

Maniilaq Association

James Qigñak Wells Endowment Scholarship Program

Policy, Procedures, and Application

A Legacy of Leadership – James Qigñak Wells

James Qigñak Wells was a strong Inupiaq leader from Noorvik, Alaska. Qigñak tirelessly served his community in many capacities, including as a father and husband, hunter and provider, and tribal council member of the Native Village of Noorvik. He was a powerful voice for the Inupiat people, and served in the 20th Alaska Territorial Legislature in 1951. By naming the endowment scholarship program in honor of James Qigñak Wells, Maniilaq Association celebrates Qigñak for his commitment and dedication to the Inupiat people and communities and seeks to build upon his legacy of leadership and service.

Overview and Description of Scholarship Program

The Maniilaq Association Endowment Scholarship Program is a competitive scholarship awarded to selected professional, graduate and undergraduate students of junior and senior standing who are pursuing degrees at accredited universities and who are enrolled in a Tribe in the Maniilaq Service Area. The Program provides recipients up to \$5,000 per session (\$2500 for summer school) for tuition and other educational expenses considered non-taxable by the Internal Revenue Service (IRS). The Scholarship Program is administered by staff at the Maniilaq Employment and Training Program and is overseen by the James Qigñak Wells Endowment Scholarship Program Committee (the Endowment Committee), which is comprised of up to five (5) Maniilaq employees appointed by the President/CEO. The Program shall in all cases be administered consistent with the requirements of applicable IRS laws and regulations.

Eligibility Criteria

To be eligible to apply for the Scholarship, the applicant must meet the below criteria:

- 1) Be an enrolled member of a Federally Recognized Tribe in the Maniilaq Service Area (Ambler, Buckland, Deering, Kiana, Kivalina, Kobuk, Kotzebue, Noatak, Noorvik, Point Hope, Selawik, or Shungnak);
- 2) Be enrolled as a professional, graduate or undergraduate student (junior or senior) at an accredited university;
- 3) Be enrolled as full-time status in accordance with the university's regulations and rules.
- 4) Previous semester must have a 2.5 or greater GPA

Application Process: Students please note that each applicant is scored on a grading tool and will be graded on the requirements of specific documents. Please follow the application instructions very carefully to ensure that you receive all points possible.

To apply, students must fully complete and submit the following (students who received a scholarship the prior session should refer to "Returning Applicants" below):

- 1) The Maniilaq Association James Qigñak Wells Endowment Scholarship Application;
- 2) For first time applicants, **official transcripts** from each school previously attended; **your official Transcripts MUST be received on or before the deadline. Please note that if you request them to be mailed to us, we may not receive them before the deadline.**

Maniilaq Association
James Qigñak Wells Endowment Scholarship Program
Policy, Procedures, and Application

- 3) **Proof of Acceptance** into and accredited University with the specific educational program for which you are requesting scholarship support;
- 4) **Proof of full-time registration** from the school, including all classes and hours;
- 5) **Tribal membership** card or certificate from your village IRA
- 6) A **Letter of Intent** (minimum 500 words) explaining your progress over the past session, new insight into your career goals and their applicability to help to meet the needs of the Inupiat people. The Endowment rating tool will provide points based on
 - a) Spelling
 - b) Grammar
 - c) Organization
 - d) Academic History, major events, did you complete all your classes, challenges you faced during the previous semester.
 - e) Clear statement of career goals and how they help to meet the needs of the Inupiaq people
 - f) Life experience overcoming challenges/obstacles and why you should be chosen to receive this \$5000 scholarship
 - g) Explain your commitment, passion, personality, and motivation for your success
- 7) **Updated and Current Resumé**; (Specific Requirements)
- 8) **Two Letters of Recommendation** from academic professors, employers and/or tribal officials. The Endowment rating tool will assign points based on the content below.
 - a) Written in the month of the deadline
 - b) Good attendance/meet deadlines/reliable
 - c) Strong determination/commitment
 - d) Strong work ethic
- 9) **Release of Information** (ROI) Form allowing Maniilaq Employment & Training staff to contact the University for Registration and financial aid purposes.

