

## Review the scholarship opportunity

- From the **Scholarships** page of the Community Foundation Alliance website, scroll down until you see “**Alliance Scholarship Opportunity.**”
- Review the **Eligibility Criteria.**
  - These are the *minimum requirements*. *If your application does not meet **all** these requirements, your application will be disqualified.*
- Take note of the following information that will be helpful to have during the application process:
  - **Scholarship Name**
  - **Award Amount**
  - **Application Deadline**
  - **Supplemental Requirements**
  - **Application Access Code** (cfa)
  - **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 notification pops up indicating you already have an account, **do not set up another profile.** Please contact the Community Foundation Alliance Program Assistant ([mgates@communityfoundationalliance.org](mailto:mgates@communityfoundationalliance.org)) 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

- Once you have logged in to your account, click **Apply** at the top of the page.
- Click the box next to **Enter Access Code** in the top right corner.
- Type in the application access code (cfa), and click on “**Enter Code.**”
  - **Tip:** *The Community Foundation Alliance and each affiliate community foundation uses this system. The access code represents the division (the Community Foundation Alliance or one of its affiliates) awarding the scholarship. If you are eligible for scholarships from multiple divisions, you don't need to set up different user accounts, you will simply enter a new access code for each division.*
- After entering the Access Code, locate the name of the scholarship for which you want to apply.
- Click **Apply** next to the scholarship name to begin your application.
- Complete the required information in each section
  - **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 each application.*
  - **Tip:** *The scholarship committee members only read your application. They will never meet you in person so it's important to include information that highlights your passions, strengths, and talents.*
- Be sure to include **Supplemental Document Requirements** for the application
  - The scholarship requires a copy of your current transcript. **Follow the directions in the application** to have this forwarded directly to the Community Foundation Alliance Program Assistant from your school guidance counseling office or through Parchment.
- Other supplemental documents that may be required include essays, letters of reference, and the FAFSA Student Aid Report. 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:** *Some applications require completion of the FAFSA or Federal Student Aid Estimator. 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 well before your college and scholarship application deadlines.*
- 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 encounter problems with files being too large to upload. If this occurs, please contact 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 Alliance 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 deadline!** No late applications will be accepted.