

Review the Scholarship Eligibility Requirements

- As you scroll down the webpage, you will see “**Conditions for the Award**”, “**Eligibility Requirement**”, and “**Selection Criteria**”.
 - Read each of these sections to ensure you are qualified for the scholarship and willing to fulfill the requirements for students selected to receive this scholarship.

Tip: Please note the Lilly Endowment Community Scholarship can only be used at an accredited, public or private, university or college in Indiana. If you are not intending to attend a college or university in Indiana, you should not apply for this scholarship.

Tip: Eligibility Criteria are the minimum requirements. If your application does not meet all these requirements, your application will be disqualified.

Completing the scholarship application

When you're ready to begin your application, click **Apply Now** to link to our Scholarship Management System (SMS).

New users:

- If you have not previously applied for a scholarship with the Community Foundation Alliance or affiliated counties, click on **Create New Account**.
 - Complete the required information for each section on the next screen.

Tip: When you set up your account, use an e-mail address that you check often and will have access to after you graduate. All scholarship-related correspondence will be sent to this e-mail address.

Tip: If a notice pops up indicating you already have an account, do not set up another profile. Please contact the Regional Director of Community Engagement & Impact or the Community Foundation Alliance Program Assistant for assistance in accessing your existing account.

Returning users:

- If you already have an account, simply log in using your e-mail address and password.
 - If you forgot your password, click on **Forgot Your Password?** to receive an e-mail link to reset your password.

Accessing the scholarship application

- Click **Apply** at the top of the page.
- Click the box next to **Enter Access Code** in the top right corner.

Tip: The Community Foundation Alliance and each affiliate community foundation uses this system. The access code represents the county awarding the scholarship.
- After entering the Access Code, scroll down to see scholarship application.
- Click **Apply** next to the scholarship name to begin your application.
- Complete all required information in the application.

Tip: Create a Google or Word document with all of your background information (i.e. name, address, date of birth, school, GPA, college choices, etc.) and information about your activities (i.e.

club name, years involved, leadership roles, volunteer activities, etc.) Most of your scholarship applications will require this information. By having it all in one document, you can easily copy and paste information for future scholarship applications.

Tip: The application is your first opportunity to make an impression on the scholarship committee members. Only a handful of students will be selected to later interview with the committee, so it's important to include information that highlights your passions, strengths, and talents.

- Be sure to include **Supplemental Document Requirements** for each application
 - You will be required to submit a copy of your current transcript. **Follow the directions in the application** to have this forwarded directly to the Regional Director of Community Engagement and Impact from your school guidance counseling office or through Parchment.
- Other supplemental documents which may be required include an essay, letters of recommendation, and the FAFSA Student Aid Report (SAR). You should save each of these documents as a PDF file before uploading them to your scholarship application.
 - Tip:** In most programs, you can choose the "Save As" option and select "PDF" as your file type.
 - Tip:** Do not upload links to Google documents or other online forms. Our system is not able to open these links.
 - Note:** *Students who are finalists for the scholarship will be required to complete the FAFSA or FAFSA4caster. You will need parental assistance to complete this process. You will want to submit your FAFSA form as soon as possible after the website opens (usually in October) to ensure the form is processed before the scholarship application deadline (or in Vanderburgh County, before the interview with the scholarship committee).*
- Once you have all of your **Supplemental Documents**, click on the **Upload A File** box in each section requiring additional documents, and follow the prompts to select the appropriate documents saved on your computer.
 - Occasionally, we encountered problems with files being too large to upload. If this occurs, please contact the Regional Director of Community Engagement & Impact or the Community Foundation Alliance Program Assistant for additional assistance.
- You can click on **Save Application** at any time to save your work and return to the application later.
 - When returning to the application, use the **> STUDENT LOGIN** at the top of the Community Foundation website homepage.

Submitting Your Application

- When your application is complete, click **Submit Application** by the required deadline.
 - **This step is essential for your application to be viewable by the scholarship committee members.**
 - Once you have submitted the application, you will no longer be able to access it to make changes or adjustments.
 - Tip:** Before submitting your application, have someone with excellent writing skills proofread your document to ensure there are NO grammatical errors, that you have answered every required question, and have all of the required supplemental documents.
 - Tip:** **Make note of the deadlines!** No late applications will be accepted.