



MANIILAQ ASSOCIATION WORKFORCE DEVELOPMENT JAMES QIGNAK WELLS ENDOWMENT APPLICATION

Overview and Description of the James Qignak Wells Endowment Scholarship Program

The Maniilaq Association James Qignak Wells Endowment Scholarship Program (hereinafter referred to as the "Program") is a competitive scholarship available to selected graduate and undergraduate students of junior standing or higher standing who are pursuing degrees at accredited universities/colleges. Applicants must be enrolled in a federally recognized tribe of the Maniilaq service area. The Program provides eligible recipients up to \$12,500 in financial assistance per year for tuition and other educational expenses considered non-taxable by the Internal Revenue Service (IRS). All funds are paid directly to the university/college for tuition, fees, and related expenses. Once tuition, fees, and related expenses are met, all remaining program funds may be released to the student. This Program is administered by Workforce Development staff. The Program shall in all cases be administered consistent with the requirements of applicable IRS laws and regulations.

Instructions for documents:

New Applicants

A Letter of Intent (minimum 500 words) explaining your progress, new insight into your career goals and their applicability to help to meet the needs of the Inupiat people. Your letter should be written with:

- Correct Spelling, grammar and punctuation;
- Academic History, major events,
- Clear statement of career goals and how they help to meet the needs of the Inupiaq people;
- Life experience overcoming challenges/obstacles and why you should be chosen to receive this award.

Current Resume: Your resume will need to include:

- Must include a created or revision date;
- Work History; Education and Experience;
- Past and Present volunteering information;
- Leadership Awards.

Two Letters of Recommendation from academic professors, employers and/or tribal officials. Requirements include:

- Written during the last school term or within the last 6 months;
- Good attendance/meet deadlines/reliable;
- Strong determination/commitment and work ethic.

Returning Applicants

A Letter of Intent 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. Your letter should be written with:

- Correct Spelling and grammar, punctuation;
- Clear statement of career goals and how they help to meet the needs of the Inupiaq people;
- Academic History, major events, did you complete all your classes, challenges you faced during the previous semester;
- Life experience overcoming challenges/obstacles and why you should be chosen to receive this award.

An Updated Resume: Your resume will need to include:

- Created or revision date;
- Work History; Education and Experience;
- Past and Present volunteering information;
- Leadership Awards.

One Letter of Recommendation from university instructors or staff written for the pervious semester. Requirements include:

- Written during the last school term or within the last 6 months;
- Good attendance/meet deadlines/reliable;
- Strong determination/commitment and work ethic.



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Number of award recipients will be determined based on funding availability.

<input type="checkbox"/> New Applicant <input type="checkbox"/> Returning Applicant	<u>New Applicants Requirements</u> <input type="checkbox"/> Official Transcripts <input type="checkbox"/> Acceptance Letter <input type="checkbox"/> Class Registration # of Credits <input type="checkbox"/> Letter of Intent (min 500 words) <input type="checkbox"/> 2 Letters Recommendation <input type="checkbox"/> Verification Tribal Enrollment (IRA certificate or tribal ID) <input type="checkbox"/> Copy of current State ID <input type="checkbox"/> Up-to-date Resume	<u>Returning Applicant Requirements</u> <input type="checkbox"/> Official Transcripts (Fall)/or Unofficial Transcripts- other terms <input type="checkbox"/> Class Registration # of Credits <input type="checkbox"/> Letter of Intent (min 500 words) <input type="checkbox"/> 1 Recommendation Letter from University Staff for previous semester <input type="checkbox"/> Up-to-date Resume
<u>Semester Deadlines 5PM AST</u> <input type="checkbox"/> Fall - August 15 <input type="checkbox"/> Spring - January 15 <input type="checkbox"/> Summer - June 15		
<u>Quarterly Deadlines 5PM AST</u> <input type="checkbox"/> Fall - August 15 <input type="checkbox"/> Winter - January 15 <input type="checkbox"/> Spring - March 15 <input type="checkbox"/> Summer - June 15		

Up to \$5000 per Term: Up to \$12,500 a year for Tribal members

Undergraduate Scholarship Amounts based on # of Credits

Credits Enrolled	Semester Term	Quarter Term
12+ credits	\$5,000	\$3,333
9 - 11 credits	\$3,250	\$2,500
6 - 8 credits	\$2,500	\$1,650
3 - 5 credits	\$1,000	\$825

Post Graduate Scholarship Amount is \$5000/Semester and \$3.333/ Quarter

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

Academic Records: (Current School)

College/University:		
Address:	City, State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:

Academic Records: (Previous School)

College/University:		
Address:	City, State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:



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Tribal Enrollment: (Please circle where you are tribally enrolled to or write in "other.")

