



The Community Foundation of Greater Fort Wayne Parkview Scholarship Applications

How to Apply:

- 1) Create a profile
 - a. Go to: <https://www.grantinterface.com/Home/Logon?urlkey=cfgfwscholarships>.
 - b. Click on the Create New Account button.
 - c. Fill out all applicable boxes. **It is preferable to use a personal email address, not a school or work-based email, as those can be changed or deleted once school is complete. Click Next.
 - d. Choose a password. It must be at least six characters long and may contain upper and lower case letters and any of the following special characters: !@#%&*()_. Then, confirm the password in the next box. Click Create Account.
 - e. Go back to the login page, and login to your new profile.

- 2) Once logged in to your profile, your landing page will be your Dashboard
 - a. You will see at least two tabs – Active and Historical Requests. This will show any applications that you are working on (Active Requests) or have ever submitted (Historical Requests).
 - b. Across the top, green banner you will see a house icon. Clicking this will take you back to your Dashboard from whatever page you are on.
 - c. Next to the house icon there is a button that says Apply.

- 3) Start an Application
 - a. Click the Apply button on the green banner across the top of the page.
 - b. You will see any publicly available scholarship applications, including the Parkview Scholarships.
 - c. Your contact information will auto-populate based on the information you entered when you created your profile.
 - d. The application is made up of group sections. Each section requests information based on similar criteria (For example, the School Information section will ask about your high school, etc.)
 - e. Fill in the application as completely as possible and remember to upload all requested documents.
 - f. If you have to leave and then come back later to complete the application, please click the Save Application button. You can log back in later and continue the application from where you left off.
 - g. Once you have filled out all application sections, click Submit Application.
 - h. You will receive an email stating your application has been successfully submitted.

- 4) Recommendation Letters
 - a. Each Parkview scholarship application requires at least one letter of recommendation.
 - b. Read the instructions carefully to understand the requirements for each scholarship opportunity.
 - c. Once you have the email addresses of the third parties who are recommending you for the scholarship, enter it into the text box and click the button to the left of the box that shows an envelope. This will send an email to them with instructions, the due date, and a link to where to upload their letter.
 - d. ****Please remember that your application is not considered complete without all of the necessary letters of recommendation.**

- 5) Scholarship Selection
 - a. Scholarship applications are reviewed by their corresponding selection committees, and then the Community Foundation is notified of their decisions.



- b. Once we are notified, we will notify each applicant about whether their application was approved or denied.
- c. If an application is approved, we will notify you if there are any next steps for you to complete.
 - i. Please see scholarship information for payout details, such as whether it is a one-time or multi-year award and whether a renewable award is automatic or requires an application from the student for renewal. Selection timeframes vary for each. Students are notified via email.

