Scholarship Submission Process
Date Created: 08/28/2019
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This is an overview of how to apply online for a scholarship through Greater Northwest Kansas Community Foundation.

NOTE: The online scholarship portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

Online Application Portal: https://www.grantinterface.com/Home/Logon?urlkey=gnwkscholarship

Create an Account:

- To submit a scholarship, you must first create an account (if you do not already have one from applying in previous years). Click *Create New Account* button on the portal landing page.
- Complete all required fields.
  - Note that your **email address** will serve as the **username** in the system. ==If you are awarded a scholarship, all required follow up will be sent to this email address – DO NOT use your high school or college email address!==
- Click *Next*
- Create a **password** and **confirm the password**.
  - Must be at least *eight characters (including upper / lower case characters and at least one number)*.
  - If you forget the password, you can click the "forgot password" button to have a temporary password emailed to you.
- You should receive a welcome email. Check your email and then **select the appropriate response** to confirm that you received the email. Then click *Continue*.

Eligibility Quiz:

- The next step is to take an **Eligibility Quiz**. This will determine which scholarship(s) you can apply for within GNWKCF's scholarship system.
- Click *Start Eligibility Quiz*
- Answer all questions (Most scholarships are for high school graduating seniors, but some are for college students or adults returning to post-secondary education. Questions will vary based on responses.)
- Click *Submit Eligibility*

- A list of eligible scholarships will be listed.
  - **If you believe you are eligible to apply for an application that does not show up in the list, please call GNWKCF at 785-734-2406 or email us at scholarships@gnwkcf.org.** GNWKCF may add new scholarships from time to time. When this occurs, we will reset the eligibility quiz and you will be required to retake the test to ensure you are seeing all new scholarships available.
- Click *Continue*

Apply for a Scholarship:

- After taking the Eligibility Quiz, you should see a list of scholarships available. Click *Apply* on the right-hand side of the scholarship listed to start the process.
  - Scholarships open and close at different times. Only those scholarships currently open for accepting applications will be listed.

  - Example of result for clicking Apply when applicant is eligible for applying for more than one scholarship:
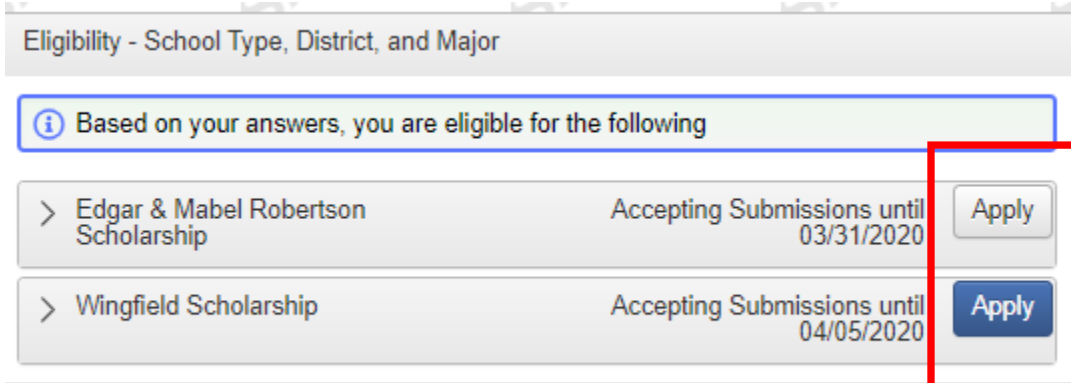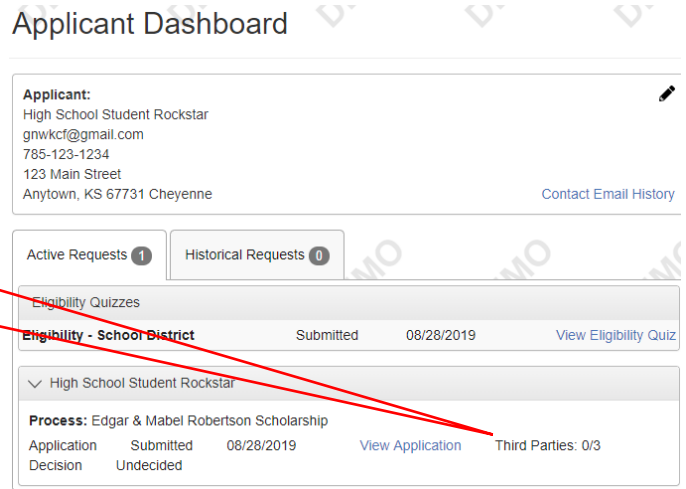

