



# CHICANA/LATINA FOUNDATION

**Welcome!**

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The purpose of the Chicana/Latina Foundation (CLF) is to assist Chicana/Latina students in completing their undergraduate and graduate college education.

Toward this end, the CLF awards \$1,500 scholarships and the accompanying leadership training on a competitive-basis to continuing full-time undergraduate and graduate college students of Chicana/Latina heritage.

Occasionally, funders and individual philanthropists donate funds to be given in addition to the \$1,500 scholarship for targeted achievements.

Award decisions are made by the Board of Directors of the Chicana/Latina Foundation based on the recommendations of volunteers from the community.

1. Each submission is read and rated by volunteers.
2. From the higher-rated submissions, semi-finalists are selected.
3. Each semi-finalist is interviewed by a panel of volunteers.
4. The Board of Directors selects finalists based upon the recommendations of the interview panels.

**CLF awards are based upon the applicant's:**

- Commitment to Chicana/Latina women's progress and development
- Demonstrated leadership qualities
- Involvement within and on behalf of the Latina/o community
- Clarity of direction and goals
- Overcoming personal challenges and obstacles
- Academic achievement

Please read through this entire document to familiarize yourself with the process and insure your eligibility before completing the application process.



# CHICANA/LATINA FOUNDATION

## GUIDELINES

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### Eligibility Requirements

Candidates must:

- Be a woman of Chicana/Latina heritage.
- Be **enrolled** in an accredited college, university, or community college in one of the following Northern California counties:  
Alameda – Contra Costa – Marin – Monterey – Napa – Sacramento – San Mateo – Santa Clara – Santa Cruz – Solano – San Francisco – Sonoma – Yolo
- Have lived at least two years in one of the above Northern California counties at the time of application
- Community College** and **Undergraduate students** must:
  - a. Be enrolled as a full-time college student (as defined by your institution\*) when applying and for the following academic year, and
  - b. Have completed 12 college units, after high school graduation, and
  - c. Have a cumulative GPA of 2.5 of college course work
- Graduate students** must:
  - a. Be enrolled or will be enrolled in the fall in a graduate/professional students thesis/dissertation; or have been accepted into graduate/professional school, and
  - b. Have a cumulative GPA of 3.0 for college course work
- Commit to attending the CLF Leadership Institute (one weekend in August after being selected and one weekend the following year in February).
- Commit to volunteering ten (10) hours as a CLF Ambassador for our scholarship outreach, this will include an ambassador training workshop, hours need to be completed by March the year after being selected.
- Past CLF awardees may not re-apply until four years after receiving our scholarship

### Submission Requirements

Applicants must mail the following documents as one single packet to the address below.

Incomplete submissions will be disqualified.

- Two Essays (Page 4)
- Completed Application-Form A (Pages 5-6)
- Two Letters of Recommendations with completed Forms B and C. They do not have to be sealed (Pages 7-8)
- Completed Confidential Demographic Information-Form D (Page 9)
- College Transcripts (official preferred). Graduate students must include undergraduate transcripts. May be sent separately if required by institution.
- Resume or CV (required for Graduate Students)

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\* If your institution considers you full-time, but you are enrolled or will be enrolled in less than 12 units, please explain the reason you are considered full-time in the Comments section of your application.



# CHICANA/LATINA FOUNDATION

## GUIDELINES continued

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### Timelines

- March 16, 2012 ..... **You must postmark your completed documents by this date.** Letters of recommendation must also be included but do not have to be sealed. Transcripts should also be included, but may be sent separately if required by your institution, as long as they are postmarked or emailed by this due date.
- End of April, 2012..... CLF will notify you if your application was (or was not) selected as a semifinalist to be interviewed.
- End of May, 2012 ..... Selected semi-finalists will be interviewed in San Francisco. **You must participate in the interview process to be considered for an award.**
- Mid-June, 2012 ..... CLF will notify you if you were (or were not) selected for a scholarship. Applicants who are not selected may reapply in the future.
- August 2012 ..... Session One of the CLF Leadership Institute. **Awardees must participate in the Leadership Institute to receive their scholarship.** Date to be determined.
- October 1, 2012 ..... **Awardees must postmark or email verification of current enrollment by this date;** for example, class schedules. If starting graduate school, verification of acceptance is required.
- October 12, 2012 ..... Awardees will receive recognition and one-half of their scholarship at the CLF Award Dinner and Ceremony. Date to be determined.
- Early January 2013 ..... CLF Ambassador Training Workshop for Scholarship Outreach & Volunteer Hours
- February 2013..... Session Two of the CLF Leadership Institute. **Awardees must participate in the Leadership Institute to receive their scholarship.** CLF will send the balance of the scholarship to awardees following completion of the second session of the CLF Leadership Institute. Date to be determined.
- By March, 2013 ..... **Awardees must have completed volunteer hours (a minimum of ten hours) in support of CLF;** should be completed as an ambassador assisting with CLF outreach workshops and events.

