

## Scholarships – How to Apply

Eligibility and application materials vary for each scholarship. Carefully review scholarship guidelines before applying.

**Scholarship awards are announced in early May. Students will be notified by email and/or letter.**

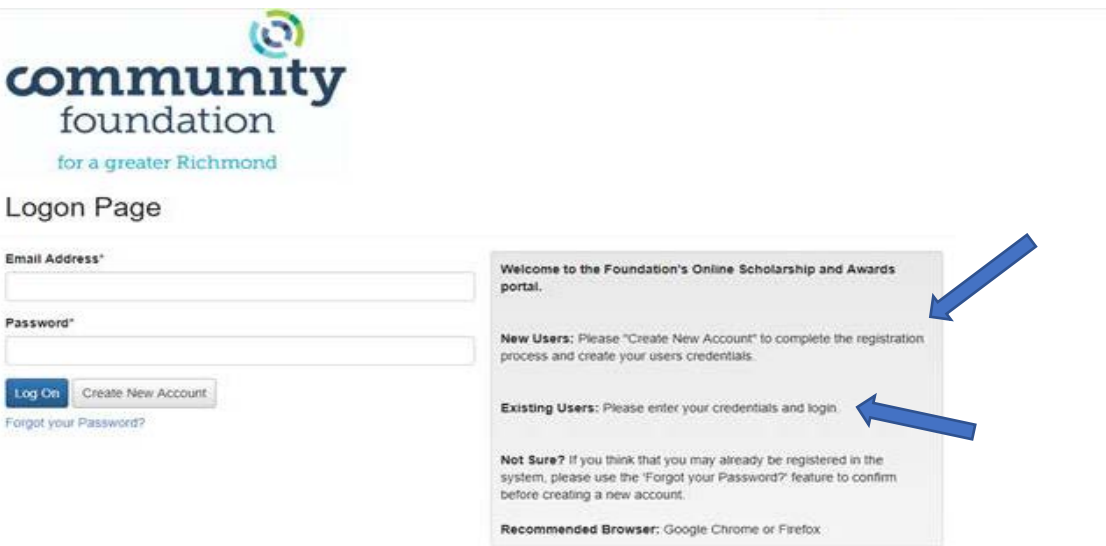
### **Step 1** – [Explore scholarship opportunities.](#)

View an alphabetical listing of all scholarships offered by the Community Foundation. You may enter a specific named scholarship or keyword to refine your search.

### **Step 2** – [Create an account through our online system and take an Eligibility Quiz.](#)

You must create an account and complete your application(s) through our online system by the stated deadline.

Follow the instructions on the [Logon Page](#). New Users, after you create your account, you will be taken to the **Email Confirmation** page. Follow the onscreen instructions to be sure to confirm that you are receiving emails from the system.



Now that you have an account in the system, remember, this is the account that you will use for both current and future applications.

**Step 3** – Once you have created your account and are logged into the system, you will be prompted to complete an **Eligibility Quiz**. This will narrow down the scholarships for which you may be eligible to apply. Select the applicable eligibility quiz—**Graduating High School Senior OR Recent High School Graduate/Adult Learner** (see screenshot below).

Apply

Enter Access Code

Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

**Scholarship Applicants:** Complete the Eligibility Quiz that applies to you. Once you have completed the quiz, scroll down to see the scholarship(s) for which you may be eligible. Once you begin an application, you will be able to find it on your Dashboard whenever you log on to the system.

**Note:** The eligibility quizzes align with criteria for specific scholarships available at the Community Foundation and are intended to help students identify those for which they may be eligible. The Foundation will use this information only to determine scholarship eligibility. Please note that eligibility requirements and application materials vary by scholarship, therefore, you are encouraged to carefully review individual scholarship guidelines before you apply.

**Scholarship Applications Available:** by January 10, 2019

**Scholarship Application Deadline:** Thursday, March 7, 2019 by 5:00 p.m.

**R.E.B. Awards for Teaching Excellence:** to access the R.E.B. Awards for Teaching Excellence nomination, enter REB in the Access Code field located to the upper right and then click Enter Code. Scroll down to see the nomination form and click Apply to begin. Once you begin a nomination, you will be able to find it on your Dashboard whenever you log on to the system.

**Nomination Available:** by January 15, 2019

**Nomination Deadline:** Monday, February 25, 2019 by 5:00 p.m.

Eligibility Quiz - Graduating High School Senior

Graduating High School Senior

Preview

Start Eligibility Quiz

Eligibility Quiz - Recent High School Graduate/Adult Learner

Recent High School Graduate/Adult Learner

Preview

Start Eligibility Quiz

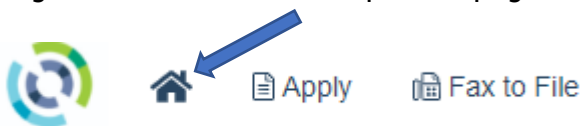
**Step 4** – After completing the **Eligibility Quiz**, a list of scholarships for which you may be eligible will populate (you may have to scroll down to see the list). Click the **Apply** button next to the name of the scholarship to begin the application for that scholarship. You may log in and out of the system as needed; you do not need to complete the application in one sitting. Instructions for completing the application are located in each section of the application.

