

## **Scholarship Guideline and Application**

Please review the following Articles of Association before filling out and submitting your application. The application is available on the club's website ([www.houstondiesels.org](http://www.houstondiesels.org)), or by written request submitted to [houstondiesels@gmail.com](mailto:houstondiesels@gmail.com)

The following articles have been established to govern the scholarship program for the Houston Diesels Scholarship Program, (HDSP) and to administer the operation of the scholarship program fund as a subsidy of a nonprofit 501©3, operating under the compliance of Federal and Texas laws. These articles include the application requirements, approval and distribution of funds from the Houston Diesels Scholarship Program. The HDSP will be funded by individual contributions, generated by fund raisers directly for the program, and funds donated to the program directly from Houston Diesels yearly Banquet in the sum of no less than 2% and not to exceed more than 10% of the total amount raised, as determined by the Houston Diesels Board which is defined later in this document.

### **1. Purpose and Eligible Uses of Grant Funds:**

The HDSP was established as a program to provide funding directly to Houston Diesels Members and the community. The primary purpose of this program is to extend funding through scholarships to enhance the applicants ability and education to a positive career path. In order to achieve this stated intent for the granting of scholarships, individuals are invited to apply for assistance in any of the following program areas:

Tuition for education in General education studies, Trade job certifications, and first responder certifications.

### **Who is eligible to apply?**

Any Houston Diesels member or family by relation in good standing is eligible to apply for a grant. To be considered “in good standing” a member must: 1) Member or family member must be an active member of Houston Diesels for no less than one (1) year. 2) must have completed a minimum of eight (8) hours of community service. Any incomplete or illegible applications will be returned to the applicant for completion. 3) The signature of three (3) members non related to

the applicant certifies the information on the application is accurate, the applicant is a party in good standing and the signer approves and endorses the applicant for scholarship funds.

3. **When will awards be made?**

The Houston Diesels board will meet no later than fourteen (14) days after January 31<sup>st</sup> of that year, for the review of applications received and to conduct regular business. Applications must be received no later than January 31<sup>st</sup> of each year.

4. **How much are the grant awards?**

Each application is reviewed and approved independently. Three categories for scholarships are funded for General Education Studies, Trade School education/ certifications, and First Responder education. One scholarship will be award for each category. The amount awarded will be determined by the board based on the funding available for the fiscal year. Any remaining funding determined by the board will be rolled into the following year scholarship program or, more scholarships may be awarded. This will be a case-by-case basis determined by the board each year.

The Houston Diesels Board will determine amount of funding applicable for each application when received based on circumstances and available funds. In all situations the payment of approved funds will be made directly to the learning institution.

5. **How often can an applicant apply?**

Any eligible party may apply regardless of previous grant request or awards. An application from an applicant who has never received a grant award under this program may be viewed more favorably than an application from who has previously received an award.

6. **Who will decide if an award is approved?**

The Houston Diesels Board shall be composed of the following members:

President- Wade Julian

Vice President- Jhett Young

C.O.O.- Arthur Latigo

Additional members may be added as determined by the Houston Diesels Board. Appointment of the additional or replacement members of the Houston Diesels Board requires approval by a majority vote of the Houston Diesels Board.

No compensation will be paid to any member of the Houston Diesels Board.

7. **How will the decision be made as to which applications are funded?**

Each eligible application meeting the scholarship criteria will be evaluated considering several factors. The factors considered in the decision to approve funding will include course description, priority, cost-benefit analysis including benefits to the member as well as the community, the applicant's demonstrated financial need and the availability of funds.

8. **Award process:**

Award decisions will be based on the stated priorities of the grant program, the demonstrated financial need of the applicant, and the benefits to be derived. Awards will be made on a competitive basis, i.e., funding the highest priority application before considering lower priority applications. The awarded applicants will be contacted via phone along with a secured email confirmation. The awarded party does agree to allow Houston Diesels to post their picture and scholarship details on our social media platforms and website if so chosen.

Approval by majority of the Houston Diesels Board is required.

9. **Expiration of approval:**

Approval for funding is available for the education facility listed in the application only and is valid for 30 days. If the applicant does not show proof of registration for the specific category class in the same training institution stated in the application, the approval is automatically rescinded and the applicant must reapply.

10. **Narrative statement and application questions:**

Each applicant must include a narrative statement not to exceed one page. The narrative, must be typed, should contain a detailed description of the proposed education, a statement demonstrating the financial need of the applicant and the benefits to the applicant and the community. This information is essential for the evaluation of any funding and provides information for determining grants.

**Applicants must include the following:**

- Completed application
- Copy of US ID or passport
- Quality professional photo
- Copy of diploma and most recent transcripts
- Letter of acceptance to educational program
- Documentation showing proof of minimum of 8hrs of community service

*\*Applicants understand they may be requested to attend the Houston Diesels Banquet the following year to talk about how the sponsorship program helped them\**

**Applications should be submitted to:**

Email: [houstondiesels@gmail.com](mailto:houstondiesels@gmail.com) Subject- Scholarship Request

**Contact for questions:**

Wade Julian (832)797-5199