

# Richard Frost Youth Scholarship Program Application Packet

## Program Guidelines

The Koniag Shareholder Settlement Trust administers the Richard Frost Youth Scholarship Program. **Applications are available April 1, 2021, to March 31, 2022.** This program is named after long-time Koniag Board member Richard Frost. Richard was a strong advocate for youth and education. Applications are accepted and reviewed throughout the year until the budget is expended.

Funding is limited and available for **voting Koniag Shareholders and registered Descendants of voting Koniag Shareholders to attend athletic, scholastic, cultural, and leadership trainings, events, camps, or programs (“event”) that will help the student to reach his or her goals.** Examples of the types of events that qualify for funding include: culture camps, sports camps, academic programs, music competitions, leadership development events such as Alaska Federation of Natives Elders and Youth Convention, dance lessons, SAT study classes, and other events. **During the pandemic, the program will allow for reimbursement of home internet costs for the time periods when schools were closed and/or time periods where a student was required to participate in distance learning.** Funding for the Youth Scholarship Program will be evaluated on an annual basis. **An applicant may apply as many times as desired but may not receive more than \$750 total per award year.**

## Who May Apply

1. The Youth Scholarship Program awards scholarships to:
  - a. **Voting Koniag Shareholders**, defined as: Koniag Shareholders who are Native and Koniag Shareholders who are Descendants of a Native.
  - b. **Registered Descendant of a voting Koniag Shareholder**, defined as: any lineal descendant of a voting Shareholder who has registered with Koniag. (visit [www.koniag.com](http://www.koniag.com) or contact Shareholder Services if you need to register as a Descendant).
  - c. The categories of eligible applicants set out in A and B above each include an adoptee of a Native or a Descendant of a Native whose adoption occurred prior to majority and is recognized at law or in equity.
2. Applicants must be age three (3) years up to 12<sup>th</sup> grade at the time of their application.
3. Applicants must be accepted to, enrolled in, or registered to participate in an event that will help the student reach his or her goals. This program does not cover tuition at private schools, tuition for college level academic classes, laptops, or iPads.

## Review Process

A review committee of Koniag staff is designated to review applications, award funding and administer the program. When an application is received by Koniag, staff processes the application and determines eligibility. The applicant is notified of the status of their award once it is reviewed. All applications must be complete before the application review

process may begin. The review process can take up to two (2) weeks and Koniag staff will strive to process applications as efficiently as possible but please be aware that we cannot expedite payments of any awards.

The decision whether to consider or not consider an application due to the applicant's past material violation(s) of any of Koniag's Youth Scholarship Program Guidelines is in the sole and absolute discretion of the Review Committee. The decision to award scholarship funds to an applicant, and the amount of any funds awarded, is in the sole and absolute discretion of the Review Committee.

## Disbursement of Funds

1. Scholarship funds will be disbursed directly to the educational institution or program in one payment.
2. A recipient may be reimbursed upon submittal of proof of payment within the Youth Scholarship Program award year of the event. Applicants should be cautioned that reimbursement of funds is not guaranteed.
3. Scholarship funds can be used for the following expenses: registration, books, fees, uniforms, equipment, supplies, travel, and reasonable living expenses in conjunction with the event. The Scholarship Program may determine which costs are acceptable and adjust awards accordingly.
4. An applicant may apply as many times as desired but may not receive more than \$750 total per award year.

## Award Recipient's Responsibilities

1. **Communication:** Notify Koniag immediately if there is a change to the applicants mailing address, the event attending, or enrollment status.
2. **Event Change:** Awards are based upon the event identified in the recipient's application. A change in the event will result in a re-evaluation of the award amount. Changing of an event will not result in an increase of a scholarship award but may result in a decrease of a scholarship award, based on new financial need information. Applicants must complete the following if changing an event:
  - a. Submit a short letter or email to Koniag explaining the change.
  - b. Submit a new budget. The recipient's total score will be adjusted to reflect the cost of the new event and the scholarship award will be adjusted accordingly.
3. **Failure to Attend/Drop Out:** If a recipient fails to attend the event for which they have been funded, or drops out before completion of the event, Koniag may require that the scholarship funds be returned to Koniag, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return scholarship funds to Koniag, future applications will not be considered.
4. **Proof of Completion:** Recipients of scholarship funds must submit proof of completion to the Youth Scholarship Program. Examples of 'proof of completion' can include such documentation as a certificate, letter from the event, or the Youth Scholarship Program Proof of Completion Form.
5. **Misuse of Funds:** If a recipient misuses or attempts to misuse scholarship funds, Koniag may require that the funds be returned to Koniag in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return scholarship funds to Koniag, future applications will not be considered, and any current awards approved for the recipient will be withheld.

If there are any questions, please call Shareholder Services at 907-486-2530 or 1-800-658-3818.

## Application Process

*Please read this section carefully as incomplete applications will not be processed.*

Students who are requesting reimbursement must submit all receipts within the Youth Scholarship Program award year of the event.

Please ensure that all the following requirements are met before you submit an application.

