



**AFOGNAK BENEFITS TRUST**  
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## **2020 AFOGNAK BENEFITS TRUST YOUTH ENHANCEMENT PROGRAM APPLICATION PACKET POLICIES AND GUIDELINES**

### **PROGRAM DESCRIPTION**

The Afognak Benefits Trust (ABT) administers the Youth Enhancement Program ("YEP"). Applications are available January 1, 2020. YEP applications are accepted and reviewed throughout the year until the budget is expended. Funding is limited and available for **voting Afognak Native Corporation (Afognak) Shareholders** who are Alaska Native or a descendant of an Alaska Native to attend athletic, scholastic, cultural, and leadership trainings, camps, or events that will help the applicant reach his or her goals.

Examples of the types of trainings, camps, or events that qualify for funding include: private school, culture camps, sports camps, leadership events such as Alaska Federation of Natives Elders and Youth Convention, and music or other trainings outside of school or tutoring. *Funds are available until the budget is expended.* Funding for the Youth Enhancement Program will be evaluated on an annual basis by the ABT Board of Trustees. An applicant may apply as many times as desired as long as he or she does not receive more than \$750 total per calendar year.

### **WHO MAY APPLY**

1. The Youth Enhancement Program awards scholarships to (i) **Afognak Shareholders** who are Alaska Native, and (ii) **Afognak Shareholders** who are descendants of an Alaska Native.
  - a. The two categories of eligible applicants set out in 1 above each include (i) an adoptee of a Native or a descendant of a Native whose adoption occurred prior to the age of majority and is recognized at law or in equity, and (ii) an adoptee whose adoption occurred after the age of majority, but only if that adoptee is both a Native and a voting Shareholder.
2. Applicants must be attending a preschool, elementary, middle, or high school at the time of their application.
3. Applicants must be accepted to, enrolled in, or registered to participate in an athletic, scholastic, cultural, or leadership training, camp, or event that will help the student reach his or her goals.
4. Applicant must be a Shareholder at the time of their athletic, scholastic, cultural, leadership training, camp, or event to qualify for a YEP scholarship.

### **APPLICATION PROCEDURES**

#### **1. A complete application packet must be submitted. Incomplete applications will not be reviewed.**

◆ **Preschool and Elementary student's** applications must include the following:

- ❑ Page 1 and 2 of the 2020 Preschool and Elementary Student YEP Application. The applicant's voting Afognak Shareholder ID number must be noted on the application to provide proof of eligibility. The STUDENT PLEDGE must be signed.
- ❑ Copy of youth's enrollment or registration form and related expenses.

- ◆ **Middle and High School student's** applications must include the following:
  - ❑ Pages 1 and 2 of the 2020 Middle/High School Student YEP Application. The applicant's voting Afognak Shareholder ID number must be noted on the application to provide proof of eligibility. The STUDENT PLEDGE must be signed. A copy of the registration and related expenses (costs) from the training, camp, or event must be attached.
  - ❑ A letter of acceptance from the course provider or copy of an enrollment form or registration form for the one-time training, camp, or event.
  - ❑ A letter of application describing how the applicant will benefit from the training, event, or camp. The letter may be up to 300 words, and it is preferred that applicants write their own letter if they are at an age to do so.
- 2. All items listed above must be mailed, faxed, emailed or delivered in person to:
 

Afognak Benefits Trust	Email: <a href="mailto:scholarships@afognak.com">scholarships@afognak.com</a>
Youth Enhancement Program	Phone: (907) 222-9500/(888) 292-9580
3909 Arctic Blvd. Ste. 500, Anchorage, AK 99503 <i>or</i>	Fax: (907) 222-9501
300 Alimaq Drive, Kodiak, AK 99615	
- 3. Students who are requesting reimbursement **must** submit all receipts within the calendar year of the **athletic, scholastic, cultural, leadership training, camp, or event**. Student **must** provide proof of completion with a reimbursement request. Funds are available until the budget is expended.

### REVIEW PROCESS

Afognak Benefits Trust has designated the Shareholder Service's staff to select recipients of YEP awards.

