

## **Northeast Business Alliance Foundation Requirements for Scholarship Applicants**

- 1. OBJECTIVE:** The Northeast Business Alliance Foundation's mission is to grant graduating high school seniors residing in Northeast El Paso or attending Northeast El Paso area high schools with financial assistance and mentorship support to help advance their education and promote entrepreneurial leadership skills. Our goal is for these students to strengthen Northeast El Paso by owning and operating their own businesses.
- 2. TRANSPARENCY:** The Foundation wants the application and judging process to be unbiased and transparent and therefore is publishing the application and judging criteria the Foundation uses to award scholarships.
- 3. QUALIFICATIONS:** Eligible applicants must be graduation-eligible seniors of a high school in the Northeast or who reside in the Northeast of El Paso (i.e., the area bounded by Fred Wilson on the south, Fort Bliss on the east, the New Mexico state line on the north, and the Franklin Mountains State Park/Castner Range on the west).
- 4. APPLICATION:** Eligible applicants must complete the “application for scholarship” form and submit the completed form with their scholarship application package. Incomplete applications will be rejected.
- 5. TRANSCRIPTS:** Applicants must include a complete copy of their high school transcripts showing all grades, GPA and class standing, with their scholarship application package. Altered or incomplete transcripts will be rejected.
- 6. ESSAYS:** Applicants must complete the three essay questions listed on the application. Essays not meeting the required wordcount will receive a zero for that essay.
- 7. RESUMÉ:** Applicants with a cover sheet must include a resumé following the template provided. Students will not be graded on their resumé but one is required with the application package.

**8. PROFESSIONAL REFERENCES:** Applicants must include three referrals from either a Teacher, Staff, Distinguished Community Member, and or Boss with contact information and the best time to reach them.

**9. APPLICATION PACKAGE SUBMISSION:** All applications must be post-marked or hand-delivered on or before the deadline to:

NEBA Foundation (inside The Postal Solution)  
4717 Hondo Pass, Suite 1-D  
El Paso, Texas 79904

**10. LETTER OF AWARD:** Committee will contact all recipients.

**11. ATTENDANCE OF GALA:** Scholarship Recipients and 1 Guardian are invited to attend the awards dinner where they will find out the amount by a giant faux check, actual funding checks will not be provided until student provides proof of enrollment.

**12. PROOF OF ENROLLMENT:** Students must submit their proof of enrollment with a copy of the class schedule before a scholarship check is written.  
Scholarships Will be awards at the Gala

**13. USE OF FUNDS:** Check will be written in School's name for tuition, books, and other students fees. Under certain conditions, if a full scholarship is already being applied, a check may be written upon Board approval to student and must be used for school purposes.

# Northeast Business Alliance Foundation

## Guidelines for Scholarship Applicants

### 1. **GRADING CRITERIA:** All applicants will be scored using the following criteria:

- |  |              |
|--|--------------|
| a. Interview 4 Questions 2 -3 Interviewers | <b>(25%)</b> |
| b. Essays 3 Questions 2 -3 Graders         | <b>(25%)</b> |
| c. Work History/School Activities (9-12)   | <b>(20%)</b> |
| d. Community Service (9-12)                | <b>(20%)</b> |
| e. Grade Point Average GPA (9-12)          | <b>(10%)</b> |

### 2. **INTERVIEW**

**COMMITTEE:** Scholarship interview committee(s) will be formed based on the number of applications received to complete the interviewing process in a timely manner. Scholarship interview committee will be made up of three NEBA Members.

**QUESTIONS:** Interview questions will be drafted by the Foundation to ensure that all interviews are consist across all interview committees. Interview committees will adhere to only the provided questions to ensure consistency and fairness during the interview process.

**SCORES:** After interview, scores will be added to the applicants' grading sheet and will accompany the application to the scholarship selection committee made up with a minimum of three NEBA members.

### 3. **SELECTION**

**COMMITTEE:** A scholarship selection committee will be formed to review all scholarship application packages and to choose worthy recipient(s). The committee will be led by the chairman of the Northeast Business Alliance Foundation scholarship committee. The committee will use only the grading criteria defined in section 4 to make selections. The interview score will be added to the application packet.

**AWARDING:** The scholarship selection committee will identify the most qualified applicants based on review of complete application package. The number of scholarships and amount awarded will be determined by the Executive Board of the Northeast Business Alliance Foundation annually.

**DISQUALIFICATION:** Applications must be turned in on or before the deadline, late applications will not be considered for a scholarship. Incomplete application packages will also not be considered for a scholarship. Altered or incomplete transcripts will be immediate grounds for disqualification. Any false or misleading statements on the scholarship application or interview will also be grounds for disqualification.

## 4. DEFINITIONS

- **CANDIDATE FOR DEGREE:** A full or part-time student who is pursuing a degree or certificate at a Qualified Educational Institution.
- **QUALIFIED EDUCATIONAL INSTITUTION:** A fully accredited college, university, trade or graduate school in the United States, its possessions, or territories.
  - QUALIFIED EXPENSES:**
    - Tuition and fees required to enroll at the Qualified Educational Institution.
    - Books, supplies and equipment required by all students for courses at the Qualified Educational Institution.
- **SCHOLARSHIP ADMINISTRATOR:** The Scholarship Administrator for the Northeast Business Alliance Foundation shall be the Chairman of the Scholarship Committee who is also a member in good standing and selected by the board of the Northeast Business Alliance.
- **SCHOLARSHIP FUNDS:** Funds awarded to the recipient. The Northeast Business Alliance Foundation will pay such funds directly to the Qualified Educational Institution through their Agent. Unless certain circumstances are authorized.
- **SCHOLARSHIP RECIPIENT:** The individual winner(s) who will have scored highest on the scholarship application based on the criteria listed in the application and scoring guidelines.
- **NORTHEAST EL PASO BOUNDARIES:** The area bounded by Fred Wilson on the south, Fort Bliss on the east, the New Mexico state line on the north, and the Franklin Mountains State Park/Castner Range on the west).
- **CURRICULUM CONTENT:** Course content and level of advancement of classes taken while enrolled in high school.
- **SCHOOL ACTIVITIES:** Extra-curricular activities to include academic, and athletic programs outside of the standard core curriculum.
- **WORK HISTORY:** Employment at a paid job that would prevent participation in Community Service.
- **COMMUNITY SERVICE:** Is unpaid work performed for the benefit and betterment of the community without any form of compensation.

- **RESUME:** Applicants must include a résumé following the template provided. Students will not be graded on their résumé but they are required to submit it with the application package.
- **INTERVIEW:** Every Applicant must submit a valid application. Applicants will be subject to an interview by members of the NEBA Board and the Foundation Committee. Interview will consist of questions pertaining to the student, and their career goals. Interviews are 25% of your grade.
- **PROFESSIONAL REFERENCES:** Applicants must include three letters of reference from any of the following: Teacher, Staff, Distinguished Community Member, and/or Supervisor with contact information and the best time to reach them.
- **GRADE POINT AVERAGE (GPA):** Applicants must submit their transcripts with GPA cumulative of all four high school years. Must have a 2.5 or above to qualify for this scholarship.