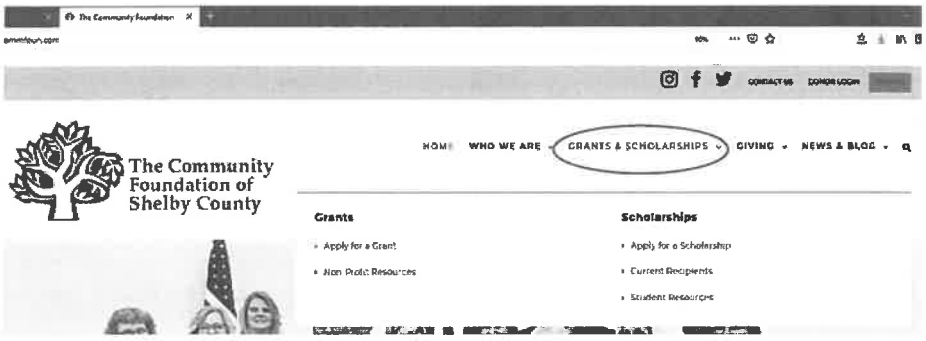
Community Foundation of Shelby County
Scholarship Application Guide

Our Scholarships program for 2020 will....

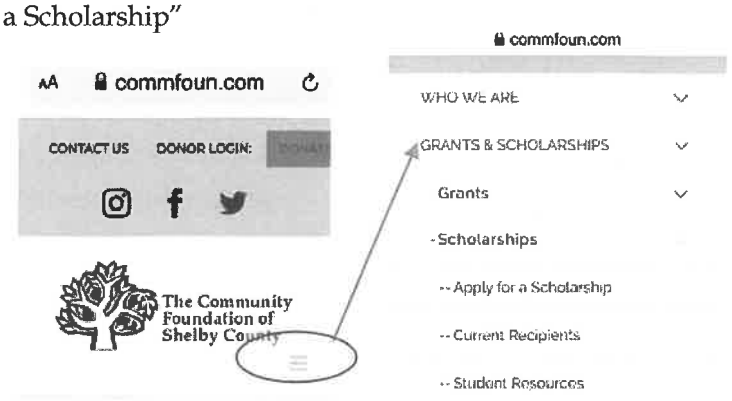
- Award approximately 197 scholarships totaling more than $230,000.
- The Community Foundation Scholarship application is completely online at www.commfoun.com
- The deadline for most of the high school senior awards is **February 13, 2020**.
- The deadline for the Skills Scholarship is **March 12, 2020.**
- The deadline for scholarships for adults, current college students and some high school seniors is **May 28, 2020**.

How can I prepare to complete the application?

- Please prepare this information before you start:
  - In what school district do you live?
  - In what county do you live?
  - What is your cumulative grade point average?
- Gather this information:
  - Your high school and/or college transcript
  - High school students may electronically request their transcript from their guidance office from within the application.
  - A list of school and community service activities.
  - Letters of Recommendation (1-3 letters are required) - These maybe electronically requested from within the application.
  - Your EFC (Expected Family Contribution) from the FAFSA form. Not all scholarships require this information.
  - College cost of attendance information. This information is available in the Admissions or Financial Aid sections of your college's website. All scholarships require the recipient attend an accredited college, university, or technical school.
- Find the link to the online scholarship application in the Scholarship section of our website at www.commfoun.com. It is located under Scholarships and Grants.
  This is how it will look on a desktop/laptop PC:



If you are using a mobile device you can find it under the three yellow bars at the top right corner of the page. Click on the three yellow bars and the menu will dropdown. Hit the dropdown arrows (not the words) to open the next menu showing "Grants & Scholarships," then "Scholarships," then click on the words "Apply for a Scholarship"



- Our application is a matching application, meaning it will ask you a series of questions that will 'match' you with scholarships for which you may be eligible. No information gathered during our process is used for any purpose except to consider you for a scholarship.

Directions to work through the application:

- Begin by clicking the green **Begin Search** button. After you complete the matching questions, a group of scholarships will appear. A little information on each scholarship appears. Click the box for each scholarship that you wish to apply. Then click the green 'save to my applications'. You will now need to create an account.
- Once your account is created, you will find a listing of **'My Applications'** in the upper right hand corner.
- Click on your first scholarship and start working on it. Make sure each application you open is starting on page 1. If not, go to the Instructions area on the right hand side and click 'Instructions'.
- If you need to stop working on the application and come back to it later, save and log out under your name in the top right hand corner.
- When you log back in and click on the scholarship application, click the green **'Edit Application'** button in the right hand column.
- After you submit your first application, go to the **'My Applications'** in the upper right corner to start working on your next application.

