



# Community Foundation of Shelby County Skills Scholarship Application Guide 2023

- Award approximately 14 scholarships totaling \$23,500
- 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 16, 2023**.

## How can I prepare to complete the application?

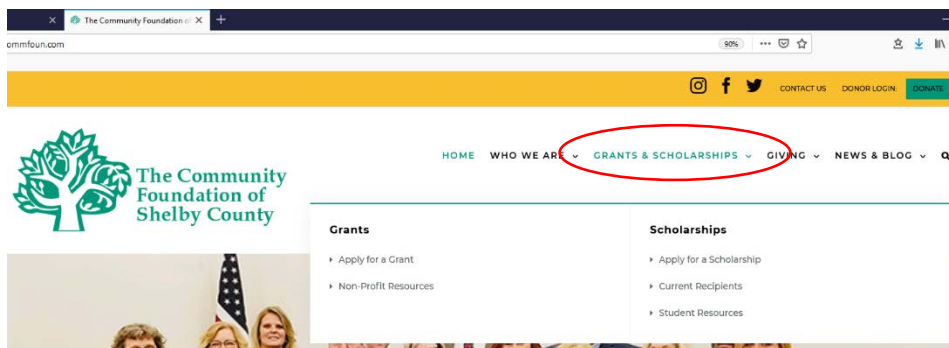
Please prepare this information before you start:

- In what county do you live?
- In what school district do you live?
- What is your annual family income?
- 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 school or college's website or from the financial aid office. All scholarships require the recipient attend an accredited adult education program, trade or technical school or college.

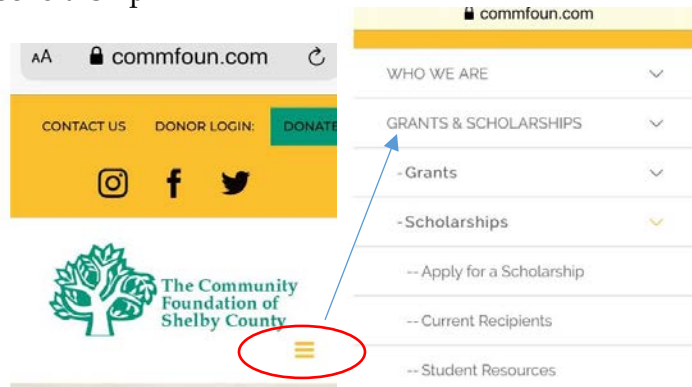
## Directions to work through the application:

- 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 2022 Skills Scholarship Application. This will take you to the page to start the application process.

### **Online applications for 2023 Scholarships will open on December 16, 2022.**

#### [2023 General Scholarship Application for High School Seniors](#)

Deadline for high school seniors – February 16, 2023

#### [2023 General Scholarship Application for Adults/Current College Students](#)

Deadline for adults, current college students – May 25, 2023

#### [2023 Skills Scholarship Application](#)

For high school seniors and adults pursuing a Skills Certificate or Associate's Degree.

Deadline for skills – March 16, 2023

Click the Create New Account tab.

**The Community Foundation of Shelby County**

### Logon Page

Email Address\*

Password\*

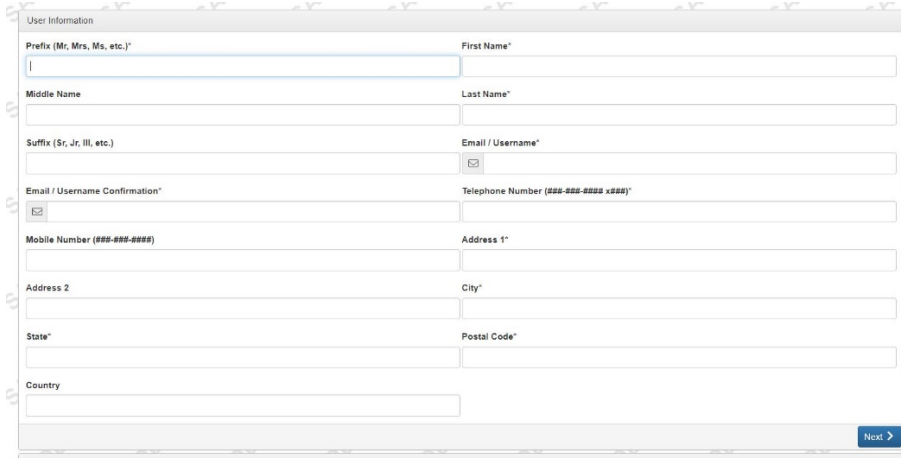
[Log On](#) [Create New Account](#) [Forgot your Password?](#)

Welcome to the The Community Foundation of Shelby County - Scholarship's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Complete the User Information and click the Next button at the bottom of the page. **DO NOT USE YOUR EMAIL ADDRESS PROVIDED BY YOUR HIGH SCHOOL.**



The form is titled "User Information" and contains the following fields:

- Prefix (Mr, Mrs, Ms, etc.)\*
- Middle Name
- Suffix (Sr, Jr, III, etc.)
- Email / Username Confirmation\*
- Mobile Number (###-###-####)
- Address 2
- State\*
- Country
- First Name\*
- Last Name\*
- Email / Username\*
- Telephone Number (###-###-#### x####)\*
- Address 1\*
- City\*
- Postal Code\*

A "Next >" button is located at the bottom right of the form.

