

Scholarship Application Detail Instructions

This handout will provide you with the detailed information for navigating our online scholarship application process.

Please access the online system by visiting the Community Foundation website:




In Muskegon: www.muskegonfoundation.org

In Oceana: www.oceana-foundation.org

In Mason: www.mason-foundation.org

Once there, click on the "Scholarships" tab.

On the left-hand side, click on "Apply for a Scholarship," and then click on the Submittable icon. This will redirect you to the Submittable website. Once there, scroll down to the scholarship application and then click on the apply button.



Welcome! You'll use this site to apply for scholarships, teacher mini-grants, and competitive grants.

- To start an application, click on the "Apply" button below.
- To continue a saved application, click on your name above, and then click "Submissions" and "Saved Drafts."

If you need to re-read the instructions, follow these links:

- [Click here for scholarship instructions](#)
- [Click here for teacher mini-grant instructions](#)
- [Click here for competitive grant instructions](#)

If you have any questions, please contact Foundation Staff:

Scholarship Assistance: Dana Scott, Scholarship Program Coordinator: 231-332-4104, dscott@cffmc.org

Technical Assistance: Jocelyn Hines, Program Associate: 231-332-4118, jhines@cffmc.org

Scholarship Application

Ends on February 1, 2019

More ▾ Apply

You will create a login using your email and a password. We do not recommend signing in with Facebook as it ties your application to your Facebook account.

Sign Up Sign In

jhancock@yahoo.com

.....

John Hancock

Sign Up

Powered by **Submittable**

The following screen will pop up. Don't worry about checking any of the boxes, just click continue.

Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).

Personalize My Account

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more](#).

Yes, I want Submittable to personalize my account.

Let's Stay in Touch

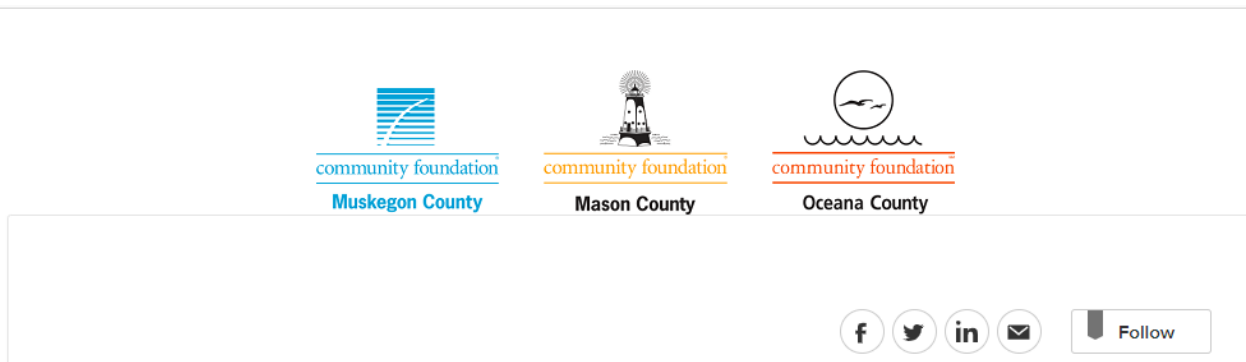
Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.

Yes, send me email updates.

Continue

Note: Once you've signed up, you'll use the "Sign In" tab to login in the future. If you forget or lose your password, please contact Submittable at support@submittable.com

The following screen will pop up:



Scholarship Application

Ends on February 1, 2019

This application serves the scholarship programs of Muskegon, Oceana and Mason Counties, and is administered in Muskegon by Dana Scott, Scholarship Coordinator. Your completed application may be submitted in three easy steps:

