



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 April 1 at 11:59 p.m. **We highly recommend you submit your application by March 1 since some scholarships may require additional information that you will not know about until your application is submitted.** If you wait too close to the deadline to submit your application, you may not have enough time to complete the scholarship applications that require additional information.
- 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.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 submit a recommendation on your behalf in the form of answering an online questionnaire (reference letters no longer required). References **must be submitted 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.

Logging In or 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 for Scholarships** to begin the application process.

2. **If you previously created an account:** enter your previous login information. If you do not remember your password, click on the [Forgot your Password?](#) link and create a new password.
3. **If this is your first time applying for a scholarship from the Stark Community Foundation:** Click **Create New Account**. Be sure to use an email address you will check frequently even after the school year ends. Using a school (high school or college) provided email address is not recommended.
4. All questions marked with an asterisk (*) must be completed.

Logon Page

Email Address*

Password*

Log On Create New Account

[Forgot your Password?](#)

Welcome to Stark Community Foundation's Online Scholarship Portal.

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

Existing Users: Your username is your email address. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

If you have any questions, contact scholarships@starkcf.org or 330-454-3426.

5. 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.

User Information

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_-.

Password* Confirm Password*

< Previous Create Account

6. 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), check your junk or spam folder. This email address is how we will primarily communicate with you regarding the status of your scholarship applications.

Email Confirmation

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 Stark Community Foundation <administrator@grantinterface.com>, look in your junk or spam folder.

To remove Stark Community Foundation <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

Send Email Again Continue

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.) and/or references. The deadline to apply for the scholarships within the General Scholarship Application is April 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 April 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

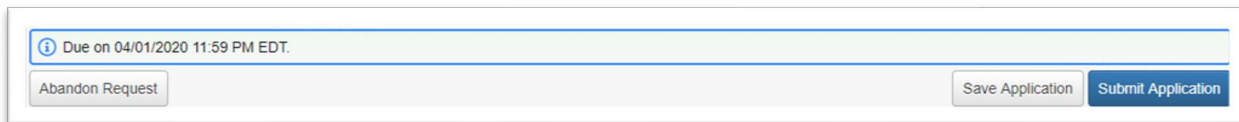
File upload questions will only accept one document per question and a file size limit will be noted. If you upload a file that's too large or an unaccepted file type, a warning message will appear and your file will not be saved. You cannot upload a picture of your transcript or your FAFSA.

References

Most scholarship opportunities require 2 references, while a few require additional. Follow these directions to request that an individual submits a reference on your behalf. We no longer require a reference letter; instead the reference will be asked to submit a short online questionnaire.


- Enter the email address of the individual from whom you are requesting a reference and click **Compose Email**. We strongly suggest you confirm that the individual has agreed to submit a reference.

- Compose a brief email to the individual asking them to submit a reference on your behalf. Be sure to include your full name in the email.
 - Click **Send**.
 - The reference 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 references have been uploaded, however in order for your application(s) to be complete, references must be received by the application(s) deadline.
 - The date and time the reference is uploaded to your application will appear on your application below the Compose Email question. You may also check to see if references 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.) and/or references. 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/or reference requests and then 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 your requested references.

**If you have additional questions,
email scholarships@starkcf.org or call 234-458-2905.**