



# Community Foundation of Shelby County Skills Scholarship Application Guide

Our Skills Scholarship program for 2020 will....

- Award approximately 6 scholarships totaling \$12,000.
- The Community Foundation Skills Scholarship application is completely online at [www.commfoun.com](http://www.commfoun.com)
- The deadline for the Skills Scholarship is **March 12, 2020**.

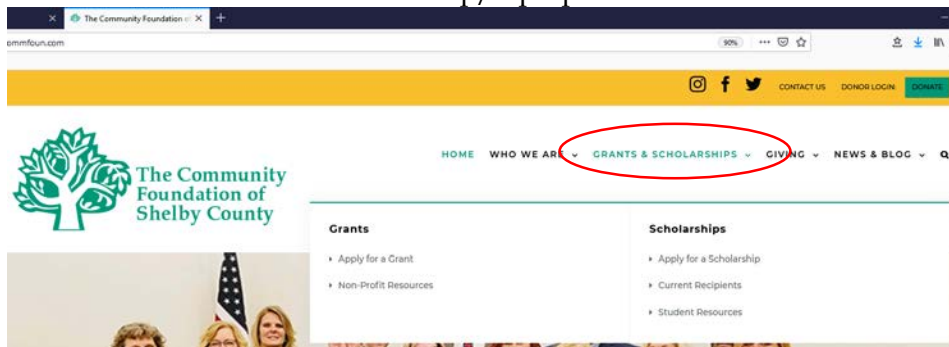
## How can I prepare to complete the application?

- Please prepare this information before you start:
  - In what county do you live?
  - In what school district do you live?
  - What is your annual family income?
- Gather this information:
  - A list of school and community service activities.
  - Work experience including list of employers, dates worked and job duties.
  - Letters of Recommendation (1-3 letters are required) - These may be electronically requested from within the application.
  - Cost of attendance information for your degree or certificate. This information is available in the Admissions or Financial Aid sections of your college's website or from the financial aid office. All scholarships require the recipient attend an accredited college, university, or technical school.

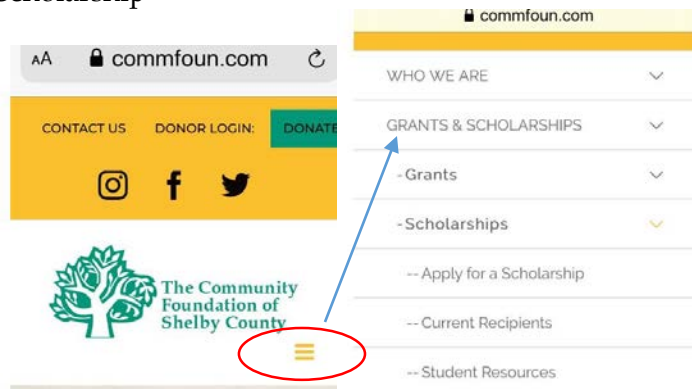
## Directions to work through the application:

- Find the link to the online scholarship application in the Scholarship section of our website at [www.commfoun.com](http://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”



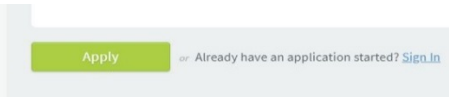
- Under Online Application, click on 2020 Skills Scholarship Application. This will take you to the page to start the application process.

**ONLINE APPLICATION:**

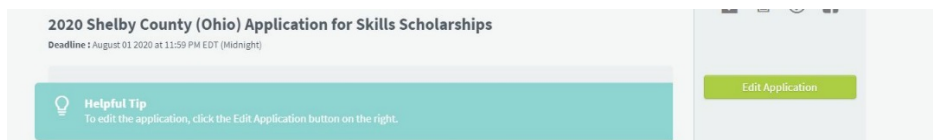
**2020 Scholarship Application**

**2020 Skills Scholarship Application**

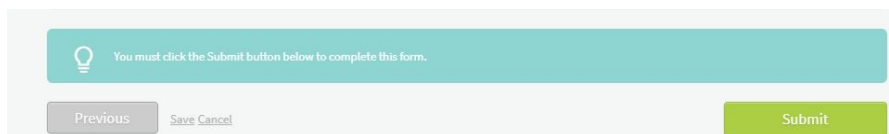
- After reading the information about the scholarship click on the green “Apply” button at the bottom of the screen.



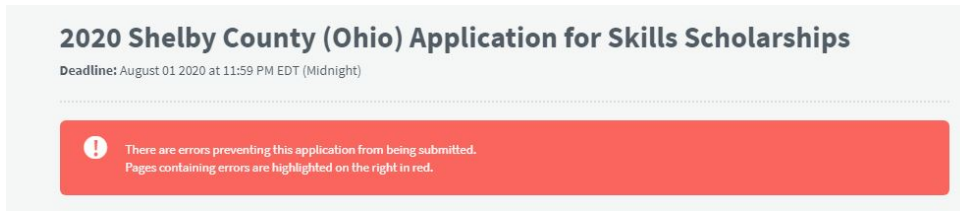
- This will take you to the screen to create a new account. If you already have an account click on “Sign In”
- From there fill in all of the required information on the application.
- If you need to stop working on the application and come back to it later, save and log out under your name in the top right hand corner.
- When you log back in and click name of the scholarship you want to work on that is in blue. Then click the green ‘Edit Application’ button in the right hand column.



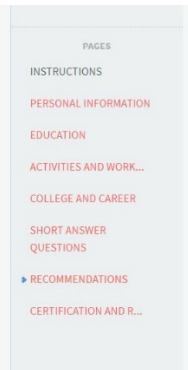
- When you have completed the application and have attached the required documents you will then submit your application by clicking on the “Submit” button at the bottom right of the application.



- 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 at the right of the page indicate required information that you have not yet supplied. You cannot submit the application until ALL required information has been entered. Either save and return to the application when you have the needed information or complete the information and click **Submit**.



**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!

**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](mailto:jsmith@commfoun.com)) or telephone (937) 497-7800. Our office is open Monday-Friday, 8 am to 4pm.
- Don't wait until the deadline is approaching to ask for help. When the deadline to submit your application has passed you will not be able to add anything.