

**Frederic Duclos Barstow Foundation for American Samoans**  
(Bank of Hawaii, Trustee)

Grant Application Information for Tuition Aid

**Grantmaking Policy**

The Deed of Trust states that the purpose of the foundation is education in American Samoa and benefiting the youth of American Samoa. Among which, without limiting this generality, may be: assistance to schools, government and/or private; education of Samoan youths abroad; education of residents in hygiene; and assistance in creating and maintaining a Cultural Education Center, including a museum or library. Education of Samoan youth was adopted by the first Permanent Committee as their main field in which to serve the Samoan people. The benefits of the Foundation may be extended for projects in cases which the Permanent Committee deems it appropriate.

Organizations must be exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity. The Foundation does not give grants or scholarships to individuals, nor does it provide grants for deficit funding or endowments.

The Permanent Committee will accept only one request a year from an organization. A new request will not be accepted if a prior pledge or report is still outstanding.

**Tuition Aid Programs**

The Permanent Committee provides grants for scholarship/tuition aid to 4-year accredited colleges and universities in the State of Hawaii for the benefit of students from American Samoa. Criteria for QUALIFIED American Samoa students receiving a Barstow Foundation scholarship can be found on page 4. Please ensure there are qualified students enrolled in your college or university prior to applying for a grant.

The Foundation does not give scholarships to individuals; nor does it provide grants for endowments.

**COLLEGE/UNIVERSITY GRANT APPLICATION PROCEDURE**

**DEADLINE DATE:** Requests for tuition aid programs are normally reviewed during the first quarter of the year. **Proposals must be postmarked by October 1.**

**Application Procedures**

**Submit 6 (six) completed sets of the proposal containing the following 10 items:**

1. Funding Request Cover Sheet - To be placed on top (see page 3)
2. Proposal Narrative – ONE(1) PAGE

Format Information:

Pages: 1 page  
Margins: 1-inch margins on each side  
Font: 12 point font  
Spacing: Double space in between paragraphs  
Paragraph Height: Maximum of 1 ½ inches  
Bullet points: Acceptable

**NOTE: ONE PAGE Proposal narrative that includes the following information:**

- Brief description of applicant organization and its purpose – two sentences.
  - Concise summary of the following: school's tuition aid program; what the school does to generate tuition aid funds; award policy for those in financial need; description of how the tuition aid program is to be carried out; a statement of need and an indication of the population to be served.
3. Board of Directors – List of Board members with their professional or business affiliation.
    - Percent who actively participate in activities and meetings

4. Endorsement Letters - Two letters from recipients are required. (Thank you letters are NOT endorsement letters.)

**(The remaining items must have a Start & End date that includes: month, day and year)**

5. Organization's Tuition Aid Program Revenue & Expense Budget
  - For proposed school year – (must include all sources of revenue and expenses)
6. Organization's Operating Budget – Current Fiscal Year
7. Income Statement - Recently Completed Fiscal Year
8. Balance Sheet – (not older than 3 months)
9. Internal Revenue Service determination letter advising that the organization is tax-exempt under Section 501(c)(3) and is a public charity.
10. Organization's charter and by-laws, and Articles of Incorporation if applicable.

**Proposals are to be sent to the following mailing address:**

**Postal Service**

Frederic Duclos Barstow Foundation  
C/o Bank of Hawaii, Corporate Trustee  
Charitable Foundation Services #758  
P. O. Box 3170  
Honolulu, Hawaii 96802-3170

**Over Night Deliveries:**

Frederic Duclos Barstow Foundation  
C/o Bank of Hawaii  
Charitable Foundation Services  
130 Merchant Street, Rm. 530  
Honolulu, Hawaii 96813

*Within six months, applicants will be notified in writing of the action taken on their requests. The recipient of a grant will be required to submit a narrative report on what has been accomplished as a result of the grant, and a fiscal accounting of the grant expenditures.*

*The Foundation receives more requests for assistance than its funds permit supporting. However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.*