How do I obtain more information or assistance?

- Check out Frequently Asked Questions on the Community Foundation of Shelby County's Scholarship page. If you do not find the answer you need, please contact Juli Smith by email (jsmith@commfoun.com) or telephone (937) 497-7800. Our office is open Monday-Friday, 8 am to 5pm.

Here are some screen shots to assist you in completing the application:

- Once you have clicked on the link on the Apply for Scholarships page, the screen below will appear.
- Begin by clicking the green **Begin Search** button.

2020 Community Foundation of Shelby County (Ohio) Scholarship Common Application

Responses on these questions determine eligibility to apply for specific scholarships.

Begin Search

After you click "Begin Search" a list of matching questions will appear. These will match you up to scholarships you are eligible for. Some of these questions will be asked again on the first scholarship application you complete.

2020 Community Foundation of Shelby County (Ohio) Scholarship Common Application

Please answer the following questions to find programs that match your profile. You don't need to answer any questions that are not required, but the more questions you answer, the better the results will be.

I am currently *

Please click the radio button next to the high school you are graduating from or have graduated from... (Upper Valley Career Center students pick your associate school.) *

Do you attend Upper Valley Career Center? *

Are you a citizen of the United States of America? *

After you complete the matching questions, a group of scholarships will appear.

Program Search Results

Returned 21 based on your search. Search Criteria

Check the Select box next to each program for which you're interested in applying. When you're ready, click Save to My Applications to save your selections and begin completing each application.

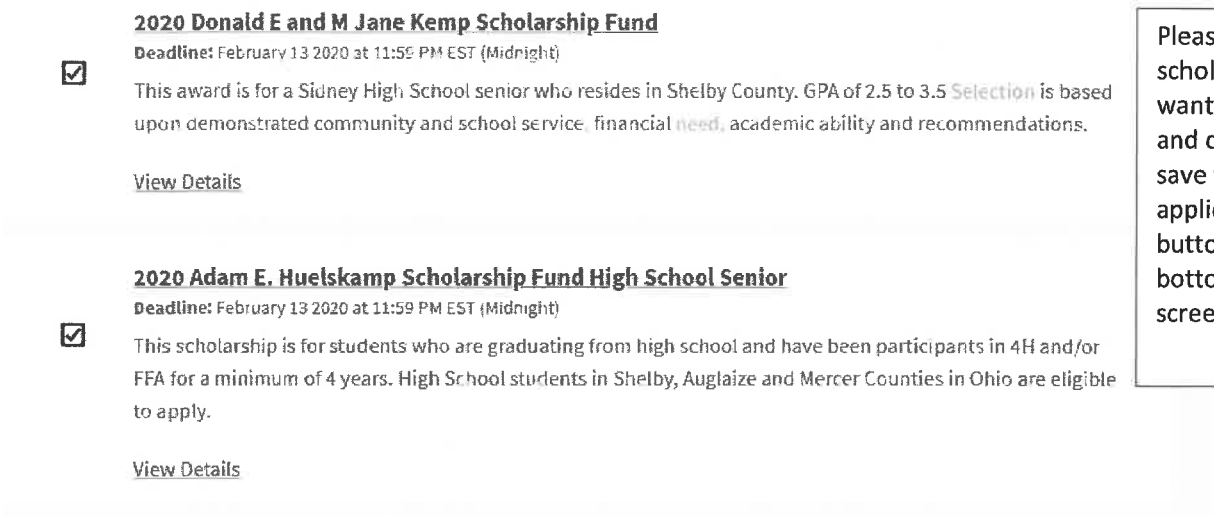
2020 Donald E and M Jane Kemp Scholarship Fund
Deadline: February 13 2020 at 11:59 PM EST (Midnight)
This award is for a Sidney High School senior who resides in Shelby County. GPA of 2.5 to 3.5 Selection is based upon demonstrated community and school service, financial need, academic ability and recommendations.

View Details

2020 Adam E. Huelskamp Scholarship Fund High School Senior
Deadline: February 13 2020 at 11:59 PM EST (Midnight)
This scholarship is for students who are graduating from high school and have been participants in 4H and/or FFA for a minimum of 4 years. High School students in Shelby, Auglaize and Mercer Counties in Ohio are eligible to apply.

