



Universal Scholarship Application Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships through The Knox County Foundation. Beginning in 2018, the Foundation's scholarship application is only available through an online application portal.

If you have questions about the application, please contact Lisa Lloyd, Program Director, at 740-392-3270 or lisa@knoxcf.org. If you experience technical difficulties, please contact AwardSpring Support at 888.258.5628, option 2 or support@awardspring.com.

The application is available at <https://knoxcf.awardspring.com>

A screenshot of the Knox County Foundation's online scholarship application portal. The page features the foundation's logo at the top center. On the left, a navigation menu includes "Scholarships", "Sign In", and "Register". The main content area has a dark background with a violinist. A grey box at the top left of the main area states "The Scholarship Application Deadline is March 1, 2019". Below this is a white "Sign In" form with fields for "Email" and "Password", a "Forgot password" link, and a yellow "Sign In" button. Below the form is a "Don't have an account?" section with a yellow "Register" button. In the bottom right corner of the main area, text reads "Vaughn Wiester Scholarship Recipient Shiloh Six". At the bottom of the page, there is a copyright notice "© 2018 AwardSpring™ All Rights Reserved" and links for "Privacy Policy" and "Terms of Use".

TO LOG IN:

Sign In: You already have an account. Enter your email address and password and click the yellow Sign In button.

Register: You do not have an account. You will be directed to a registration page.

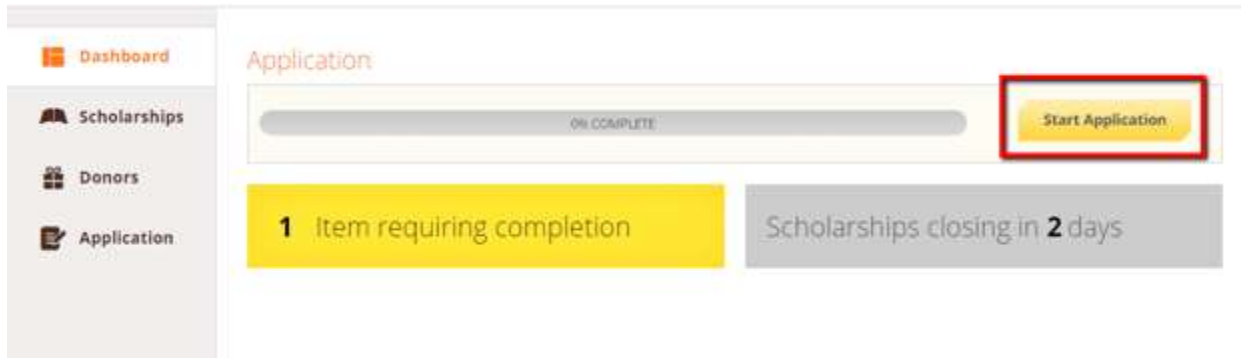


Registration Page: Enter all of the required information, click the agreement box, and click the Create Account button.
****Please Note: DO NOT use your High School or Career Center e-mail address. The Foundation will send e-mails to your account address after you graduate and no longer have access to that e-mail address.**



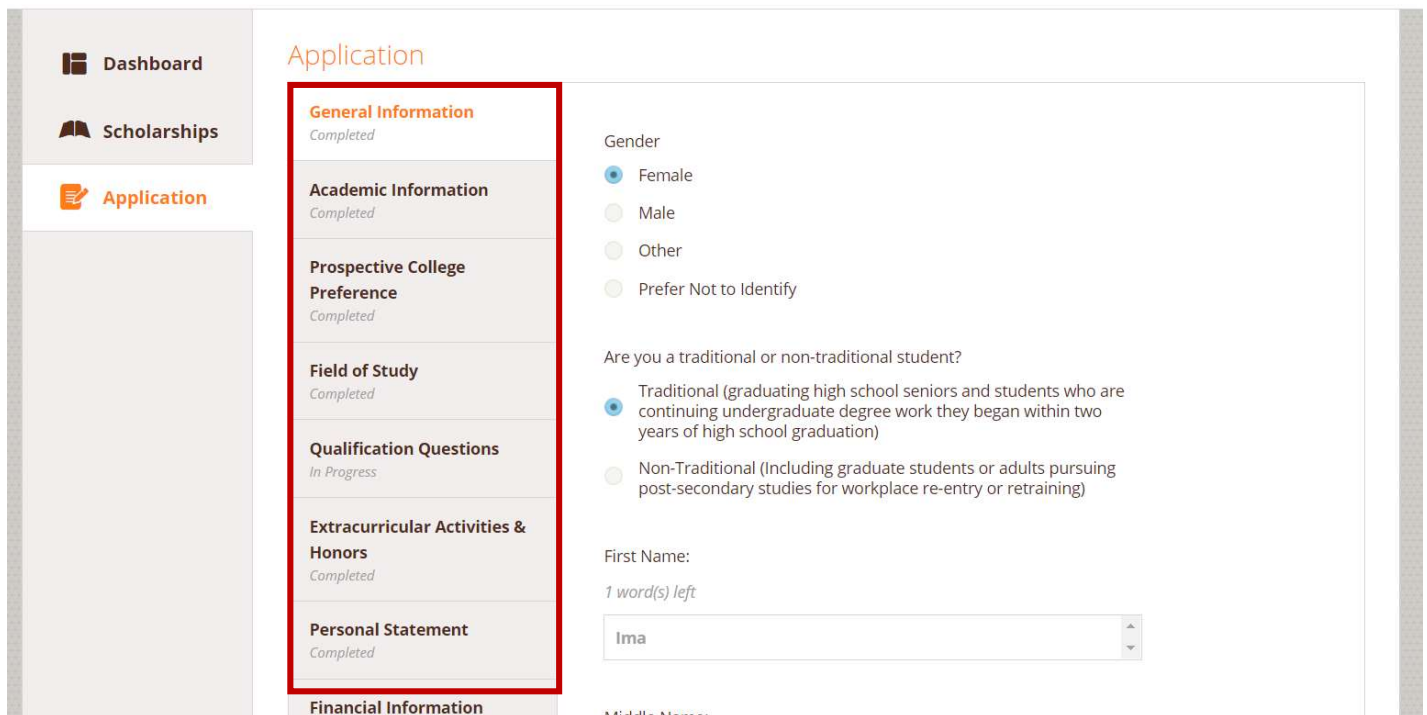
After login/registration, you will be directed to your **Dashboard**. Important information about your application status and additional instructions will be displayed for you here.