1. Complete this application electronically and submit (by 11:59 pm on February 1, 2019) by clicking the "Submit My Data" button on the Finish screen. You will receive a confirmation via email that your application was submitted successfully.
2. Request an official transcript showing cumulative GPA, rank in class, and SAT scores from your guidance counselor. High school students can submit a transcript using Parchment if available at your school, and college students can have the records office send the transcript electronically to dana@muskegonfoundation.org. Also, you may mail the transcript to the Community Foundation for Muskegon County at 425 W. Western Avenue, Suite 200, Muskegon, MI 49440 by February 1, 2019. If you are dual enrolled, please submit your college transcript also! If you are a current college student, a transcript from the college is the only transcript required.
3. Provide financial information: If you have completed your FAFSA, please provide the first page of your (SAR) Student Aid Report. Email to dana@muskegonfoundation.org, or mail to the Community Foundation at 425 W. Western Avenue, Suite 200, Muskegon, MI 49440 by February 1, 2019. Please notify the Foundation if you are unable to complete your FAFSA or want to be considered for merit-only scholarships.

It is very important to review your application **before clicking the submit button**. Our Scholarship Committee will use this information when they make decisions, so please make sure it is complete and accurate. If you do not click the "Submit" button, your application will not be received by the Foundation and you will not be considered for a scholarship.

When filling out narrative questions, you are limited to the space allowable on the printed version. Please refer to word limits, but also please make sure that nothing is cut-off on the printed version. Anything not visible will not be read.

Please remember to review the application checklist at the top of this page (#1, 2 & 3) before submitting your application.

Scroll down and begin your scholarship application

The Scholarship Application is a fillable form that auto-saves, but you are welcome to save any time by scrolling down and clicking on the “Save Draft” button.

At the end of the application make sure to check the boxes that pertain to your application and then click on the apply button.

By submitting this application: *

- I hereby affirm that the information provided on this application form is accurate and complete to the best of my knowledge and I authorize the Community Foundation to share this information with selection committees and/or donors. All information is kept confidential.

Financial Information (select one):

- I have completed my FAFSA and will provide the Student Aid Report.
- I only wish to be considered for merit (academic) based scholarships, and will not be providing a Student Aid Report.
- I am unable to complete my FAFSA and will contact the Foundation for other options.

Apply

Save Draft

Autosaved to **your drafts**

If there is missing information it will direct you back to the area that needs to be completed.

When you have successfully submitted your application you will get the following box:



Success!

You'll receive updates on your application status by email. You can also check its status at any time in [your Submittable account](#).



[Return to Community Foundation for Muskegon County](#) →

If you save a draft and return to it later, you'll find it by clicking on your name in the upper right-hand corner of the screen, and clicking on “My Submissions”

User Account

My Submissions

My Profile

My Settings

Sitemap

LOGOUT

This will direct you to your Saved Drafts – click on “Continue” to access your draft application.

The screenshot shows the 'My Submissions' page. At the top, there are tabs for 'All Submissions', 'Active', 'Accepted', 'Declined', 'Withdrawn', and 'Saved Drafts'. A dropdown menu is set to 'Sort by date (newest to oldest)'. Below the tabs, there is a search bar with a 'Received' button and a search icon. The search results show a submission for 'Dana' from the 'Community Foundation for Muskegon County - Scholarship Ap...' dated '10/02/2018'. Below the search bar, it indicates '1 result'.

Once you submit, you will receive a confirmation email:

This email serves as a notification that the Community Foundation Scholarship Application has been received. If you have any questions, please contact Dana Scott, Scholarship Coordinator for the Muskegon, Oceana and Mason Counties scholarship programs, at 231-332-4104.

Don't forget to:

1. Complete your FAFSA and provide a copy of the Student Aid Report and email to dana@muskegonfoundation.org, or mail to the Community Foundation at 425 W. Western Avenue, Suite 200, Muskegon, MI 49440 by February 1, 2019. Please notify the Foundation if you want to be considered for merit-only scholarships.
2. Request an 'official' transcript from your high school guidance counselor or college records office by February 1, 2019.

Thank you for applying!

Once you have submitted your application by clicking on the apply button, you can not edit it. If you have any questions or need assistance with the scholarship application process, please contact Dana Scott, Scholarship Coordinator for Muskegon, Oceana and Mason Counties at the Community Foundation at dana@muskegonfoundation.org or 231-332-4104.