View Details

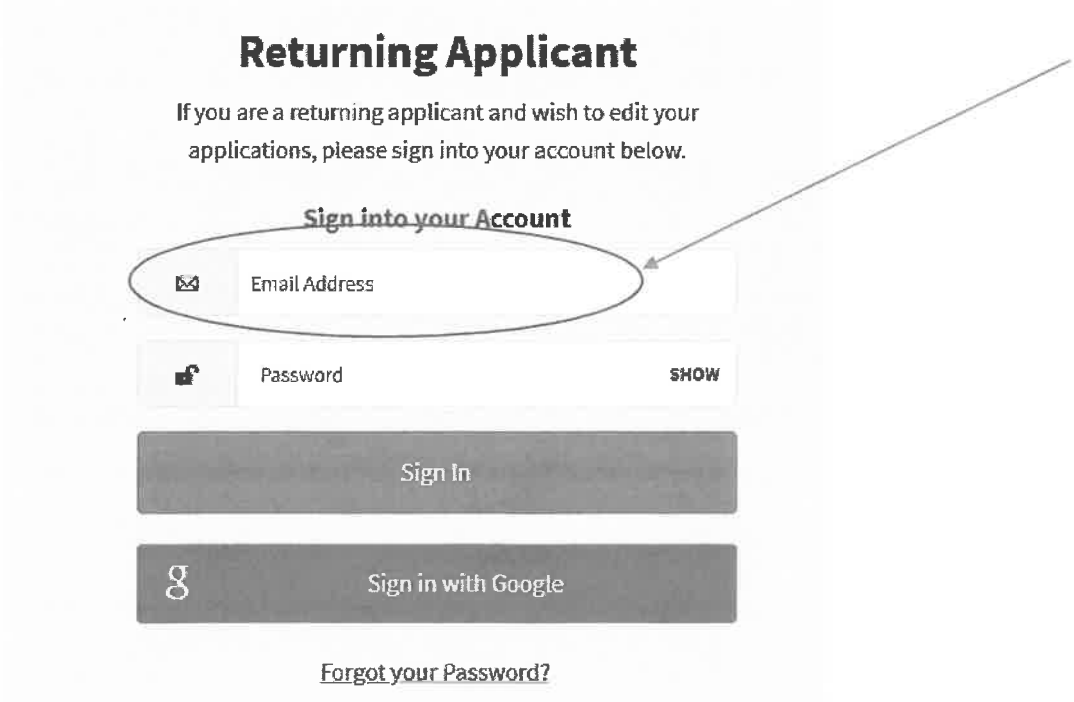
A little information on each scholarship appears. Click the box for each scholarship that you wish to apply. Then click the green 'save to my applications'.



Please select the scholarships you want to apply for and click on the save to my applications button at the bottom of the screen.

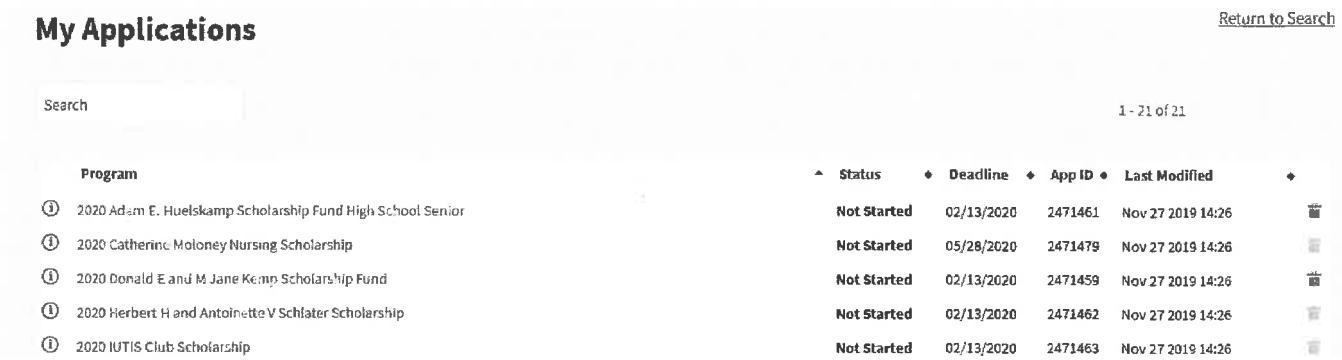
Then click the green "Save to My Applications" at the bottom of the list.

You will now need to create an account. If you already have an account do not create a new one. You only need to sign in.



Please use an email address that is checked regularly. This is the address we will use to contact you if we have any questions about your application. **Do not use an email that was provided by your high school.**

Once your account is created, you will find a listing of 'My Applications' in the upper right hand corner. Click on your first scholarship and work through its application. You will answer some of the same questions you answered on the matching page, but only for the first scholarship. After that, you will only answer any specialized questions that go with the scholarship you are applying for.