- ❑ Page 1 of the Application Form is completely filled out. You can obtain the Shareholder ID number or registered Descendant ID number by calling our Shareholder Services Department at 907-486-2530 or 1-800-658-3818.
- ❑ Page 2 of the application is signed by both the student and the parent / guardian.
- ❑ An essay written by the student is included. Middle school and High school age applicants should prepare an essay between 100 to 300 words. Elementary age applicants may draw a picture or dictate a short essay to the parent / guardian.
- ❑ Proof of enrollment: a letter of acceptance from the event, proof of payment, or some other documentation that proves the student has secured a spot in the event. A copy of an un-approved application to the event will not be accepted.
- ❑ Proof of costs: either a statement from the event showing how much is owed (if payment to the event is requested) or detailed receipts showing how much was already paid to the event (if parent/guardian reimbursement is requested). The receipts / invoices must exactly match the budget section on page 1 of the application. Copies of un-cashed checks will not be accepted.
- Equipment / Uniforms / Materials / Supplies: if these items need to be purchased somewhere other than directly from the event, the parent / guardian must purchase them and provide detailed receipts for reimbursement.
- Meals while traveling: Per Diem for meals while traveling is provided for the student if s/he is traveling away from their home community for their event. Per Diem is provided at \$50 per day and is paid after the student has submitted proof of completion OR the student can save and submit meal receipts for reimbursement. Meals are not provided for chaperones or any other individual traveling with the student.

All items listed above must be mailed, emailed, or delivered in person to:

Koniag  
Attn: Shareholder Services  
3800 Centerpoint Drive, Anchorage, AK 99503 *or*  
194 Alimaq Drive, Kodiak, AK 99615

Email: [shareholderinfo@koniag.com](mailto:shareholderinfo@koniag.com)  
Phone: (907) 561-2668 / (800) 658-3818  
Fax: (907) 562-5258 / (907) 486-3325

## KONIAG YOUTH SCHOLARSHIP PROGRAM

### Applicant's General Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

[ ] Male [ ] Female Grade Level: \_\_\_\_\_ Parent/Legal Guardian's Name: \_\_\_\_\_

Name of your Elementary, Middle or High School: \_\_\_\_\_

Koniag Shareholder ID or Registered Descendant ID number: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Event Information

Dates you will be attending the event: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of the event you will be attending: \_\_\_\_\_

Amount of scholarship requested: \_\_\_\_\_

Check one:

- I am requesting a reimbursement (attach copies of receipts)
- I am requesting a scholarship check be mailed to the event I am attending:

Program Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

### Budget

#### Direct Expenses:

Registration and Enrollment Fees \$ \_\_\_\_\_

Special/Required Equipment, Uniforms, Materials & Supplies: \_\_\_\_\_ \$ \_\_\_\_\_

#### Event Related Living Expenses:

Hotel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Travel to Event \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

#### Anticipated Personal & Other Resources:

Other Sources of Financial Aid \$ \_\_\_\_\_

Personal Contribution \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL RESOURCES:** \$ \_\_\_\_\_

**TOTAL NEED:** *(Total Expenses – Total Resources = Total Need)* \$ \_\_\_\_\_

### Essay

Use a separate sheet of paper to draft an essay. Middle school and high school age students should prepare an essay between 100 and 300 words that describe why they want to participate in the camp/training or event they are enrolling in and how it will help them reach their goals. Elementary age applicants may draw a picture or submit a couple handwritten sentences describing why they would like to attend the training, camp, or event.

The Richard Frost Youth Scholarship is designed to help youth learn how to submit scholarship applications and build confidence in the application process. To accomplish this goal, the program expects essays to be written (or drawn) by the youth applying for the funds.

Tips for writing your essay:

- Introduction: State your name and the program you are participating in. Give some background about yourself (example: who your parents are).
- Background: State why you selected this program or give highlights of your previous experience.
- Objective: State a goal that you hope to achieve or what you hope to learn through this program.
- Conclusion: Wrap up your ideas and thank the judges for their consideration.
- Always proofread for spelling and punctuation.
- Review the requirements and ensure you have met them.

### Student Pledge

I have applied to attend the event indicated on this application and I agree to follow all rules and attendance requirements of the event to the best of my ability. I will complete the event. I agree that the funds issued to me by Koniag will be applied toward the expenses outlined in this application or the funds will be returned / repaid to Koniag. I agree to use those funds for the purpose intended.

I have read and I understand all of the Youth Scholarship Program Guidelines and I agree to comply in full. I understand that my violation of the Youth Scholarship Program Guidelines or of any agreement or certification in this Student Pledge may result in Koniag imposing against me the penalties set out in the Youth Scholarship Program Guidelines, including but not limited to a requirement to repay or return funds to Koniag, withholding of funds by Koniag, and the rejection of future applications from me.

I certify that everything contained in this application is true, accurate, complete and current, and no material has been omitted.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

#### Privacy Act and Paperwork Reduction Act Statement

1. The authority for solicitation of the information on this form is 25 U.S.C. 13 (42 Stat. 208) and P.L. 84-959 (70 Stat. 986) as amended by P.L. 88-230 (77 Stat. 471,25 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary but required to obtain benefit. Failure to provide requested information may result in a delay or denial in receiving an award that you are seeking.
3. The purpose of this information collection is to determine your eligibility for a Youth Scholarship Program Award.
4. The routine use of this information is by the Koniag Scholarship Program to evaluate your request and to assist in determining your place in our awards system. Student data will be tracked by the Koniag Scholarship Program to determine whether the recipient is following program guidelines and to evaluate the effectiveness of the Scholarship Program.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date