



Community Foundation of Shelby County Scholarship Application Guide

Our Scholarships program for 2019 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 14, 2019**.
- The deadline for scholarships for adults, current college students and some high school seniors is **May 30, 2019**.

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 may be 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.
- 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:

- 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.

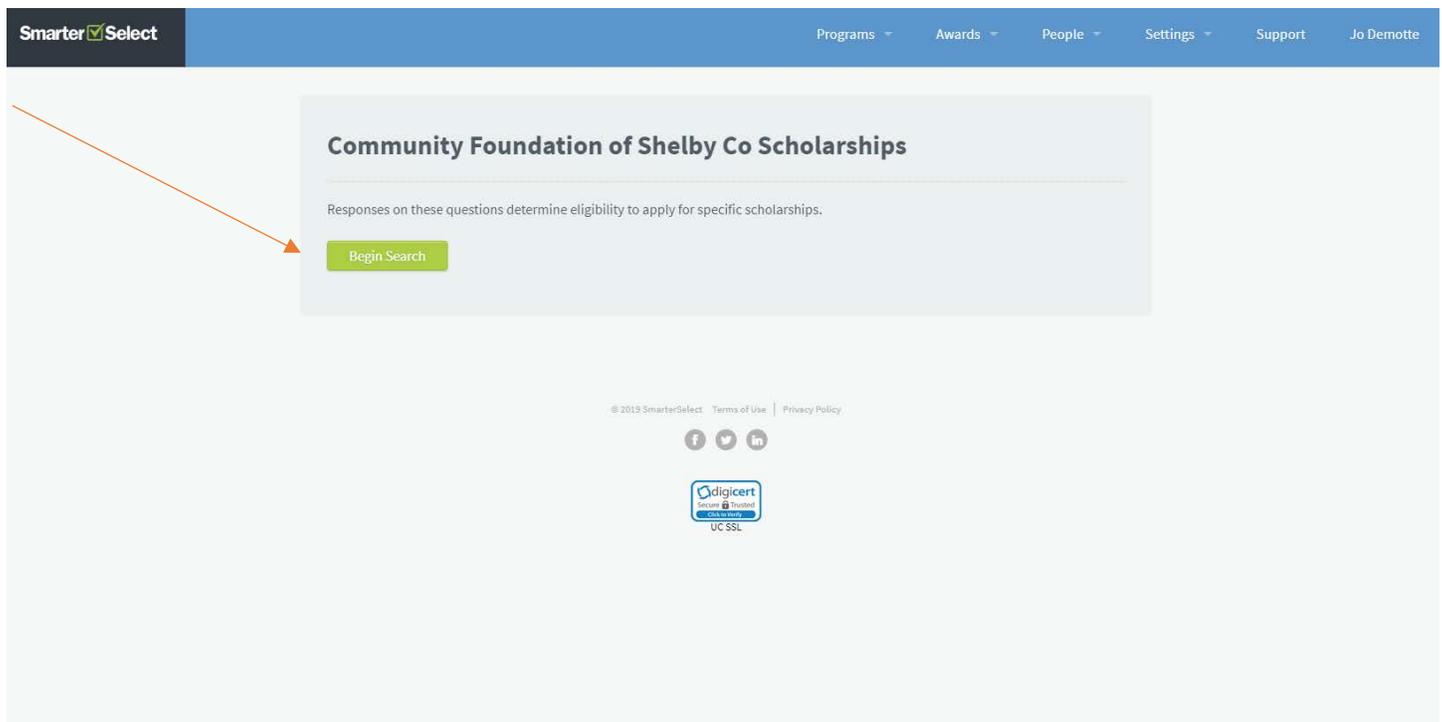
- When you log back in and click on the scholarship application, click the green **'Edit Application'** button in the right hand column.
- After you submit your first application, go to the **'My Applications'** in the upper right corner to start working on your next application.

How do I obtain more information or assistance?