- Answer all questions and upload any documentation requested. Note that there are file type and size limitations for uploads.
- If Letters of Recommendation or academic performance validation are required, there will be a section labeled *"References"* or something similar. Enter a valid *email address* for your reference or required validation and then click *Compose Email*.
  - The reference will receive an email with a link to complete the letter of reference or validation online. As an applicant, you will not be able to see the letter of reference or validation, but you will be able to see whether a response has been submitted.
  - If GNWKCF does not receive a letter of reference in a timely manner from the individual, we will reach out to the Applicant to request a different reference.
  - Repeat this process for each Reference Letter or Information Validation that is required (some applications require multiple letters).
  - **You do NOT need to wait for all references to respond before submitting your application.** Be sure you submit by the deadline and do not wait for references to complete their responses.

- **Electronic Signatures** are entered to indicate you agree that the information provided is true and correct. You will also be required to enter a parent or guardian's name. When entering their name, you are indicating that they are aware you are applying for this application and approve you in doing so.
- Click *Submit Application*
- Click *Continue* to return to the Dashboard.

Scholarship Portal Dashboard:

- After submitting your application, be sure to note your username / password and the scholarship portal link.
- You can check to see if your references have completed the letters of request (if applicable)

Third parties will show with # responded / # requested

Applicant Dashboard

Applicant:
High School Student Rockstar
gnwkcf@gmail.com
785-123-1234
123 Main Street
Anytown, KS 67731 Cheyenne

Contact Email History

Active Requests ① | Historical Requests ⓪

Eligibility Quizzes
Eligibility - School District | Submitted | 08/28/2019 | View Eligibility Quiz

∨ High School Student Rockstar

Process: Edgar & Mabel Robertson Scholarship
Application | Submitted | 08/28/2019 | View Application | Third Parties: 0/3
Decision | Undecided

- If you are awarded the scholarship, the follow up action required will be listed on the dashboard. NOTE: some scholarship decisions will be suppressed until after students are notified at graduation or awards ceremonies. In these cases, your follow up will not be displayed until after GNWKCF has been notified to make the decision viewable.
- You will NOT typically receive notification if your application is denied.

Follow Up Action:

- It is important for you to complete follow ups in a timely manner to ensure your scholarship award is paid. **Failure to complete follow ups could result in forfeiting your scholarship**.
- After you are awarded your scholarship, you can access the online scholarship system to start the acceptance process.
    1. Sign the online Acceptance Letter.
    2. Provide your first semester schedule (required) and a copy of your college acceptance letter (optional).
- If the scholarship is for more than one semester, you will need to return to the scholarship portal **at the end of each semester** to provide the following:
    1. Copy of college transcript showing cumulative GPA at the end of the current semester.
    2. Copy of your upcoming semester class schedule.
- Once your scholarship has been completed in full, you will no longer need to check the Dashboard.

NOTE: Follow Up Deadlines are guidelines and not hard deadlines. We understand that some educational institutions may have a slower registration process, and the July 15 deadline may not be practical. In those instances, please email scholarships@gnwkcf.org to let us know of the delay in obtaining your upcoming class schedule. **We CANNOT pay your scholarship until we receive proof of registration**. All payments are made to your university, not to you directly.

GNWKCF Staff are available Monday – Thursday from 8:30 a.m. – 4:30 p.m. Central Time to assist by calling 785-734-2406 or by emailing scholarships@gnwkcf.org.