The **Endowment Committee** objectively determines which applicants will be awarded a Scholarship based on an evaluation tool that takes into consideration: 1) cumulative grade point average; 2) field of study; 3) Academic, athletic and leadership awards and honors earned; 4) life experience overcoming challenges or obstacles; community service; and 5) the applicant's goals to help meet the needs of the Inupiat people. Greater weight will be given to applicants with higher grade point averages and those engaged in social services or medical profession courses of study and returning applicants.

Scholarship Information

The Scholarship Program will award recipients as follows:

Semester Schedule: \$5,000 is awarded fall and spring semesters, and \$2,500 for summer semester.

Quarter/Trimester Schedule: \$3,333 is awarded for fall, winter, and spring quarter/trimester,

Maniilaq Association
James Qigñak Wells Endowment Scholarship Program
Policy, Procedures, and Application

Continued Eligibility

It is the policy of Maniilaq Association that recipients of the Scholarship maintain a 2.5 or greater grade point average (GPA) each session and must be a full-time student based on the number of credit hours considered by the student's school as full-time. A student whose GPA is below 2.5 or student has not passed the previous semester as full time, will no longer be eligible to receive a scholarship for that academic year; they may re-apply in following academic years.

Returning Applicants

A student who received a scholarship in the previous session who wishes to apply for the scholarship for the next session must complete and submit the following on or before the application deadline:

- 1) The Maniilaq Association James Qigñak Wells Endowment Scholarship **Application**;
- 2) **Unofficial Transcript** from the previous session;
- 3) **1 Previous Semester recommendation** letter from university instructors or staff should contain:
 - a) Written in the month of the deadline
 - b) Written from previous semester instructor or University staff
 - c) Good attendance/meet deadlines/reliable
 - d) Strong determination/commitment
 - e) Strong work ethic
- 4) Proof of **full-time registration** from the school, including all classes and hours;
- 5) A **Letter of Intent** (minimum 500 words) explaining your **progress over the past session, new insight** into your career goals and their **applicability to help to meet the needs of the Inupiat people**. The Endowment rating tool will provide points based on
 - a) Organized spelling, grammar, and punctuation
 - b) Demonstrate your personality, passion and motivation
 - c) 500 words minimum)
 - d) Clear statement of career goals and how they help meet the needs of the Inupiat people
 - e) Recent Academic History (*major events? did you complete all your classes, if not, why?*)
 - f) Life experience overcoming challenges/obstacles and why you should be chosen to receive this \$5000 scholarship
 - g) Explain your commitment, passion, personality, and motivation for your success
- 6) An **Updated Resume**; Updated Resume should contain:
 - a) Created and written in the month of the deadline, Must have a created/revision date at the bottom of the page
 - b) Work History
 - c) Education and Experience
 - d) Past and Present volunteering information, must have dates
 - e) Leadership Awards

Maniilaq Association
James Qigñak Wells Endowment Scholarship Program
Policy, Procedures, and Application

<input type="checkbox"/> <i>New Applicant</i> <input type="checkbox"/> <i>Returning Applicant</i>	Returning Applicant Requirements: <input type="checkbox"/> <i>Signed Application</i> <input type="checkbox"/> <i>Letter of Intent (min 500 words)</i> <input type="checkbox"/> <i>Official Transcripts (Fall Term)/ Unofficial Transcripts (Spring Term)</i> <input type="checkbox"/> <i>Class Registration and fees</i> <input type="checkbox"/> <i>1 Recommendation Letter from University Staff for previous semester</i> <input type="checkbox"/> <i>Updated Resume to include previous semester accomplishments</i> <p style="text-align: center;"><i>*Summer deadline – 1st Friday in June*</i></p>	Requirements for New Applicants: <input type="checkbox"/> <i>Official Transcripts by deadline</i> <input type="checkbox"/> <i>Acceptance Letter</i> <input type="checkbox"/> <i>Class Registration and Fees</i> <input type="checkbox"/> <i>Verification Tribal Enrollment</i> <input type="checkbox"/> <i>Letter of Intent (min 500 words)</i> <input type="checkbox"/> <i>Two Letters Recommendation</i> <input type="checkbox"/> <i>Copy of State ID</i> <input type="checkbox"/> <i>Updated and Current Resume</i> <p style="text-align: center;">*Not eligible for summer funding*</p>
Semester deadlines: <input type="checkbox"/> <i>Fall Semester-1st Friday in August</i> <input type="checkbox"/> <i>Spring Semester-1st Friday in January</i> <input type="checkbox"/> <i>Summer-1st Friday in June</i>		
Quarterly deadlines: <input type="checkbox"/> <i>Fall Qtr-1st Friday in September</i> <input type="checkbox"/> <i>Winter Qtr-1st Friday in December</i> <input type="checkbox"/> <i>Spring Qtr-1st Friday in March</i>		

Students please note that each applicant is scored on a grading tool and will be graded on the requirements of specific documents. Please follow the application instructions very carefully to ensure that you receive all points possible.