Click the **Start Application** button to begin filling out your application.



There are several tabs that make up the entire application. Some questions are required while others are marked as optional. You **must complete all required questions** in order for the tab to be “Completed”. The application will automatically save after each question.

You will not be able to submit your application until all tabs are marked as “Completed”.



TRANSCRIPTS:

High School Seniors/College Freshmen: When you select that you are high school senior or College Freshman, it will prompt you to request a transcript from your guidance counselor. Complete the required information and click the **Send Request** button. The counselor will receive an email request and will upload your transcript directly in AwardSpring. ****KCCC students—please request the transcript from your *home high school counselor*.**

Qualification Questions	<p>Please select from the choices below. If you are a current high school senior, please request your transcript from your school guidance counselor (for KCCC students, request it from your home high school counselor). If you are a college or non-traditional student, please upload a current transcript.</p> <p><input checked="" type="radio"/> Current High School Senior <input type="radio"/> College or Non-Traditional Student</p> <p>Please use the form below to request a copy of your transcript from your high school guidance counselor. Use your high school guidance counselor's e-mail address to make the request.</p> <p>*If you attend the Knox County Career Center, request the transcript from your home high school.</p> <p>Recipient First Name <input type="text"/></p> <p>Recipient Last Name <input type="text"/></p> <p>Recipient Email <input type="text"/></p> <p>Message to Recipient</p> <p>B I U [List Icons] [Link Icon]</p> <p>I'm applying for scholarships through the Knox County Foundation and am requesting that you provide them a copy of my transcript.</p>
Extracurricular Activities & Honors	
Personal Statement	
Financial Information	

College Students: Please upload a current college transcript(s) containing your entire college career record. **No screenshots will be accepted.** If you are unable to upload a transcript directly, please contact Lisa Lloyd at lisa@knoxcf.org or 740-392-3270.

Extracurricular Activities & Honors	<p>Please select from the choices below. If you are a current high school senior, please request your transcript from your school guidance counselor (for KCCC students, request it from your home high school counselor). If you are a college or non-traditional student, please upload a current transcript.</p> <p><input type="radio"/> Current High School Senior <input checked="" type="radio"/> College or Non-Traditional Student</p> <p>Upload a copy of your up-to-date official transcripts (scan, save as a pdf, or upload directly). SCREENSHOTS WILL NOT BE ACCEPTED. If you are unable to upload your transcript, please contact Lisa Lloyd at lisa@knoxcf.org or 740-326-4297</p> <p><input type="button" value="Upload File"/></p>
Personal Statement	
Financial Information	

FASFA Student Aid Report (SAR)

To be considered for any need-based scholarships, applicants must upload a complete copy of the Student Aid Report (SAR) of the Free Application for Federal Student Aid (FAFSA) application (see www.fafsa.ed.gov). Applicants electing to omit the FAFSA Student Aid Report (SAR) from this application will be eligible only for merit-based scholarships, which typically are available in lesser numbers, and smaller amounts, compared to need-based scholarships.

The screenshot shows the 'Application' section of the FAFSA application. On the left, a sidebar contains three menu items: 'Dashboard', 'Scholarships', and 'Application' (which is highlighted). The main content area is titled 'Application' and features a vertical list of tabs on the left, each with a 'Completed' status: 'General Information', 'Academic Information', 'Prospective College Preference', 'Field of Study', 'Qualification Questions', 'Extracurricular Activities & Honors', 'Personal Statement', and 'Financial Information'. The 'Financial Information' tab is highlighted in orange. The main content area displays a message: 'If you do not upload a FAFSA Student Aid Report (SAR), you understand that you will not be considered for any scholarships that require a demonstration of financial need.' Below this message, it says 'Please upload your FAFSA Student Aid Report (SAR) (Optional)' and includes an 'Upload File' button.