Applications must be postmarked or emailed by  
**March 16, 2012**



# CHICANA/LATINA FOUNDATION

## ESSAYS

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Essays are weighed for 65% of the total application score.

**Essay 1: As a Chicana/Latina, describe your most valued community commitments, academic achievements, and/or leadership activities? What and/or who motivated you to action?**

Please be sure to include relevant information such as your family background and how you overcame challenges and obstacles.

**Essay 2: Imagine yourself ten years from now. What role will you play and how will you impact the social justice issues facing Latinas?**

Please address the issues you most want to impact, such as inequities related to health, social, environmental, academic, economic; immigration; education; gender; LGBT, etc.

Please note:

- You must submit a total of two (2) essays. Applications with only one essay will be disqualified.
- Type your full name on each page of your essays.
- Each essay should consist of 300 (minimum) to 600 (maximum) typed words. Applications with essays that do not meet minimum requirements or greatly exceed the maximum word count may be disqualified.



# CHICANA/LATINA FOUNDATION

## SCHOLARSHIP APPLICATION – Form A

Last Name		First Name		Middle Name	
Ethnicity			Birth Date		Age
Street Address Where CLF Should Mail Correspondence To Me				City/State/Zip	
Permanent Home Address (if different from above)				City/State/Zip	
How long have you lived in Northern California:					
Home Phone		Cell Phone		Email	
Name of High School			City/State		<input type="checkbox"/> High School <input type="checkbox"/> GED Year Received Diploma:
College Currently Attending				City/State	
<u>Current Class Level</u> Community College: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> 3 <sup>rd</sup> year or more Four-Year University: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduating Senior Graduate School: <input type="checkbox"/> Coursework <input type="checkbox"/> Thesis/Dissertation Professional School: <input type="checkbox"/> Coursework <input type="checkbox"/> Internship <input type="checkbox"/> Thesis/Dissertation					
Major/Field of Study			Grade Point Average		Student ID#
College attending in the Fall (if different from above)				City/State	
<u>Fall Class Level</u> Community College: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> 3 <sup>rd</sup> year or more Four-Year College: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduating Senior Graduate School: <input type="checkbox"/> Coursework <input type="checkbox"/> Thesis/Dissertation Professional School: <input type="checkbox"/> Coursework <input type="checkbox"/> Internship <input type="checkbox"/> Thesis/Dissertation					
Major/Field of Study					
Have you received the Chicana/Latina Foundation Scholarship in the past? <input type="checkbox"/> Never <input type="checkbox"/> Yes, in the following years:					
How did you learn about the Chicana/Latina Foundation Scholarship? (Name the college, organization, website or person)					

CHICANA/LATINA FOUNDATION

1419 Burlingame Ave., Suite W2, Burlingame, California 94010 • 650-548-1040 • CLFinfo@chicanalatina.org •  
www.chicanalatina.org



# CHICANA/LATINA FOUNDATION

## SCHOLARSHIP APPLICATION – Form A

**Undergraduate Students:** Briefly list your academic and professional achievements. You may complete this section or attach a separate sheet or resume. **Graduate Students:** This information should be included in the resume or CV that you must submit, so you may skip this section of the application.

**Undergraduate Students:** Briefly list your community / civic involvements whether as volunteer or paid work. You may complete this section or attach a separate sheet or resume. **Graduate students:** This information should be included in the resume or CV that you must submit, so you may skip this section of the application.

Comments

### SIGNED CONFIRMATION

All of the information on this form is true and complete to the best of my knowledge. If awarded a scholarship, I agree to volunteer a minimum of 10 hours in the next year in support of the Chicana/Latina Foundation. I also agree to participate in the CLF Leadership Institute.

Signed

Date



# CHICANA/LATINA FOUNDATION

## LETTER OF RECOMMENDATION #1

Applicants please note: At least one letter must be from an instructor. The second may be from another instructor, counselor, community leader, or other appropriate person. Letters from relatives are not valid.