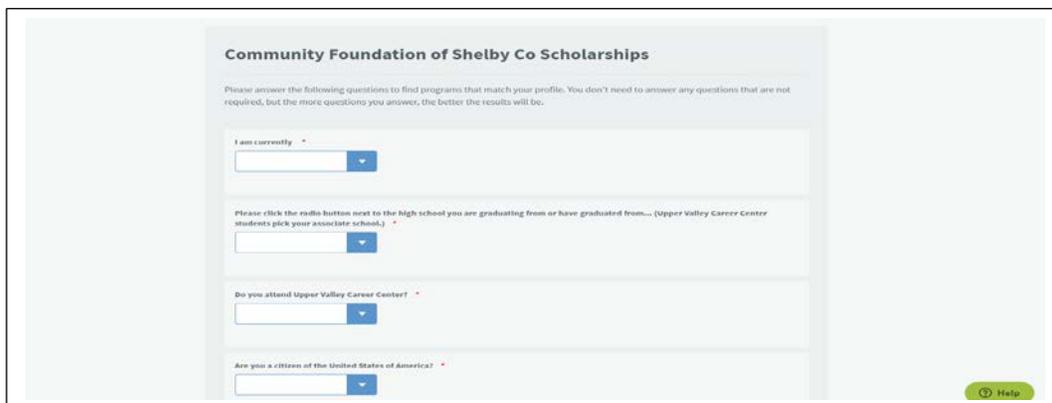
- Check out Frequently Asked Questions on the Community Foundation of Shelby County's Scholarship page. If you do not find the answer you need, please contact our staff by email (info@commfoun.com) or telephone (937) 497-7800. Our office is open Monday-Friday, 8 am to 4pm.

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.



- Click on the Begin Search button, entered the information asked:



Community Foundation of Shelby Co Scholarships

Program Search Results

Returned 15 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.

2019 Botkins Student Memorial Scholarship
Deadline: February 14 2019 at 11:59 PM EST (Midnight)
Botkins High School graduating senior enrolling in a trade school, college, or university. Selection based upon: Financial need, academic ability, community and school service, and recommendations.
[View Details](#)

2019 Carol Becker Memorial Scholarship
Deadline: February 14 2019 at 11:59 PM EST (Midnight)
Botkins High School graduating senior enrolling in a trade school, college, or university. Selection based upon: Financial need, academic achievement, community and school service, and recommendations.
[View Details](#)

2019 Botkins Area Community Fund Scholarship
Deadline: February 14 2019 at 11:59 PM EST (Midnight)
Botkins High School graduating senior enrolling in a trade school, college, or university. Selection based upon: Academic ability, community and school service, and recommendations. GPA of not less than 2.7 on 4.0 scale is
[View Details](#)

[Help](#)

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

Smarter Select

Community Foundation of Shelby Co Scholarships

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

[Begin Search](#)

Returning Applicant

If you are a returning applicant and wish to edit your applications, please sign into your account below.

Sign into Your Account

[Sign In](#)

[Sign In with Google](#)

[Forgot Password?](#)

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.

Select the first scholarship on your **My Applications** list and work through its application. You will answer some of the same questions as before, but only for the first scholarship. After that, you will only answer any scholarship's specialized questions and click the **'Submit'** button to apply to each scholarship. Keep returning to the **My Applications** section until you have submitted each possible application on your dropdown list.

My Applications

[Return to Search](#)

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	Program	Status	Deadline	App ID	Last Modified	
①	2018 Betty Lee Riggs Hughes Nursing Scholarship	Incomplete	05/21/2018	1497587	Oct 31 2017 11:13	
①	2018 Medical and Health Professions Scholarship	Incomplete	05/21/2018	1497561	Oct 31 2017 14:15	
①	2018 Ruese Insurance Agency Scholarship	Not Started	02/15/2018	1506647	Nov 01 2017 10:34	🗑️
①	2018 Shelby County Youth Soccer Scholarship	Not Started	02/15/2018	1506649	Nov 01 2017 10:34	🗑️
①	2018 Sidney High School Alumni Scholarship for a High School Senior	Not Started	02/15/2018	1506650	Nov 01 2017 10:34	🗑️
①	2018 Stephen W Weadock Scholarship Fund	Not Started	02/15/2018	1506651	Nov 01 2017 10:34	🗑️


My Applications Barbara Stueve

2018 Ruese Insurance Agency Scholarship

Deadline: February 13 2018 at 11:59 PM EST (edgwhg)

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1. INSTRUCTIONS

Gather this information.....

Cather the following items to complete your scholarship application:

- * **High school students** - You may choose either: Yes, I would like to request a transcript from my guidance office or No, I will manually upload my transcript. If you chose "Yes" you will see a group of email addresses, please select the one for your school. If you have taken post secondary or dual enrollment courses for college credit and they are NOT shown on your high school transcript, please contact our office to add.
- * **College students** - Please manually upload your transcript or advising report. This does not need to be an "official" transcript; your advising report is acceptable. The transcript needs to include grades for each class. Personally written or typed grade information will not be accepted.
- * **A list of school and community service activities**
- * **Letters of recommendation**: 1 - 3 letters are required. We recommend you submit more than one. The application may be submitted without a letter attached, however, your application will NOT be given to the selection committee unless we have received by the deadline at least one letter of recommendation using any of the options available through the application.
- * **Your EFC (Expected Family Contribution) report from the FAFSA** (not required for a fee scholarship). The FAFSA website is www.FAFSA.ed.gov This is a fee federal government site for students seeking federal grants, loans, and work-study funds. Your college's financial aid office will likely ask for your EFC number, if you are applying for aid or scholarships through them, so it is a good idea for all students to complete the FAFSA.

