

IME-BECAS 2018 APPLICATION FORM ¹ ADULT EDUCATION

Complete all sections and **submit** to the Mexican Consulate in **XXXXXXX, XXXXXX** by **March 9th, 2018**.
The Consulate will **announce the list of granted organizations / institutions** on its web page by **March 28th, 2018** and will **deliver the checks** to awardees during May.

Information of the educational organization / institution:

Name:
Address (Street and Number, City, County, State, Zip Code)
Does the organization / institution serve, operate, elsewhere? If so, please share the contact information:
Phone Numbers:
Website:
Facebook:
Twitter:
Federal Tax ID number:
How many years of experience does the organization / institution have?

¹ IME and the Mexican Consulate will not consider **incomplete applications**.
You can complete the application in Spanish or English.

Project Director (Contact Person) for IME-Becas

Last Name
First Name
Phone Numbers
E-mail

Accountant / administrator responsible for IME-Becas

Last Name
First Name
Phone Numbers
E-mail

Amount requested & project timeline

Amount requested \$ _____	Timeline for your project: From: _____ (dd/mm /yyyy) To: _____ (dd/mm /yyyy) Please include a detail timeline stating the monthly activities.
------------------------------	--

Please indicate the number of beneficiaries: _____
Information needed for evaluating your request.

Please state the amount that the organization / institution will provide to at least double the amount requested to the Mexican Government /IME Becas
Cantidad \$ _____
Information needed for evaluating your request.

Other Fundings

Presently, does your organization / institution receive other financial support for the development of the programs for which you are applying from IME-Becas?

Yes _____ No _____

If so, how much does your organization / institution receives each year? \$ _____

How long will this funding last? _____

Include a three pages proposal with the following guidelines. Include all the documents requested. (See additional information).

I hereby certify that all information contained in this application form is true.

Name

Place and Date

Signature

Application deadline: March 9th, 2018

ADDITIONAL INFORMATION

The guidelines, the submission of applications ,as well as further information about the selection process and the commitments by all those involved, are stated in the following:

www.ime.gob.mx / <http://becas.ime.gob.mx> / [Consulate website](#)

CONTENTS

(No more than three pages)

1. Mission of the organization / educational institution
2. In no more than three pages, please describe:
 - a. The goals to be achieved, anticipating the results, the procedures to assess the progress of objectives and its contributions to the educational development of Mexican immigrants.
 - b. The plans and projects to accomplish the set goals with IME Becas financial resources and matching funds, as well as the methods used to assess the progress of met project tasks.
 - c. Other funds received and anticipated by the institution / organization in order to achieve the objectives of the financial support and other related activities.
3. Please include a detailed budget analysis of the expenditures proposed by the applicant institution or organization, including a brief statement describing the purpose of such expenditures. The budget should also indicate how financial support will be distributed among students, coordinators or teachers, and when those will be delivered.
4. Institutions and organizations which participated on IME Becas in the immediately previous cycle, must present the corresponding report of results.

1) The following documents must be attached to this application:

1. Copy of the organization / institution “**bylaws**”

PLEASE NOTE:

1. Grants are for Mexican or Mexican-origin students who require financial support to start, continue, or complete their education, from basic education to occupational training.
2. Resources from the IME-Becas cannot be used for any administrative or operating expenses by the applicant organization / institution, or for the payment of benefits, food, advertising, rent, transportation, travel, or purchase of equipment (including computers and computer accessories).
3. Regarding community organizations involved in adult education, the Local Committee may consider the costs of operation (teacher payment, infrastructure) as equivalent to matching funds, upon explicit request.