

Guidelines

The Richard Frost Youth Scholarship (RFYS) is administered by Koniag and distributed from the Koniag Benefit Trust. The Koniag Board of Directors dedicated this scholarship in memory of long-time board director and youth education advocate Richard Frost.

Voting Koniag Shareholders and their registered Descendants as defined by Public Law 92-203 Alaska Native Claims Settlement Act (ANCSA) are invited to apply for funding to attend *athletic, scholastic, cultural, and leadership trainings, events, camps, or programs that will help the student to reach their goals.*

Applications are accepted and reviewed throughout the program year which runs from April 1st to March 31st of each Koniag Fiscal Year. **Reimbursement requests must be submitted within one month of completion.** Applications will not be processed unless they are complete.

Scholarship funding is evaluated on an annual basis. Applicants can apply for scholarships more than once each year, but funding is capped at \$1,000 total for each applicant each award year. **Applications will be denied if funds for the current Fiscal Year have been spent.**

Eligibility

1. The Richard Frost Youth Scholarship Program awards scholarships to voting Koniag Shareholders and their registered Descendants as defined by ANCSA.
2. Applicants must be at least 3 years up to and through 12th grade at the time of their application.
3. Applicants must be accepted or registered to participate in an event (examples above) that will help the student reach their goals. *This program does not cover tuition at private schools, tuition for college level academic classes, supplies for regular school or college classes, laptops, iPads, or car rentals.*

Review Process

After submission, Koniag's scholarship review team checks the application to ensure it is complete and eligible for the award, a process that can take up to two weeks to finalize. Once finalized, the applicant is notified of their application status. We are unable to expedite the review of applications or payments.

The decision to award scholarship funds to an applicant and the amount of any funds awarded is in the sole and absolute discretion of Koniag's review team. Similarly, it is solely within the discretion of the review team whether to allow applicants to reapply for funding after previous noncompliance with scholarship guidelines.

Disbursement of Funds

1. Scholarship funds will be sent directly to the educational institution or program in one payment.
2. A recipient may be reimbursed for related expenses with proof of payment during the event's award year. Please note that reimbursement of funds is not guaranteed so sending funds directly to the program is preferred.
3. Scholarship funds can be used for the following expenses: registration, books, fees, uniforms, equipment, supplies, travel (excluding car rental), and reasonable living expenses in conjunction with the event. The Scholarship Program may determine which costs are acceptable and adjust awards accordingly.
4. Applicants can submit multiple applications as they wish but may not receive more than \$1,000 total per award year.

Award Recipient's Responsibilities

1. Communication:

Notify Koniag immediately of changes to contact information, enrollment status, or the event.

2. Event Change:

Awards are based upon the event identified in the recipient's application. Any changes to the event may result in a re-evaluation of the award amount. Changing 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:

- + Submit a short letter or email to Koniag explaining the change.
- + 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 does not attend the event or drops out before completion, Koniag may require the return of funds awarded. If the recipient does not return scholarship funds to Koniag, future applications may not be considered.

4. Proof of Completion:

Recipients of scholarship funds must submit proof of completion. Examples of 'proof of completion' can include documentation such as a certificate, letter from the event, or the Richard Frost Youth Scholarship Program Proof of Completion Form.

5. Misuse of Funds:

If a recipient misuses or attempts to misuse scholarship funds, Koniag may require the return of funds awarded, 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 you have any questions, please email youthprograms@koniag.com or call 1-800-658-3818.

Submit applications to:
3800 Centerpoint Drive, Ste. 700
Anchorage, AK 99503
Fax: 907-562-5258
Email: youthprograms@koniag.com

Application Instructions

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

Please ensure each of the following requirements are met before you submit your application:

- ☐ **Each field on Page 1 is complete.** You can find your Shareholder ID or registered Descendant ID in the Koniag portal at <https://mykoniag.koniag.com>, or by calling our Shareholder Services Department at (907) 261-4048 or toll-free at 1-800-658-3818.
- ☐ **Media release authorization** is completed on Page 2.
- ☐ **Signatures** of both applicant and parent/guardian on Page 2 are complete.
- ☐ **An essay** written by the applicant 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 and dictate a short essay to their 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 expense** 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 or guardian reimbursement is requested). The receipts or invoices must match the budget section on page 1 of the application exactly. 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.

RICHARD FROST YOUTH SCHOLARSHIP PROGRAM APPLICATION

Applicant's General Information

Full Name: _____ Date of Birth: _____ Age: _____
[] Male [] Female Grade Level: _____ Parent/Guardian's Name: _____
Name of your Elementary, Middle or High School: _____
Koniag Shareholder ID or Registered Descendant ID number: _____
Full 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: _____

Budget

Direct Expenses:

Registration and Enrollment Fees ----- \$ _____
Special/Required Equipment, Uniforms, Materials & Supplies: ----- \$ _____

Event Related Living Expenses:

Hotel ----- \$ _____
Meals ----- \$ _____
Travel to Event ----- \$ _____
Other ----- \$ _____

TOTAL DIRECT & EVENT RELATED EXPENSES:

\$ _____

Anticipated Personal & Other Resources:

Other Sources of Financial Aid ----- \$ _____
Personal Contribution ----- \$ _____
Other ----- \$ _____

TOTAL ANTICIPATED RESOURCES:

\$ _____

TOTAL NEED: *(Total Direct & Event Related Expenses minus Total Anticipated Resources = Total Needed)* ----- \$ _____

Payment

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 / Event Name: _____ Email Address: _____

Full Address: _____

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.

Media Consent

Koniag has my consent to use any form of media such as, but not limited to video, photos, essays, drawings, etc. related to this Richard Frost Youth Scholarship application.

Check one:

- ☐ Yes, Koniag may use any materials submitted for this application to promote the Richard Frost Youth Scholarship.
- ☐ No, I would like to be contacted before any materials for this application are used.

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 will complete and submit proof of completion to Koniag in a timely fashion and understand that if I do not submit proof of completion that I will not be eligible for future funding.

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.
- 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

Richard Frost Youth Scholarship Program

Proof of Completion Form

Richard Frost Youth Scholarship Program recipients must submit proof completion. Examples of proof of completion include a certificate of completion, final grades, a letter from the organization that sponsored the training, a video with narration of the applicant at the event, or this form. Supporting photos are also encouraged.

*****Submit Proof of Completion after you have completed your training, event, or camp*****

Full Name: _____ Grade in School: _____ Age: _____

Name of the event you attended: _____

What did you get out of the training, camp or event? Elementary age children may draw a picture; middle school and high school students should prepare an essay between 100 and 300 words. Attach a separate sheet if necessary.

Student's Signature

Parent/Legal Guardian's Signature

Date