### Instructions to Individual Submitting Letter of Recommendation:

1. **Form B:** Please complete and attach Form B to your letter of recommendation.
2. **Letter of Recommendation:** Please attach a letter of recommendation that – at a minimum – addresses the four areas below and tell us why, based upon her abilities and accomplishments, the Chicana/Latina Foundation should award this student a scholarship.
  - a. **Community/Civic Involvement**
  - b. **Leadership Qualities**
  - c. **Academic Achievement**
  - d. **Personal Characteristics**

Form B	
Applicant Name	Length of time you have known the applicant:  <input type="checkbox"/> < 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3 or more years
Your Name	
Title	Capacity in which you have known the applicant:  <input type="checkbox"/> Teacher/ Instructor <input type="checkbox"/> Counselor/ Advisor <input type="checkbox"/> Employer <input type="checkbox"/> Community <input type="checkbox"/> Other (specify):
Organization	
Address	
City/State/Zip	
Phone	
Email	
Signed	
Date	

Recommendations must be included in student's packet, but we do not require that they be sealed. Postmark deadline is:

**March 16, 2012**



# CHICANA/LATINA FOUNDATION

## LETTER OF RECOMMENDATION #2

Applicants please note: At least one letter must be from an instructor. The second may be from another instructor, counselor, community leader, or other appropriate person. Letters from relatives are not valid.

### Instructions to Individual Submitting Letter of Recommendation:

1. **Form C:** Please complete and attach Form C to your letter of recommendation.
2. **Letter of Recommendation:** Please attach a letter of recommendation that – at a minimum – addresses the four areas below and tell us why, based upon her abilities and accomplishments, the Chicana/Latina Foundation should award this student a scholarship.
  - a. **Community/Civic Involvement**
  - b. **Leadership Qualities**
  - c. **Academic Achievement**
  - d. **Personal Characteristics**

<b>Form C</b>	
Applicant Name	Length of time you have known the applicant:  <input type="checkbox"/> < 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3 or more years
Your Name	
Title	Capacity in which you have known the applicant:  <input type="checkbox"/> Teacher/ Instructor <input type="checkbox"/> Counselor/ Advisor <input type="checkbox"/> Employer <input type="checkbox"/> Community <input type="checkbox"/> Other (specify):
Organization	
Address	
City/State/Zip	
Phone	
Email	
Signed	
Date	

Recommendations must be included in student's packet, but we do not require that they be sealed. Postmark deadline is:

**March 16, 2012**



# CHICANA/LATINA FOUNDATION

## CONFIDENTIAL DEMOGRAPHIC INFORMATION SHEET – Form D

The Chicana Latina Foundation collects demographic information for the purposes of developing profiles of our recipients. Aggregate data is often required by funders and is very important for evaluating our programs. This completed form is not disclosed to readers and interviewers and will in no way affect your eligibility for the scholarship. Thank you for assisting us.

**Please complete and include this confidential form with your application.**

1. Did you apply for financial aid?  No  Yes

If no, please explain: \_\_\_\_\_

Did you qualify for any other financial awards?  No  Yes

If yes, please list: \_\_\_\_\_

Would you classify yourself as economically disadvantaged?  No  Yes

2. What is your annual household income? If you are a dependent, use parents income. If you are not dependent, use your independent household's income. (Check One)

Below \$15,000

\$35,000 - \$55,000

\$95,000 - \$125,000

\$15,001 - \$25,000

\$55,000 - \$75,000

\$125,000 - \$160,000

\$25,000 - \$35,000

\$75,000 - \$95,000

>\$160,000

2a. Are you Head of Household?  No  Yes

3. How many dependents are in your family including yourself? (Circle One)

1    2    3    4    5    6    7    8    9    10+

4. Are you a parent?  No  Yes, # of children: \_\_\_\_\_ Single parent?  No  Yes

5. Are you an immigrant to this country?  No  Yes, from: \_\_\_\_\_  
Year immigrated? \_\_\_\_\_

6. Is your Mother an immigrant to this country?  No  Yes, from: \_\_\_\_\_

7. Is your Father an immigrant to this country?  No  Yes, from: \_\_\_\_\_

8. Are you an AB540 Student?  No  Yes

9. Highest grade level of education completed by:

Your Mother: \_\_\_\_\_ Your Father: \_\_\_\_\_

10. Are you the first generation to attend college in your family?  No  Yes

11. What is the primary language spoken in your home? \_\_\_\_\_

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