



## Online Scholarship Application Information & FAQs

The Community Foundations of the Hudson Valley is pleased to offer an online scholarship application for most of our scholarship programs. Students can complete and submit their applications, upload attachments, and track the status of their submissions on our scholarship portal.

**Applications must be submitted by midnight of the stated deadline(s).**

Students interested in applying for a Community Foundations scholarship should first review our **Scholarship Search Feature** for detailed information about each of the available scholarships, as scholarship eligibility requirements vary according to the specific criteria of each scholarship fund.

### **INSTRUCTIONS**

Applying online for a Community Foundations scholarship is easy. To access the online application, you will be required to *"create a new account"* if you are a first-time user of our online **Scholarship Portal**. Once you have established an account, the system will remember your contact information and will automatically tie it to any other online scholarship applications submitted through our online system.

**Step 1:** Click on the link to the Online Scholarship Application Portal.

[Logon - Scholarship Lifecycle Manager](#)

**Step 2:** Create a New Account (first time only). **Absolutely DO NOT** use your school email address. **Only use your personal email address.** The schools have very strong firewalls that prohibit our emails from getting through. If we need to get in touch with you during the scholarship process, we wouldn't be able to.

**Step 3:** Once you have created a user ID and Password, log on to the Online Scholarship Application Portal (**SAVE** your sign-on information for future access).

**Step 4:** Select "College Scholarships 2025" to begin Phase 1 – Eligibility Quiz.

**Step 5:** Complete the Eligibility Quiz to see what scholarships you are eligible for.

**Step 6:** Select the scholarship(s) you want to apply for and complete the application(s).

### Attachments

You will be asked to attach documents (Student Aid Report from your FAFSA, essays, and resume).. You may only attach Microsoft Word, JPEG, XLS, or Adobe PDF files (files in other formats are not readable).

### Instructions for Required Attachments

The Online Scholarship Application Portal allows applicants to send a "third party" an e-mail invitation to upload required application materials (i.e. Guidance office staff to upload your official Transcript, and individuals to provide you with Letters of Recommendations). This feature may be useful if the school/ individual prefers not to provide you with the materials directly.



Follow the steps below for the third-party attachment section on the Online Scholarship Application. Please complete your request for recommendations and a transcript by March 1 so your contacts have ample time to write your references and upload your materials.

1. Enter the email address of the person who will submit either your official school transcript and/or a letter of recommendation on your behalf (double check you have spelled it correctly).
2. Ensure that you are sending the request to the appropriate person for the specific document. Click "Compose Email" to send them a personal email requesting that they provide the transcript/recommendation.
3. Each email sent will allow the recipient to upload a single attachment. Send separate emails for each attachment needed.
4. They will receive a second email from this system which will include a link for them to click on and upload a document.
5. A 2<sup>nd</sup> reminder email will be sent 7 days later if the requested attachments have not been received.
6. Attachment documents are not accessible to the applicant; but you can check to confirm if the documents have been submitted in the dashboard.

**If you have already been provided with your transcript, enter your own personal email address, and follow the upload instructions provided in the email that is sent. Recommendation letters must be sent via the portal link.**

## THE DETERMINATION PROCESS

Scholarship recipients are selected based upon the specific criteria established for each fund. Each scholarship application is reviewed for completion of all required elements.

Every application is reviewed by a member of a volunteer scholarship selection committee.

After all applications are reviewed, the Community Foundations' Board of Trustees will review and approve all scholarship award recommendations and declinations.

## NOTIFICATION OF AWARDS

All complete scholarship application submissions will receive a confirmation of receipt generated by the online system. All award recipients will receive notification after the selection committees meet, by **late June** in most cases. Applicants that do not receive notification were not selected for awards. **Due to the high volume of applications, we are unable to notify applicants who were not selected.**

## PAYMENT OF AWARDS

To finalize processing your scholarship award, you will be assigned a "follow up report" via DocuSign so that you can submit your selected school, student ID number, and the address of the school. The Community Foundations cannot pay awards without this information.

Payments are mailed directly to the school's financial aid office before the beginning of each school year (**in July/August of the award year**) and are made payable to the school and not to the individual recipient.



## FREQUENTLY ASKED QUESTIONS

### **Q. When is the scholarship application deadline?**

**A.** The deadline is March 15, unless a special deadline is noted.

### **Q. Why is it important for me to review scholarship criteria?**

**A.** Each scholarship has different eligibility criteria based upon the wishes of the donor who established the scholarship. The Phase 1 – Eligibility Test will automatically match you with all the scholarships you are eligible for based on your answers. However, if you have reviewed the scholarships and their criteria, and believe that there is a scholarship that you should be matched with, please let us know by emailing [scholarships@communityfoundationshv.org](mailto:scholarships@communityfoundationshv.org).

### **Q. How long does the essay have to be?**

**A.** Essay page limitations are noted on the individual scholarship information links available on our website. The essay is a very important part of your application, as it helps the reviewers get to know you and can help you stand out from the other applicants. You should use the full space available, and we recommend that you copy and paste from a Word document so that you can check for spelling mistakes and grammatical errors. You might want to copy and paste from Word for all application questions requiring a written response, as many of the questions are the same on each application.

### **Q. Do my letters of recommendation have to be signed and on letterhead?**

**A.** Letters must contain the contact information of the person writing the recommendation. For electronic/emailed or third-party submissions we do not require a written signature on the letter.

### **Q. What financial documentation is required for those scholarships for which financial need is a consideration?**

**A.** You must include a copy of your Student Aid Report (SAR) from the Free Application for Federal Student Aid (or FAFSA), which is an application that students and their families must complete in order to be considered for federal financial aid, and many states and schools also use the FAFSA as part of their application process for non-federal aid. The Student Aid Report (SAR) is the report received by the student that summarizes the student's financial need and provides the official EFC (Expected Family Contribution) number.

Be sure to talk with your parents about the documentation required so that there is plenty of time to gather the information needed prior to the March 15 deadline, as we cannot review incomplete applications.



**Q. What if I cannot complete, or are not eligible to apply for FAFSA and attach a Student Aid Report (SAR)?**

**A.** If you cannot complete, or are not eligible to apply for the FAFSA, then you just need to create a simple document saying that and why. Then just attach it in place of the Student Aid Report (SAR). If you have any questions about this, please email [scholarships@communityfoundationshv.org](mailto:scholarships@communityfoundationshv.org).

**Q. How will I be notified if I am awarded a scholarship?**

**A.** All complete scholarship application submissions will receive a confirmation of receipt. All award recipients will receive notification after the selection committees meet, by late June in most cases (by the end of the calendar year for fall scholarships). Applicants that do not receive notification were not selected for awards.