### Create a Password



The form is titled "User Information" and contains the following fields:

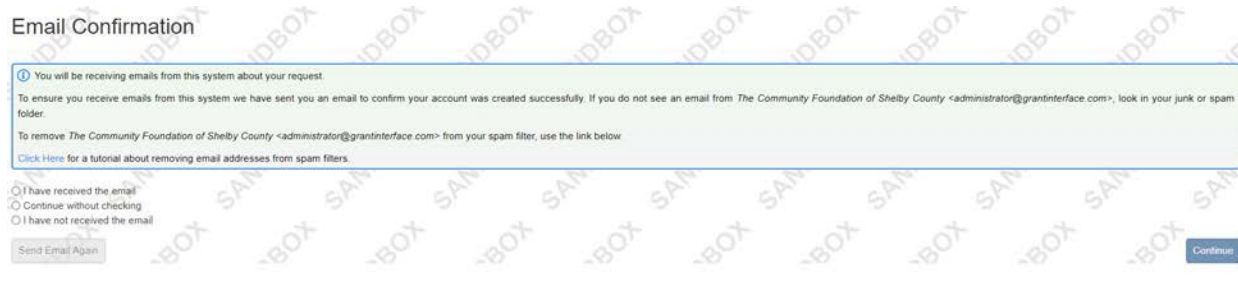
- Password
- Confirm Password\*

Below the Password field, there is a note: "Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#%\*()\_".

Navigation buttons: "Previous" (left arrow) and "Create Account" (blue button).

Click the blue Create Account button

Check your email to make sure you received an email confirmation from The Community Foundation of Shelby County administrator@grantinterface.com. Click the blue Continue button.



The form is titled "Email Confirmation" and contains the following text:

**!** You will be receiving emails from this system about your request.

To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *The Community Foundation of Shelby County* <administrator@grantinterface.com>, look in your junk or spam folder.

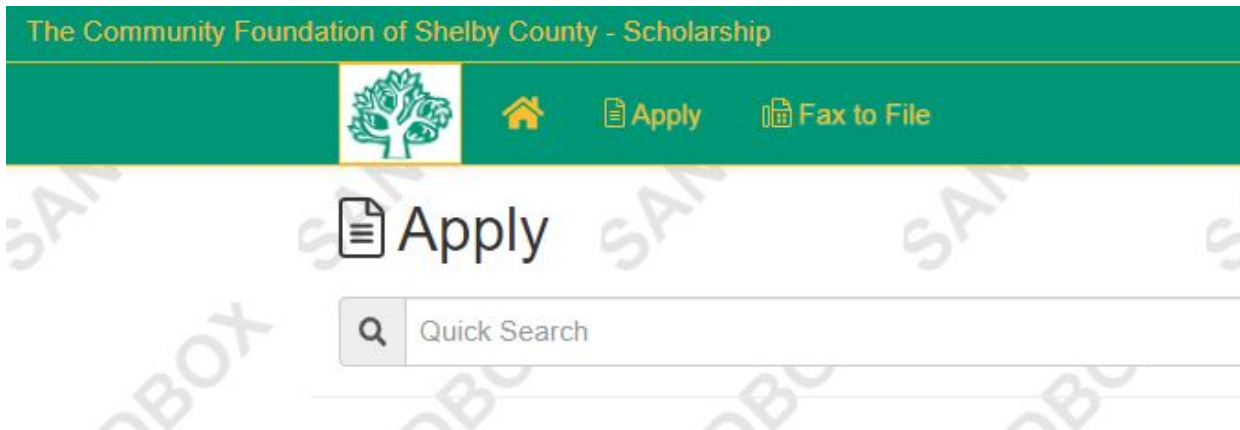
To remove *The Community Foundation of Shelby County* <administrator@grantinterface.com> from your spam filter, use the link below.

[Click Here](#) for a tutorial about removing email addresses from spam filters.