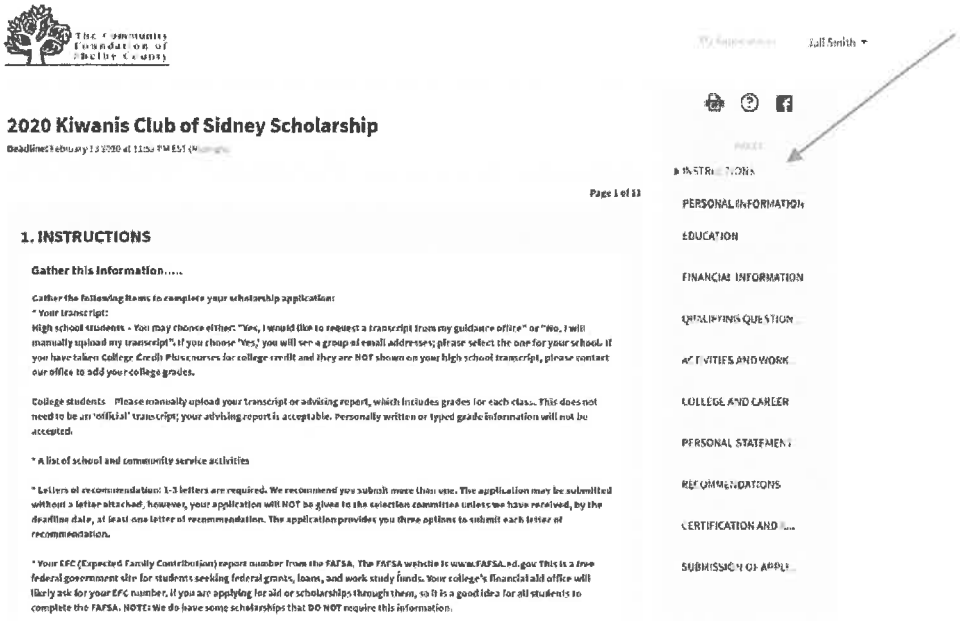


When you have completed the application and have **ALL** the necessary information and attachments (EFC, transcript, extracurricular activities, work experience, letters of recommendation) on your application, click on the "Submit" button to apply for each scholarship.

Keep returning to the My Applications section until you have submitted each possible application on your dropdown list.

