



Scholarship Application Guide

Stark Community Foundation is one of the area's major sources of college scholarship support. Offering nearly 100 diverse scholarships, these opportunities are made possible by generous individuals, families and businesses to benefit students from Stark and Carroll counties. To learn more and apply, visit www.starkcf.org/scholarships.

Tips to remember:

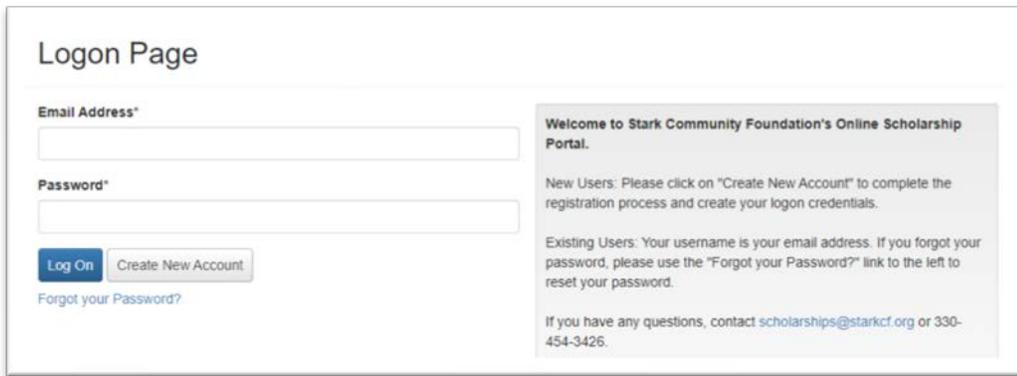
- Incomplete and/or late applications will NOT be considered.
- Most scholarship applications are due by May 1 at 11:59 p.m.
- Our Online Scholarship Portal will autosave your work after every 100 characters you type or when you begin a new question. You can also save your application more frequently to avoid losing work.
- For security purposes, our portal will automatically log you out after 90 minutes of inactivity.
- Once you submit a scholarship application, you CANNOT make changes.

Please be prepared to upload the following as part of your scholarship application:

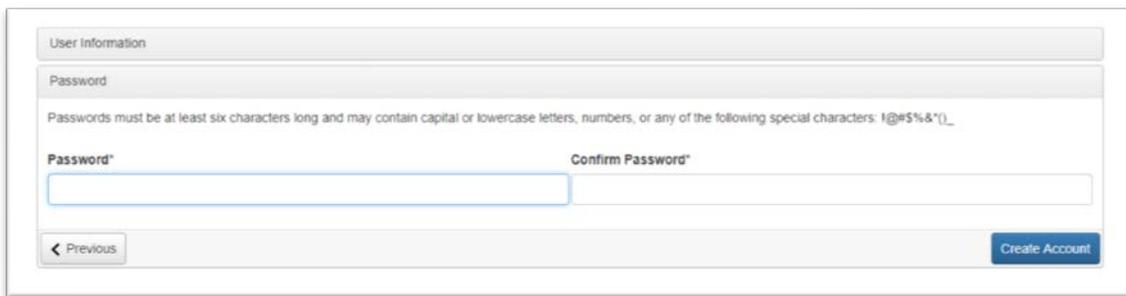
- Electronic FAFSA Student Aid Report (SAR) – PDF format. No pictures, please. You can access your SAR on the FAFSA website at www.fafsa.ed.gov. If you need to complete your FAFSA online, know that it can take up to 2-3 weeks to be processed, so please plan accordingly. If you have questions about completing the FAFSA, please contact your guidance counselor.
- School Transcript – PDF format. No screenshots will be accepted. You must provide your most current transcript as of the deadline. If your transcript is provided in a sealed envelope, please remove it from the envelope, scan it and upload it as part of your online application.
- References – You will need the names and email addresses of guidance counselors, teachers, administrators, employers and/or volunteer coordinators who are willing to write letters of recommendation on your behalf. Letters of recommendations **must be uploaded by the application deadline** in order for your application to be complete. It is your responsibility to follow up and encourage your references to submit their recommendation by the deadline.

Creating an Account

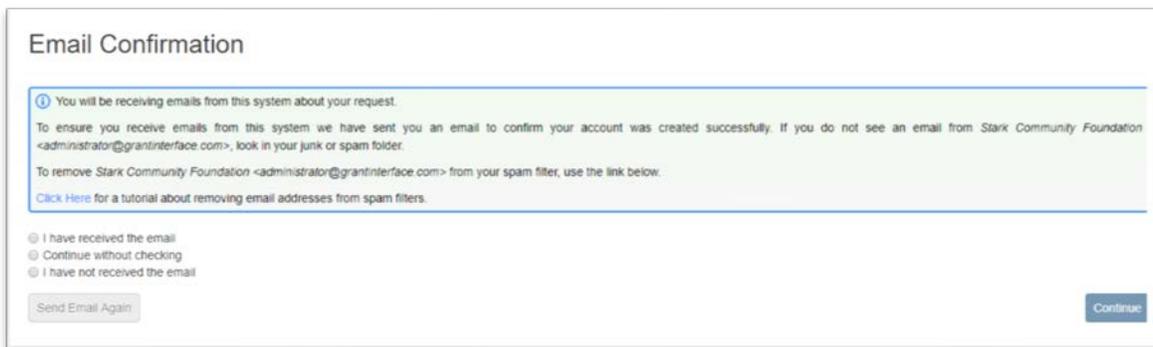
1. Visit www.starkcf.org/scholarships to begin applying for nearly 100 diverse scholarship opportunities offered through Stark Community Foundation. Click **Apply now!** to begin the application process.
2. From the scholarship Logon Page, you will need to click **Create New Account** as our scholarship platform has changed to a new, more applicant-friendly scholarship module. Your previous login credentials will not work. You will need to create a new account using an active email address. All questions marked with an asterisk (*) must be completed.