Completing all tabs of your application will enable you to click the **Submit Application** button in the lower right corner. Click it to submit your application.

The screenshot shows the 'Personal Statement' section of the FAFSA application. The sidebar on the left now highlights 'Scholarships' and 'Application'. The 'Personal Statement' tab is highlighted in orange. The main content area contains a text editor with the following text: 'In 250 words or less, please share with the Selection Committee any additional information you consider pertinent to your continuing educational journey and supportive of your application for scholarship assistance from the Community Foundation of Mount Vernon and Knox County.' Below the text is a word count: '242 word(s) left'. The text editor has a rich text toolbar with options for bold, italic, underline, bulleted list, numbered list, link, and unlink. The text entered in the editor is 'I am awesome. The best ever. Pick me!'. At the bottom of the page, there are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red border.

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been *automatically* applied. You may click in the gray **Applied scholarships** box to view the full list of applied scholarships.

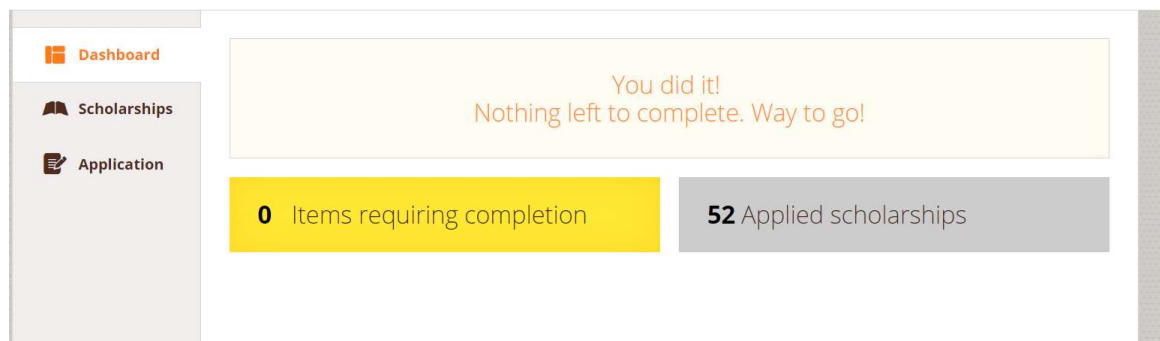
The screenshot shows a dashboard with a left sidebar containing 'Dashboard', 'Scholarships', and 'Application' links. The main content area features a yellow notification box at the top stating 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' Below this are two summary boxes: a yellow one for '3 Items requiring completion' and a gray one for '49 Applied scholarships'. Under the heading 'Follow-Ups', there are two boxes for 'Mount Vernon High School Academic Booster Club Outstandi...' and 'Stenger Family Knox County Veterans' Family Scholarship Fund', both with due dates of 3/1/2018 and a 'Complete Follow-Up' button.

Click **Dashboard** to return to your Dashboard to view additional information or take further action.

Items Requiring Attention: You may be eligible for additional scholarships that require supplemental information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for two scholarships which require additional information. The applicant needs to click the **Complete Follow-Up** button to provide the required responses and/or documentation. See the below example in which the student must be a child of a veteran:

The screenshot shows an application page for the 'Stenger Family Knox County Veterans' Family Scholarship Fund'. The left sidebar has an 'Application' link. The main content area has a 'Submit Application' button at the top. A dark brown notification bar says 'Great! You have answered all required questions. Now click the Submit Application button.' Below are sections for 'Overview' (scholarship details), 'Quick Facts' (calendar icon, 'Apply by Mar 01, 2018'), and 'Qualifications' (checkbox icon, 'Applicant must be a natural or adopted child of a living or deceased combat veteran of the Vietnam era or later.'). An orange bar says 'Apply for this Scholarship'. A form field asks 'What is the name of the related veteran?' with a dropdown menu showing 'John Doe' and '2 word(s) left'. A second dark brown notification bar and a yellow 'Submit Application' button are at the bottom.

Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.



The screenshot shows a dashboard interface. On the left is a vertical sidebar with three menu items: 'Dashboard' (with a home icon), 'Scholarships' (with a book icon), and 'Application' (with a document icon). The main content area features a large yellow banner at the top with the text 'You did it! Nothing left to complete. Way to go!'. Below this banner are two summary boxes: a yellow box on the left displaying '0 Items requiring completion' and a grey box on the right displaying '52 Applied scholarships'.

Scholarship Announcements will be made after May 1st each year.

If you are selected for a Knox County Foundation scholarship, you will be required to fill out a questionnaire through Awardspring before a check can be sent to your school. Please be sure read your award letter and check your e-mail for instructions on completing the questions.

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