**NOTE:** *Although not ordinarily required, an audited financial statement may be requested if circumstances warrant.*

**Contact Information for the Barstow Foundation:**

Paula Boyce, AVP and Grants Administrator  
Phone: (808) 694-4945 Fax: (808) 694-4006  
Email address: [paula.boyce@boh.com](mailto:paula.boyce@boh.com)

Elaine Moniz, Trust Specialist  
Phone: (808) 694-4944 Fax: (808) 694-4006  
Email address: [elaine.moniz@boh.com](mailto:elaine.moniz@boh.com)

Frederic Duclos Barstow Foundation

Bank of Hawaii, Trustee

Funding Request Cover Sheet (Tuition Aid)

Please complete and submit with your request for funding

Date \_\_\_\_\_

Organization Information

(Must be a 501 (c) (3) tax-exempt organization)

(If this is a collaborative project, please submit names of collaborating agencies on a separate sheet.)

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

BOARD MEMBER INFORMATION

No. of Board Members: \_\_\_\_\_ Percent (%) of Financial Participation: \_\_\_\_\_

Total Contribution Current Fiscal Year: \_\_\_\_\_ Median Gift: \_\_\_\_\_ Average Gift: \_\_\_\_\_  
(Check One: Past  or Current FY )

Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Information

Project Title: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Two signatures are required

\_\_\_\_\_  
Executive Director (Chief Compensated Staff)

\_\_\_\_\_  
Board Chair or President (Chief volunteer)

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Print or Type Name and Title

**Frederic Duclos Barstow Foundation for American Samoans**  
BANK OF HAWAII, TRUSTEE

Frederic Duclos Barstow Foundation  
Tuition Aid Criteria

**PURPOSE:**

To provide monetary assistance to 2<sup>nd</sup> year Samoan students arriving in Hawaii directly from American Samoa or within one year after leaving American Samoa. Assistance is available to Samoan youth who are of financial need attending any 4-year university in Hawaii, and pursuing a degree that requires a math and/or science major. The scholarship will assist the student each year during their last three years as they work to attain an undergraduate degree.

**DESCRIPTION OF PROGRAM:**

The purpose of this fund is to assist financially needy Samoan youth who are full time students enrolled in the field of math and/or science study on a university campus. Students who receive scholarships in their 2<sup>nd</sup> year are encouraged to reapply in their 3<sup>rd</sup> and 4<sup>th</sup> year.

**CRITERIA:**

The scholarship is to be used to fund college scholarships for 2<sup>nd</sup> year students who have arrived in Hawaii directly from American Samoa, or within one year after leaving American Samoa, providing they have been enrolled in an accredited education system during the year. Scholarship funds may be used toward tuition, fees, books, supplies and equipment required for the enrolled courses. Scholarships are based on the following criteria:

1. Students must be Samoan youth who have recently arrived from American Samoa and demonstrate financial need.
2. Students must be entering their 2<sup>nd</sup> year (3<sup>rd</sup> or 4<sup>th</sup> if applicable).
3. Students are to be pursuing a degree that requires a Math and/or Science major.
  - a. Nursing and Computer Science majors are acceptable alternative fields to Math & Science only after a search for candidates in the preferred majors are exhausted.
4. Students must be maintaining a 2.0 GPA in their CORE classes.
5. Students must be classified and enrolled, or plan to enroll, as full-time.
6. No maximum scholarship size.

**ELIGIBILITY:**

Although students receiving a Barstow Foundation Scholarship will be selected prior to the academic year, scholarships are issued only after the student provides evidence of having registered in a full time program of math and/or science study at the university. Continued enrollment as a full time student is a requirement. If the necessary credit load is not maintained after the initial registration, students will be required to return scholarship funds.

**STUDENT APPLICATION PROCEDURES:**

Students must complete a Free Application for Federal Student Aid (FAFSA). In addition, scholarship applicants must complete an application which includes a personal essay as to why they are applying for the scholarship and how will it be of benefit to them, a resume, and arrange for letters of reference and transcripts to be furnished to the selection committee. Please refer to the campus financial aid office for additional instructions relating to general eligibility and submission deadlines.