Ambler	Buckland	Deering	Kiana	Kivalina	Kobuk	Kotzebue
Noatak	Noorvik	Point Hope	Selawik	Shungnak	Other: _____	

Family/Living Situation:

<input type="checkbox"/> Single	<input type="checkbox"/> Living as a Couple	<input type="checkbox"/> Married	<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed
<input type="checkbox"/> Single Individual	<input type="checkbox"/> 1 Parent Family	<input type="checkbox"/> 2 Parent Family	<input type="checkbox"/> Teen Parent	<input type="checkbox"/> Pregnant	
<input type="checkbox"/> Own Home	<input type="checkbox"/> Rent Home	<input type="checkbox"/> Relatives/Friends	<input type="checkbox"/> Rent Home	<input type="checkbox"/> Other: _____	

Education History: (MUST provide an answer for the most recent or present employment)

High School Diploma Date	/	/	GED Date	/	/
HS Dropout/No GED Highest Grade Completed _____					
<input type="checkbox"/> Some College No Degree	<input type="checkbox"/> AA/AAS	<input type="checkbox"/> BA/BS	<input type="checkbox"/> MA/MS	<input type="checkbox"/> Vocational Training	

Employment History:

When you were last employed (date)? _____ and what was your last hourly wage? _____

Goals: (Please Check One)

<input type="checkbox"/> Obtain employment	<input type="checkbox"/> Advance in current occupation	<input type="checkbox"/> Gain work experience
<input type="checkbox"/> Obtain Alaska Driver's license/Commercial Driver's License (CDL)	<input type="checkbox"/> Educational Improvement	
<input type="checkbox"/> Earn High School diploma/GED	<input type="checkbox"/> Obtain Child Care Assistance	<input type="checkbox"/> Become a child care provider
<input type="checkbox"/> Earn College Degree	<input type="checkbox"/> Receive Vocational Certificate	<input type="checkbox"/> Other: _____

Class Standing: What is your grade level?

<input type="checkbox"/> Never Attended College/1 st Year	<input type="checkbox"/> Attended College Before/1 st Year	<input type="checkbox"/> 2 nd Year/Sophomore
<input type="checkbox"/> 3 rd Year/Junior	<input type="checkbox"/> 4 th Year/Senior	<input type="checkbox"/> 5 th Year/Other Undergraduate
<input type="checkbox"/> Continuing Graduate		

Applicants Full Name _____

Signature _____

Date _____



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APPLICANT APPEAL/ GRIEVANCE PROCESS

Maniilaq Workforce Development has established a uniform appeal and grievance procedure applicable to all participants within our programs. The procedure insures due process and establishes a series of levels, starting with informal resolution at the staff level. The final tribal level of appeal for Maniilaq Workforce Development programs is presented and resolved by the Maniilaq Association Tribal Government Administrator. All appeals and grievances must be in writing and submitted within twenty (20) business days of the action being appealed. Participants will be advised of determination(s) within ten (10) business days of receipt of written complaint(s). An appeal/ grievance may be sought by any participant within our programs who believe that a violation of the policies has occurred or to further research eligibility or payment determination.

The following procedure shall be used as the means of settling such appeal and/ or grievances:

- Step 1.** The participant will first make his/her complaint in writing known to his/her case worker, within 20 days of the incident.
- Step 2.** If the matter is not resolved to the satisfaction of the participant, the participant will immediately put such complaint in writing and submit this for review to the WFD Deputy Director at P.O. Box 256 Kotzebue, AK 99752.
- Step 3.** If the matter is not resolved to the satisfaction of the participant, the participant will immediately request in writing, that the complaint be reviewed by the Workforce Development Director.
- Step 4.** If the matter is not resolved to the satisfaction of the participant, the participant will immediately request, in writing a review by the Tribal Government Services Administrator.



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Authorization for Release of Information

I, _____, hereby authorize the release of information requested by the Maniilaq Association Workforce Development (WFD). I authorize Workforce Development to obtain and exchange information related to my applications to participate in their programs. This release of information shall be in effect while I am an applicant or recipient of subsidy from Workforce Development.

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, School Authorities, and Tribal Government Services.

College/University:			
Address:	City:	State:	Zip Code:
Major:	Credits Earned to Date:	Cumulative GPA:	

I certify that all information contained in this application is accurate and true to the best of my knowledge. I understand that the information is subject to verification

Applicant's Full Name

Applicant's Signature

Applicant's Social Security Number

Date