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CERTIFICATION AND R...

SUBMISSION OF APPLI...

Open and complete each scholarship's portion of the application.

2. PERSONAL INFORMATION

Tell us about you....

First Name *

Middle Name or Initial *

Last Name *

Mailing Address (P O Box) *

Street Address (only if different than mailing address)

City *

State *

OH

Other

Zip or Postal Code *

County of Residence: *

Shelby

Auglaize

Champaign

Clark

Darke

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Continue working through the application. Each following application will autofill your information (after the first application has been completed) until you reach the Submission of Application area.

2018 Ruese Insurance Agency Scholarship

Deadline: February 15 2018 at 11:59 PM EST (Midnight)

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11. SUBMISSION OF APPLICATION

Submission Statement

I understand that I must click **SUBMIT** at the end of this application to be considered for the 2018 Ruese Insurance Agency Scholarship. Do you wish to be considered for the scholarship? *

Yes

No

Thank you for your interest in the Ruese Insurance Agency Scholarship. Your click of the **SUBMIT** button will allow us to accept your application for consideration.

You must click the Submit button below to complete this form.

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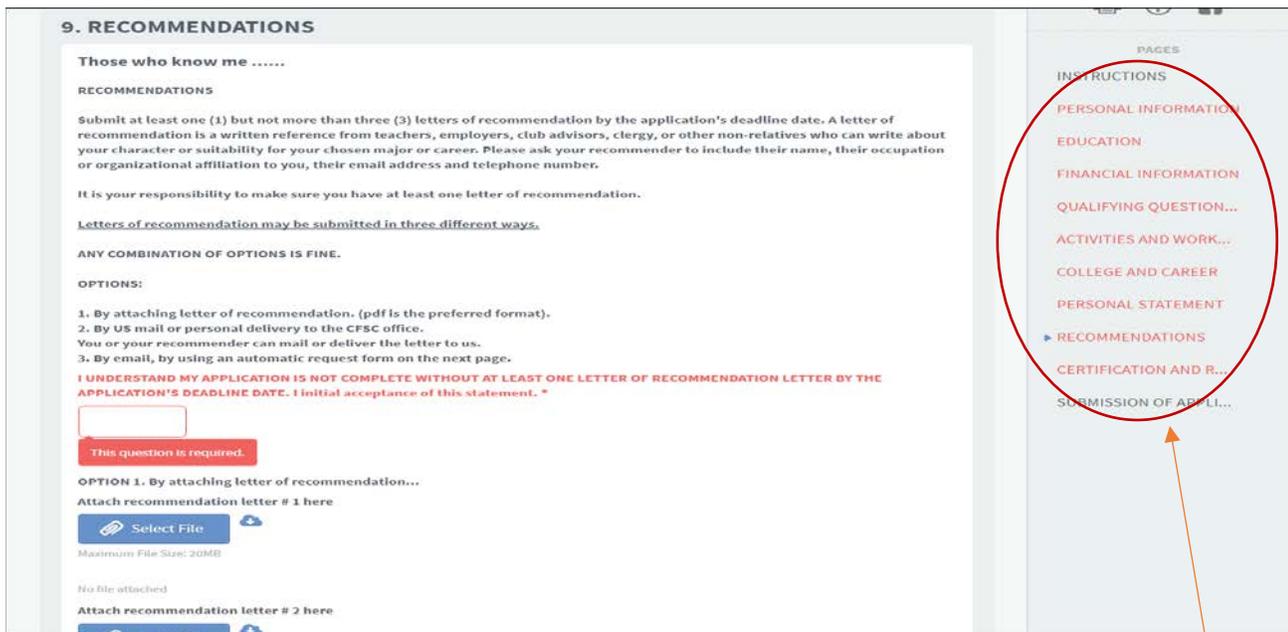
PERSONAL STATEMENT

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▶ SUBMISSION OF APPLI...

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.**

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 info@commfoun.com or call (937) 497-7800 weekdays between 8:00am and 4:00pm.