3. After completing the required fields, click **Next** and create a password of your choice. Your password must be at least six characters and may contain capital or lowercase letters, numbers or any of the following special characters: !@#%&*()_. Once finished, click **Create Account** to finish your registration.



4. An automatic email will be sent to your email address to confirm your account was created successfully. If you do not see an email from Stark Community Foundation (administrator@grantinterface.com), be sure to look in your junk or spam folder. This email address is how we will primarily communicate with you regarding the status of your scholarship applications.



Applying for Scholarships

1. You can apply for the majority of Stark Community Foundation’s scholarships by completing our General Scholarship Application. This one application will automatically match you to scholarships for which you qualify and will also recommend others you are eligible to apply for that require supplemental information (essay, series of questions, etc.). The deadline to apply for the scholarships within the General Scholarship Application is May 1 at 11:59 p.m.

There may be additional scholarship opportunities that require a separate application. These additional opportunities will be listed on the Apply page. Pay close attention to the eligibility requirements and deadline dates for these stand-alone opportunities as they vary from the main deadline of May 1.

To begin applying, click **Apply** next to General Scholarship Application or any other opportunity.



2. Our Online Scholarship Portal will autosave your work after every 100 characters you type or when you begin a new question. You can save your scholarship application at any time by clicking **Save Application** at the bottom of the application. Our Online Scholarship Portal will automatically log you out after 90 minutes of inactivity.
3. When filling out scholarship application(s), keep the following in mind:

Questions

All questions marked with an asterisk (*) must be completed.

Character Limits

Pay close attention to character limits. You will need to shorten your response to fit within the character limit before you can successfully submit your application.

Uploading Documents

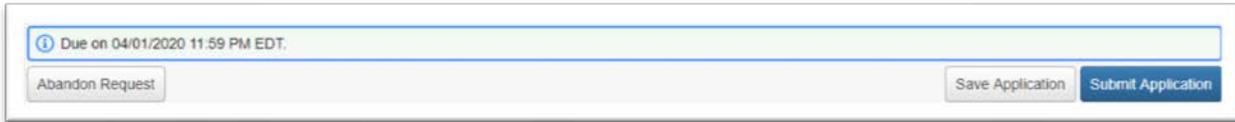
File upload questions will only accept one document per question and a file size limit will be noted. If you upload a file that's too large or an unaccepted file type, a warning message will appear and your file will not be saved. You cannot upload a picture of your transcript or your FAFSA.

Letters of Recommendation

Most scholarship opportunities require 2 letters of recommendation, while a few require additional. Follow these directions to request an individual to upload a letter of recommendation on your behalf.

- Enter the email address of the individual from whom you are requesting a letter of recommendation and click **Compose Email**. We strongly suggest you confirm that the individual has agreed to write your letter.
- Compose a brief email to the individual asking them to write a letter of recommendation on your behalf. Be sure to include your full name in the email.
- Click **Send**.
- The person you are requesting a recommendation from will receive your email and an automatic email from Stark Community Foundation.
- Check with your references to be sure they received the emails. This is very important because emails can be blocked by spam filters.
- You may submit your application(s) before the letters of recommendation have been uploaded, however in order for your application(s) to be complete, your letters of recommendation must be received by the application(s) deadline.

- The date and time the letter of recommendation is uploaded to your application will appear on your application below the Compose Email question. You may also check to see if recommendations have been uploaded to your application by going to your Applicant Dashboard.
4. Once completed, you can submit your application by clicking **Submit Application**. If you have not completed all required questions, the Online Scholarship Portal will let you know which questions you missed. All required questions must be completed to submit the application. After submitting an application, you can view it, but you are unable to go back and make any changes.



5. After submitting Stark Community Foundation's General Scholarship Application, you'll be redirected to a Confirmation Page, which lists the scholarship opportunities you were automatically applied for that didn't require supplemental questions. You'll also see a list of other scholarship opportunities you are eligible to apply for that require supplemental questions (essay, series of questions, etc.). You have the option to complete the questions or decline each opportunity.
6. Click **Continue** to view the first scholarship opportunity that requires supplemental questions. If a supplemental question is used on more than one scholarship that you're applying for, your response will carry across the applications. If you update your response on one application, it will automatically update on the other applications using that question.
7. If you want to apply for the scholarship opportunity, complete the required questions and click **Submit Application**. If you do not want to apply for the scholarship, click **Decline Opportunity**. You can always click **Save Application** and return later to complete the questions.

[Accessing Your Applicant Dashboard](#)

1. Once you have created an account, you will automatically be directed to the Applicant Dashboard when you log back into the system. You can get to your Applicant Dashboard at any time by clicking on the Home Icon  at the top of the screen.
2. In the Active Requests tab, you can check the status of your application(s). If you have submitted an application, you can only view the form and print it. You can no longer make changes. If you have saved the application, then you can edit the drafted application.
3. From the Applicant Dashboard, you can also check the status of letters of recommendation.

**If you have additional questions,
email scholarships@starkcf.org or call 330-454-3426.**