Eligibility - Fall Process

Based on your answers, you are eligible for the following

> Reina P. Gallion - Fall 2017	Accepting Submissions starting 05/11/2015	Apply
> Women in S.T.E.A.M - Fall 2017	Accepting Submissions starting 05/11/2015	Apply
> Wilson B. Higgins Scholarship - Fall 2017	Accepting Submissions starting 05/11/2015	Apply

Any applications that you start/complete will appear on your **Dashboard**. You can find your **Dashboard** by clicking the house icon at the top of the page.




To continue an application that you previously started, click **Edit Application**.

MA - 0381742

**Process:** 2018 Fall Scholarships

Application	Draft	07/24/2018	Due on 08/31/2018 12:00 AM MDT	<a href="#">Edit Application</a>
Decision	Undecided			



Fields in the application marked with an asterisk \* **are required** and must be completed before an application can be submitted. Once the application is complete, click **Submit**. **After your application is submitted, you can no longer make changes.**

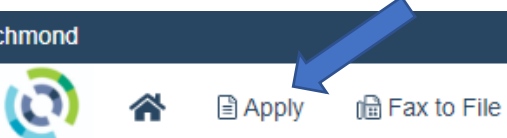
- You will receive an error message if any of the required fields are not completed. Incomplete fields will be in red.

When a form is submitted successfully, you will be taken to a confirmation page. After clicking **Continue**, you will be taken back to your **Dashboard**, and can **VIEW** your submitted application.

You will also receive an email confirmation for **each** application that you submit.

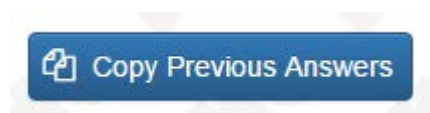
**Step 5** – Click **Apply** at the **top of the page** to return to the listing of scholarships for which you may be eligible to begin another scholarship application.

Community Foundation for a greater Richmond



**Note:** After you have completed at least one application, you can copy common answers into your next application. From the list of eligible scholarships, click the blue **Apply** button to begin a new application.

Click **Copy Previous Answers** in the upper right to copy the answers from your previous application.



A table (see screenshot below) will show you a list of your previous applications and which answers can be copied. Any questions that have already been answered on the current form will NOT be overwritten by a copied answer, nor will the copied answer be added to the existing answer.

Copy Previous Answers ×

**i** The table below shows a list of your previous existing Requests with answers that can be copied.

Select the radio button next to the request you want to copy answers from

PROCESS	MATCHING ANSWERS	REQUEST CREATED
<input type="radio"/> test	3	12/29/2016 04:42:34 PM
<input type="radio"/> test	3	06/02/2016 09:45:21 AM
<input type="radio"/> test	3	11/03/2015 09:31:49 AM
<input type="radio"/> G4G Example	1	09/30/2016 03:41:36 PM
<input type="radio"/> test	0	04/26/2016 05:06:47 PM

Cancel Copy Answers

Select the radio button next to the application you want to copy answers from and click **Copy Answers**

A pop up will appear for you to confirm that you want to copy.

Click **OK** (Clicking OK will copy the answers from the selected request into the form you are currently working on.)

You may edit existing answers and answer new questions (if they exist).

### Application Tips

- You will be automatically logged out of the system after 90 minutes of inactivity.
- The system will auto-save; however, you are encouraged to save your work along the way.
- You may collapse question groups as you go, once you've finished all the questions in that group, as an indicator to yourself that you've completed that section and reduce scrolling.
- Most fields have character limits (includes spaces) as indicated below each field.
  - Responses that are longer than the limit will be saved, but an error message will appear informing you that the limit has been exceeded.
  - You will not be allowed to submit the form until the length of the response has been decreased in accordance with the limit.
- File upload fields will only accept one file, per field.
  - Upload fields have size limits.
    - If you attempt to upload a file that is larger than the set MiB limit, you will receive an error message informing you that the file is too large, and the file will not be saved.
  - Upload fields may also have File Type restrictions.
    - If you attempt to upload a file type in an unaccepted file type, you will receive a warning that the file type is not acceptable, and you will not be able to upload the file.
  - Once a file has been uploaded, it may be deleted by clicking the red X next to the file name and a new file can be uploaded.

## **Additional Resources**

[Video Tutorial 1: Site Access & Account Creation](#)

[Video Tutorial 2: Applying for Funding](#)

[Video Tutorial 3: Your Applicant Dashboard](#)

revised 11/18/20