

SCHOLARSHIP APPLICATION GUIDE FOR 2020 APPLICANTS



This guide will help Southwest Florida Community Foundation scholarship applicants confidently submit their application.

Applicant Registration:

You will be able to log in and out of your scholarship application.

- 1) Your email address will be your user ID.
- 2) Make sure your email address is professional and that you have access to the email account you choose as your user ID.
- 3) Check your email frequently and stay updated on your scholarship application's progression, as well as other updates.
- 4) Write down your user ID and password, so you can reference it if you forget your login information.

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.

Required Documents:

All of the required documents must be uploaded, in order to have the ability to submit your application.

- 1) Transcript– you must highlight your cumulative unweighted (state) GPA.
- 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.

Additional Tips:

We want you to be confident in the application 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 rushing.
- 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, before submitting, to make sure everything uploaded properly.

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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.

Breathe!

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

Proofread & Edit

Make sure 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.

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 of 5 things that help describe the person you are:

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

Use these lists when determining what to include in your application.