

# Scholarship Application Instructions



community foundation

Muskegon County

If you are utilizing the Muskegon Area Promise with a minimum GPA of 3.5 and attending Muskegon Community or Baker College, congratulations! There is no need to complete a Community Foundation scholarship application. Feel free to apply once you've utilized the Promise.

A complete scholarship application has four steps: submit the online application, request a transcript be sent to the Foundation, download a financial information form and get it to the school you plan to attend, and submit a video. Be sure that you have completed all four parts!

- To begin, go to <https://cffmc.org/scholarships/>
- Click on "Apply for a Scholarship," and then "Log in or register"
- Create login and password and write it down here:  
Login: \_\_\_\_\_  
Password: \_\_\_\_\_
- Request transcript from counselor and turn in to Community Foundation.
- Deadline to submit scholarship application or transcript is **March 1**.
- Print the "2017 Financial Information Form" from Foundation website or throughout the application, complete top portion and mail to the college you are planning to attend. Make sure your FAFSA is done before you send this to your college – complete FAFSA at <https://fafsa.ed.gov/>. Financial form deadline is **April 1**.

## Other Tips

- You can save and edit your work at any time. Save often!
- Make sure to list any extracurricular activities, work & volunteer experience, etc.
- This one application allows you to be considered for multiple scholarships. So apply!
- Check email. We will let you know via email if we are missing any pieces to your application
- As an added bonus, you'll also receive an email with a resume template based on info you submitted in your application. You'll have to make some adjustments, but it's a great start!
- You will find out if you received a scholarship at your high school awards ceremony or via mail in June, if you are a current college student.
- Questions? Contact: Dana Scott, Scholarship Coordinator, at 231-332-4104 or [dscott@cffmc.org](mailto:dscott@cffmc.org).

## Four Essay Questions (Be detailed. Punctuation and spelling are important.)

1. Explain your future education and career goals and how you have prepared to achieve these goals. (Make good use of the opportunity to tell us about yourself.)
2. Describe an experience from your own life and explain how it has influenced your development.
3. Explain how your volunteer community service benefited both the community and yourself. Describe the role you had in the project(s) as part of the team. Make sure your plans and goals are clear and impactful.
4. Explain any additional factors you believe should be considered in review of your scholarship application (e.g. family circumstances, siblings in college, etc.)

## Scholarship Video Application

### ***Graduating Seniors from Muskegon County Only!***

Our scholarship application allows you to share a bit about yourself, but we want to get to know you better! We used to do interviews, but we just couldn't interview everyone. A video allows us to "meet" all of you. This is a required part of the application process. Videos will not be made public without your permission. Share with us a brief video with your response to **ONE (1)** of the following questions:


- What teacher, opportunity, or activity that you've been involved in has given you the most hope for your future? **OR**
- When you come back to Muskegon after college as a young adult, what are some things that you can do to help Muskegon County be a more inclusive community? **OR**
- How could school districts in Muskegon County work together to improve opportunities available to students?

#### **Specific Instructions**

- Video length must be 60-90 seconds. Brief is best.
- Please name your video file as follows:
  - LastName\_FirstName\_SchoolDistrict\_Q#
  - For example, if my name is Joe Smith and I attend Oakridge HS and I am answering Questions #2, my file would be named: **Smith\_Joe\_Oakridge\_Q2**
- Your smartphone/tablet is a great tool to record. But please record your video horizontally.
- One entry per person! Once submitted, video cannot be resubmitted so make sure you like it before you submit.
- Deadline to submit video is **March 1**.



#### **3 Ways to Submit Your Video**

1. Submit your scholarship video using **WOOBX**
  - Upload your video on Instagram, Twitter, YouTube, Vimeo, or Twitch. **(Note: You must upload your video to one of these sites before going to the next step as these sites will generate a link for your video).**
  - Once uploaded, copy the video's link
  - Go to <http://woobox.com/eh2swc> and paste the video link on the submission form
  - Fill out the form and click "Submit." You'll be directed to a confirmation page.
2. No video camera? Not tech savvy? Not "social"? No worries! The Community Foundation for Muskegon County will be hosting two sessions to help you submit! Come prepared to answer!
  - Thursday, **February 2** or Thursday, **February 23**, 2017 from 3:00 p.m. – 5:00 p.m. Contact Dana Scott, to schedule a 10 minute time slot to record: 231-332-4104 or [dscott@cffmc.org](mailto:dscott@cffmc.org).
3. To enter using  **Dropbox**: Upload your video to your Dropbox and "share" it with [dscott@cffmc.org](mailto:dscott@cffmc.org). Include the following in the message box:
  - "Scholarship Video Submission"
  - Label video as: LastName\_FirstName\_SchoolDistrict\_Q# (see above for example)

Questions? Contact Dana Scott, Scholarship Coordinator, [dscott@cffmc.org](mailto:dscott@cffmc.org), 231-332-4104