

Scholarship Program

Application and Approval Procedure

1. Personal Requirements

Before submitting an application, applicants must check whether they meet the personal requirements for being awarded a scholarship (age, financial need, cooperation partner, educational goal, ability and willingness to communicate, ethical requirements). These are described on our homepage www.fam-hoene.de under “Goals” “Our Scholarship Program”.

2. How to apply

Please send your application by email to stiftung@fam-hoene.de, attaching the completed and signed documents listed in section 4 below (questionnaire, financial statement) as a PDF file.

3. Application deadline

There is no application deadline. However, we would like to point out that the scope of our scholarship program, including the number of scholarships awarded, depends on our annual budget. This is determined in November of each year for the following calendar year. **We therefore recommend that applications be submitted by October 15 of each year so that they can be considered in the annual budget for the following calendar year.**

4. Application documents

The following documents must be attached to the application in PDF format: the fully completed and signed personal information form (questionnaire) and the financial statement. The questionnaire must include, among other things, the contact details (in particular the email address) of a suitable contact person at the educational institution where the training is being or is to be completed. Before submitting the application, please ensure that this contact person has been informed of your application and is prepared for us to contact them to clarify the scholarship process. If the scholarship is being arranged by another non-profit organization (association, foundation, NGO), this is not necessary. Any necessary contact with the educational institution will be arranged by them.

5. Application review and decision

As a rule, the applicant will receive an acknowledgement of receipt by email within 10 working days of receipt of the application. This may include additional questions that need to be answered, and the period within which the application will be reviewed and a decision on the further procedure will be made. After reviewing the application documents, the applicant will receive either an invitation to make an appointment for a personal interview or a preliminary or final rejection notice by email.

6. Personal interview

If the application review is positive, we will invite you to a personal interview to get to know the applicant better and to ask additional questions. The further procedure will be discussed and agreed in detail during this interview.

7. Decision

As a rule, we decide at short notice, i.e. at the latest within 3 weeks of a personal interview, whether to grant or reject the application. In the case of approval, we first contact the educational institution with which we work to process the scholarship in order to clarify and agree on the technical aspects of the scholarship. We will then send the applicant a draft written agreement for their review. If the applicant agrees to the draft, they should sign it and return it to us by email in PDF format. Once we have returned a countersigned copy of the agreement, the applicant will be able to participate in our scholarship program in accordance with the provisions of the agreement.

8. Publications

We report on the progress of our scholarship program both on our website and in our monthly newsletter and occasionally on social media. To protect the privacy of the scholarship holders, we only publish their first names. If the scholarship holder does not wish this, it must be explicitly agreed. The same applies to the publication of images provided to us.