) Resources from the IME-Becas Scholarship Program cannot be used for any administrative or operating expenses by the applicant Organization / educational institution, or for the payment of benefits, food, advertising, rent, transportation, travel, or purchase of equipment (including computers and computer accessories).