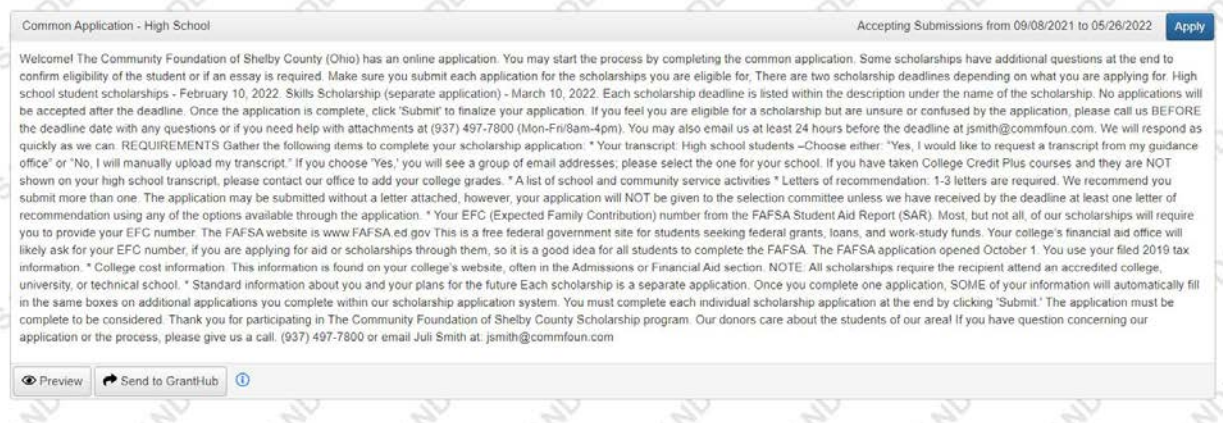
I have received the email  
 Continue without checking  
 I have not received the email

Buttons: "Send Email Again" and "Continue" (blue button).

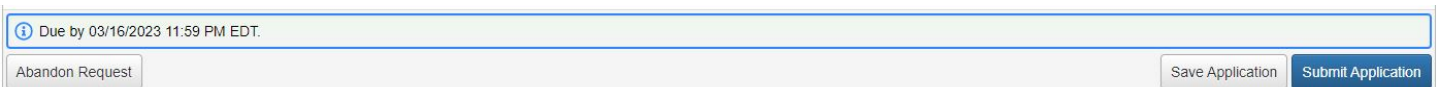
Click the Apply button at the top of the page.



This page will give you general information on the application process. Click the blue Apply button in the top right hand corner.



Answer all the questions and click the blue Submit Application button at the end of the page on the bottom right corner.



If you see a box outlined in red, you will need to complete the missing information.



After you submit your application you will see the Confirmation Page. This shows you all the scholarships you are eligible for. If you believe there is a missing scholarship, please contact Juli Smith at the Community Foundation at [jsmith@commfoun.com](mailto:jsmith@commfoun.com) or 937-497-7800.

## Letters of Recommendation

You are required to have at least one Letter of Recommendation. If you have applied for scholarships in the past, it is highly suggested that you do not use the same letter of recommendation that you have used in the past.

There are three ways to submit your Letter(s) of Recommendation.

1. You can upload the Letter(s) of Recommendation that you have been given.
2. You can send an email to the people you are requesting the letter from through a third party email. You will want to let the person you are asking to write a letter that they will receive an email from the Community Foundation of Shelby County.
3. You can mail or bring the letter(s) to the Community Foundation office and we will upload them for you.

RECOMMENDATIONS

**Recommendations\***  
Submit one to three letters of recommendation by the application's deadline. A letter of recommendation is a written reference from teachers, employers, advisors, clergy, or other non-relatives who can write about your character or suitability for your chosen major or career. Please ask your recommender to include their name, their occupation or organizational affiliation to you.

Please use a standard file format. (Pdf is the preferred format).

Letters of recommendation may be submitted in any combination of three different ways.

OPTIONS:  
1. By attaching letter(s) of recommendation. (pdf is the preferred format).  
2. By email, by using an automatic request form on the next page. *Make sure you tell the person to check their email in case it goes to their spam folder.*  
3. By US mail or personal delivery to the CFSC office.

I UNDERSTAND MY APPLICATION IS NOT COMPLETE WITHOUT AT LEAST ONE LETTER OF RECOMMENDATION BY THE APPLICATION'S DEADLINE DATE.

Initial in box\*  
js

## Option #2

Type the email address in the box under Third Party Email and the click the Compose Email button.

OPTION #2 - INSTRUCTIONS

You have the opportunity to request a letter of recommendation through our automated system. Please notify your recommender that they will receive an email from The Community Foundation of Shelby County via Foundant. It is your responsibility to confirm with your recommender that they submitted a recommendation for you. **ALL RECOMMENDATIONS MUST BE RECEIVED BY THE APPLICATION DEADLINE DATE.**

OPTION #2 - FIRST LETTER OF RECOMMENDATION

**Third Party Email**

Compose Email

This box will pop up after you click the Compose Email button

Compose Email

Please enter a personal message to include in the email we send.

**Subject\***

**Body\***

9,676 characters left of 10,000

Cancel Send

Once you have composed your email, click the blue Send button.

## Applicant Dashboard

When you log back into your account you will be taken to the Applicant Dashboard. This shows you all of your Active Requests as well as Historical Requests.

Active Requests <span>1</span>		Historical Requests <span>0</span>	
2022 Shelby County High School Senior Scholarships			
Application	Submitted	11/11/2021	<a href="#">View Application</a> Third Parties: 0/0
Stephen W. Weadock Scholarship Fund 2022			
Application Decision	Submitted Undecided	11/11/2021	<a href="#">View Application</a> Third Parties: 0/0
Thomas E. Given Family Scholarship Fund 2022			
Application Decision	Submitted Undecided	11/11/2021	<a href="#">View Application</a> Third Parties: 0/0