

SCHOLARSHIP APPLICATION

GUIDE FOR 2019 APPLICANTS



This is a guide that will help Southwest Florida Community Foundation scholarship applicants submit an application that they are confident in.

Prequalifying Questions:

Your answers, to these questions, will determine what scholarships you are eligible for.

- 1) Read each question thoroughly.
- 2) Answer each question honestly.
- 3) After submitting your Prequalifying Question answers, you will be able to view the available scholarship(s) that you are eligible for.
- 4) After receiving your eligible scholarship list, click the box next to the scholarship(s) you would like to apply for.
- 5) You will not be able to apply for scholarships outside of this list, so be sure you are answering the Prequalifying Questions with accuracy and honesty.

Applicant Registration

After answering the Prequalifying Questions and selecting the scholarship(s) you would like to apply for, you will be able to create an account.

- 1) Make sure you are registering as a scholarship applicant.
- 2) Your email address will be your user ID.
- 3) Make sure your email address is professional and that you have access to the email account that you choose as your user ID.
- 4) Check your email for the link to complete the registration.
- 5) Write down your user ID and password, so that you can reference it if you ever forget your login information.

Application Name

Be sure to follow the Application Name format. This year, it's: Your Favorite Color, Your Favorite Season.

For example, 2019 Turquoise Winter.

Required Documents:

All of the Required Documents must be uploaded, in order to have the ability to submit your application. Please, upload requirements that are in PDF or JPEG format.

- 1) Transcript– must include your Fall 2018 grades.
- 2) Reference Letter– At least one is required.
- 3) FAFSA– Your FAFSA's Student Aid Report (SAR) is required for all scholarships. Your SAR must include your EFC score. If this is an issue, please contact us.
- 4) ACT or SAT Score Report– At least one of these score reports is required. It does not matter if you upload a SAT or an ACT score report

Additional Tips:

We want you to be confident in the application that you submit.

- 1) Consider your answers to be your way of introducing yourself to the reviewers.
- 2) Take your time! You have the ability to logout and login as you please. Give yourself enough time to complete the application without having to rush.
- 3) Be aware that you will not be able to submit your application until you have completed all of your application sections and have uploaded all of the required documents.
- 4) Preview your application PDF, before submitting, to make sure everything uploaded properly.

SCHOLARSHIP APPLICATION

GUIDE FOR 2019 APPLICANTS



This is a guide that will help Southwest Florida Community Foundation scholarship applicants submit an application that they are confident in.

Writing Worksheet

Write Effectively

Expand on a topic by using specific, concrete examples to support what you are writing about. Don't just simply make a list of accomplishments, activities, work or awards, because that will lessen the impact of your words.

Start Early

You do not have a lot of time to complete your application, so it's important to start early. Give yourself time to make revisions. Give yourself time to brainstorm. The more time you give yourself, then the more time you have to perfect your work.

Proofread & Edit

Make sure that you are communicating clearly. Reread your work. Take breaks. Read your responses out loud, and listen to your word choices. Be concise. You may not have enough space to tell us everything, so make your words count.

Ask for Help

Seek guidance from your teachers, coaches, bosses, counselors, parents, siblings and friends. Type all of your responses into a separate document and have someone check for grammar, spelling and syntax errors.

Breathe!

Relax. Don't over think your answers. Don't oversaturate your responses.

Your answers to these questions will help you figure out the most important parts of you to include in your application.

Make a list of 5 things that help describe the person you are:

- 1)
- 2)
- 3)
- 4)
- 5)

Choose someone who is very close to you, and ask them to make a list that help describe the person you are:

- 1)
- 2)
- 3)
- 4)
- 5)

Use these lists when determining what to include in your application. Additional tips and suggestions can be found in the application tutorial