

## Guidelines for Requesting and Submitting Scholarship and Grant Applications

- I. Requests for Scholarship or Grant application forms need to be made to the Luso-American Education Foundation's office in Dublin, California on or after December 1 of the year previous to the award year.
- II. Requests for Scholarship or Grant application forms must include the specific Title and Category Number of the Scholarship or Grant
- III. Requests for Scholarship or Grant application forms can be made by any of the following means:
  - Written request by US Mail, made to:  
Secretary, Administrative Director  
Luso-American Education Foundation  
P.O.Box 2967  
Dublin, CA 94568
  - Telephone request by calling Secretary, Administrative Director, at  
(925) 828-3883
  - By fax request by sending fax to Secretary, Administrative Director, at  
(925) 828-3883
  - By email request to Secretary, Administrative Director, at  
[odom@luso-american.org](mailto:odom@luso-american.org)
- IV. All Scholarship application forms returned by US Mail to the Luso-American Education Foundation office in Dublin, California must be postmarked **on or before March 1** of the award year to qualify for consideration.

All Scholarship application forms delivered to the Luso-American Education Foundation's office in Dublin, California must be received and date-stamped **on or before March 1** of the award year to qualify for consideration.

All Scholarship application supporting documentation, including, but not limited to Official Transcripts and Letters of Recommendation must be received at the Luso-American Education Foundation office in Dublin, California **on or before March 1** of the award year.
- V. All Grant application forms returned by US Mail to the Luso-American Education Foundation office in Dublin, California must be postmarked **on or before March 15** of the award year to qualify for consideration.

All Grant application forms delivered to the Luso-American Education Foundation's office in Dublin, California must be received and date-stamped **on or before March 15** of the award year to qualify for consideration.

All Grant application supporting documentation, including, but not limited to Official Transcripts and Letters of Recommendation must be received at the Luso-American Education Foundation office in Dublin, California **on or before March 15** of the award year.

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