Name: First		Middle	Last	Social Security Number:	
School Term:			Date of Birth:	Male:	Female:
Mailing Address:		City:		State:	Zip Code:
Physical Address:		City:		State:	Zip Code:
Home Phone:		Cell Phone:		Work Phone:	
E-mail Address:			Tribe Enrolled With:		

When the school year begins, what will your grade level be?

- Junior
 Senior
 5th Yr. /Other Undergraduate
 Continuing Graduate/Professional

Academic Records

College/University:				
Address:		City:	State:	Zip Code:
Degree Program or Major:		Credits Earned to Date:	Cumulative GPA from Transcripts:	

Student Signature

Date

Maniilaq Association
James Qigñak Wells Endowment Scholarship Program
Policy, Procedures, and Application

I, _____, hereby authorize the release of information requested by the Maniilaq Association Workforce Development Department. The requested information shall be used solely in the administration of Employment & Training and will not be release to any other person or agency outside the Employment & Training Program or its agents. I hereby authorize the Employment & Program Services to obtain and exchange information related to my applications to participate in their programs. And, to arrange for such participations based on my employability assessment and plan to employment related services and activities. This release of information shall be in effect while I am an applicant or recipient of Employment & Training benefits.

Persons or organizations that may be contacted include, but are not limited to: the Department of Law, the Department of Public Safety, the Department of Fish & Game, the Department of Labor, the Department of Military Affairs, Alaska State Housing Authority, Social Security Administration, local and tribal governments, public assistance program contractors, stock and grantees, Health Care Providers, Tax Assessors, Financial Institutions, Native Corporations, Stock Brokerage Firms, Landlords, Employers, University and School Authorities, private individuals and all departments and programs within and administered by the Tribal Government Services.

College/University:			
Address:	City:	State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:	
This Release Authorization Form is valid 1 year from the date signed.			

Printed Name of Applicant	Applicant Signature
Social Security Number	Date of Applicant Signature

Maniilaq Association
James Qigñak Wells Endowment Scholarship Program
Policy, Procedures, and Application
Specific Instructions for documentation
Endowment Recommendation Letter, Resume, and Letter of Intent

New Applicants

Updated and Current Recommendation Letter Should Contain:

1. Written in the month of the deadline
2. Good attendance/meet deadlines/reliable
3. Strong determination/commitment
4. Strong work ethic

Updated Resume should contain:

1. Created and written in the month of the deadline, Must have a created/revision date at the bottom of the page
2. Work History
3. Education and Experience
4. Past and Present volunteering information, must have dates
5. Leadership Awards

Letter of Intent should contain:

1. Organized spelling, grammar, and punctuation
2. Demonstrate your personality, passion and motivation
3. 500 words minimum
4. Clear statement of career goals and how they help meet the needs of the Inupiat people
5. Recent Academic History (*major events? did you complete all your classes, if not, why?*)
6. Life experience overcoming challenges/obstacles and why you should be chosen to receive this \$5000 scholarship

Returning Applicants

Updated and Current Recommendation Letter Should Contain:

1. Written from previous semester instructor or University staff
2. Good attendance/meet deadlines/reliable
3. Strong determination/commitment
4. Strong work ethic

Updated Resume should contain:

1. Created and written in the month of the deadline, Must have a created/revision date at the bottom of the page
2. Work History
3. Education and Experience
4. Past and Present volunteering information, must have dates
5. Leadership Awards

Letter of Intent should contain:

1. Organized spelling, grammar, and punctuation
2. Demonstrate your personality, passion and motivation
3. 500 words minimum
4. Clear statement of career goals and how they help meet the needs of the Inupiat people
5. Last semesters Academic History (*major events? did you complete all your classes, if not, why?*)
7. Life experience overcoming challenges/obstacles and why you should be chosen to receive this \$5000 scholarship