When an application is received at the Afognak office, staff reviews the application to determine if it is complete and if the applicant is eligible. If there is a conflict of interest for the staff reviewer or if an applicant has previously violated Afognak's scholarship program policies, the application is forwarded to Afognak Benefits Trust's Scholarship Committee for review. After a decision is reached on the status of the applicant, staff notifies each applicant as to the status of their award.

The decision whether to consider or not consider an application due to the applicant's past material violation(s) of any of Afognak's or ABT's scholarship program policies is in the sole and absolute discretion of the Scholarship Committee. Further, the decision to award YEP scholarship funds to an applicant and the amount of any funds awarded is in the sole and absolute discretion of the ABT Scholarship Committee.

### DISBURSEMENT OF FUNDS

1. YEP funds will be disbursed directly to the educational institution or program in one payment.
2. A recipient may be reimbursed upon submittal of proof of payment and proof of completion within the calendar year of the athletic, scholastic, cultural, leadership training, camp, class, or event. Applicants should be cautioned that reimbursement of funds is not guaranteed.
3. YEP funds can be applied towards the following expenses: registration, books, fees, uniforms, equipment, supplies (i.e. musical instruments), and travel and reasonable living expenses in conjunction with the YEP training, event, or camp. The Scholarship Program staff may determine which costs are acceptable and adjust awards accordingly.

4. An applicant may apply as many times as desired as long as he or she does not receive more than \$750 total per calendar year.
5. For tax purposes, a W-9 is required for all organizations that ABT pays YEP funds to on behalf of a student. Parents are strongly encouraged to contact the organization that is sponsoring the activity, event, or camp for their child to ensure the organization can complete a W-9. If the organization cannot complete a W-9, contact Shareholder Services for assistance.

### SUCCESSFUL APPLICANT RESPONSIBILITIES

1. **COMMUNICATION** – Notify the YEP Program immediately if there is a change to the applicant’s mailing address, training/event/camp attending, or enrollment status.
2. **PROOF OF ENROLLMENT** – YEP recipients must provide proof of registration or other proof of enrollment.
3. **TRAINING/EVENT/CAMP CHANGE** – Awards are based upon the training/event/camp identified in the recipient’s application. A change in training/event/camp will result in a re-evaluation of the award amount. If a training/event/camp changes, the YEP award will not increase but may be decreased based on new financial need information. Applicants must complete the following if changing a training/event/camp:
  - a. Submit a letter to the YEP Program notifying us of the change in institution/program.
  - b. Submit a new budget. The recipient’s total score will be adjusted to reflect the cost of the new institution/program, and the YEP award will be adjusted accordingly.

A recipient who changes his or her enrollment status in a training/event/camp may be required to reimburse funds to ABT for losses incurred as a result of his/her change. If the recipient fails to reimburse funds to ABT, future applications will not be considered.

4. **FAILURE TO ATTEND/DROP-OUT** – If a recipient fails to attend the training/event/camp for which they have been funded, or drops out before completion of the training/event/camp, ABT will require that the YEP funds be returned to ABT in full, either by the institution, by the recipient, or a combination thereof. If the recipient fails to return YEP funds to ABT, future applications will not be considered.
5. **PROOF OF COMPLETION** – Recipients of YEP funds must submit proof of completion to the YEP Program. Examples of ‘proof of completion’ can include such documentation as a certificate, letter from the event/program, or the YEP Proof of Completion Form.
6. **MISUSE OF FUNDS** – If a recipient misuses or attempts to misuse YEP funds, ABT will require that the YEP funds be returned to ABT in full either by the institution, by the recipient, or a combination thereof. If the recipient fails to return YEP funds to ABT, future applications will not be considered, and any current awards approved for the recipient will be withheld. In the case of fraud or criminal act, the Scholarship Program may decline to consider any new Scholarship applications even if the scholarship recipient repaid ABT the misused funds in full. The Scholarship Program staff will investigate whether any funds have been used improperly and make such determinations on a case-by-case basis.

### QUESTIONS

Questions should be directed to Shareholder Services ([scholarships@afognak.com](mailto:scholarships@afognak.com); 907-222-9500 or 888-292-9580).