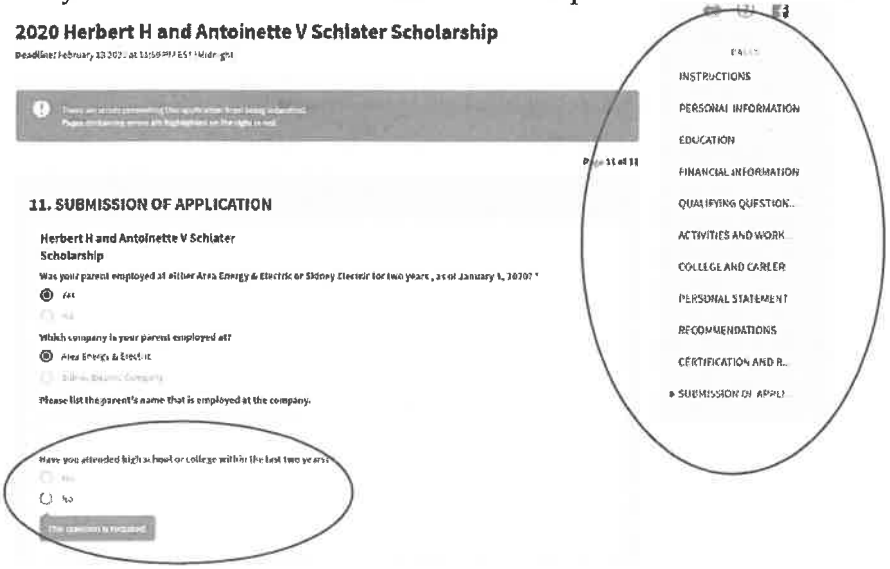
Helpful Tips and Information

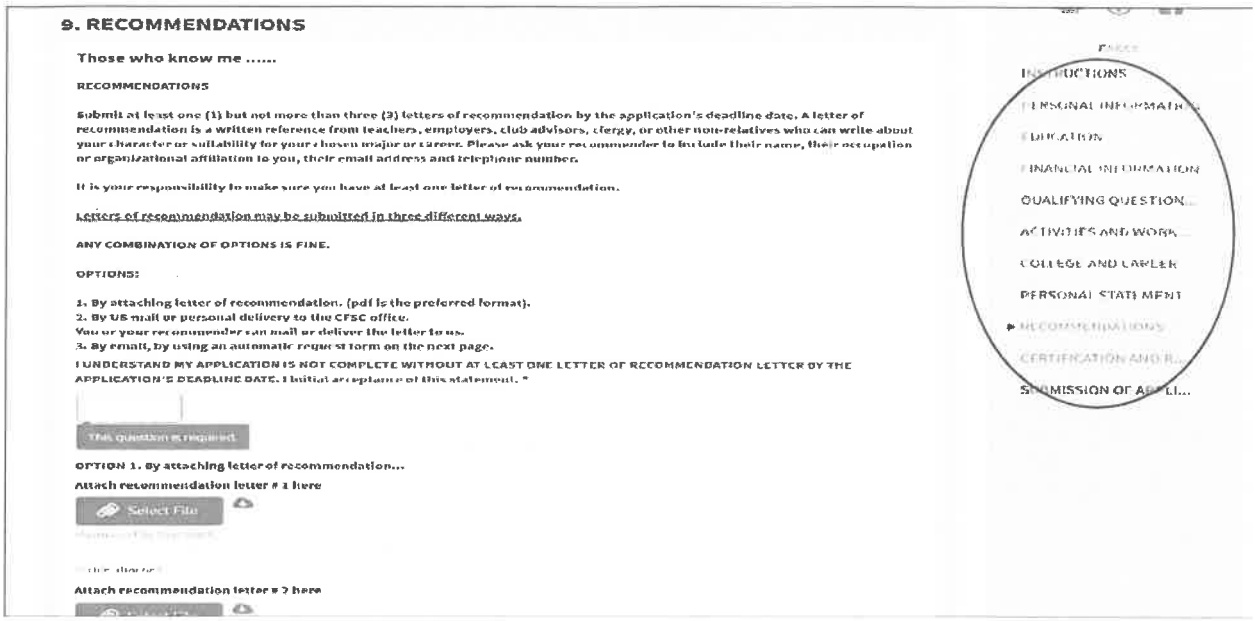
Make sure each application you open is starting on page 1. If not, go to the Instructions area on the right hand side and click 'Instructions'.
If you need to stop working on the application and come back to it later, save and log out under your name in the top right hand corner.



If you have completed all required areas of the application and have clicked the Submit button, you will receive an emailed acknowledgment that you have completed that application.

If you are missing information and it was not submitted, you will see a page similar to this example. The red words indicate required information that you have not yet supplied. Either save and return to the application when you have the needed information or complete the information and click Submit.





The part of the application that will not allow you to submit will show in the right column in red. Click on each red area. The page containing unfinished question(s) will open, allowing you to complete the missing information. Then, look for the Submit button at the bottom of the page and click. Once submitted, go back to your My Applications area and start the next application.

Remember, each application must be submitted by clicking the Submit button at the end of each application.

What to do if you are unable to click the Submit button on the Matching Questions or the Unique Application:

1. Scroll all the way to the bottom of the application and look for a button that says NEXT.

2. Click the button and it will take you to the next page of the application.

3. On this page you will be able to click the SUBMIT button to submit your scholarship.

Logging Back in to Complete an Application:

When you log back in and click on the scholarship application, click the green **'Edit Application'** button in the right hand column.

After you submit your first application, go to the **'My Applications'** in the upper right corner to start working on your next application.

Letters of Recommendation:

A word of caution: Your application is not complete without the submission of at least one letter of recommendation from a teacher, coach, advisor, employer or other non-family reference. You can submit the application without any letter attached, but if the Community Foundation of Shelby County does not have a recommendation letter by the application deadline, your application will not be considered for scholarships.

You have three options to submit a letter of recommendation:

1. Attach a letter to your application by uploading it. (shown on the screenshot above)
2. You or your recommender can mail, email or deliver a letter to the Community Foundation by the deadline. We will attach the letter to your application.
3. You can enter a recommender's email address and the online application system will automatically send an email requesting a letter of recommendation.

We encourage you to have more than one recommendation in case one of your recommenders fails to submit by the deadline. It is your responsibility to ensure there is at least one letter submitted. Letters can give information about you that might not be obvious on your application. Besides, one of your recommendation letters might appeal to the scholarship selection committee and it might tip the decision in your favor!

For additional help, please go to our website at commfoun.com. See the Apply for a Scholarship tab and read the Frequently Asked Questions section for answers to questions posed by other applicants. We are also happy to help before the deadline. Please email jsmith@commfoun.com or call (937) 497-7800 weekdays between 8:00am and 5:00pm.