



Instructions for Application Process

2019 Scholarship Cycle

Dear scholarship applicant, parent, or guidance counselor,

Welcome to the 2018-19 scholarship season at Grand Island Community Foundation! We're thrilled that you are applying for consideration for one of the more than 135 scholarships we will offer to students from Hall County and beyond! The 2018-19 scholarship cycle **opens** December 1, 2018, and **closes** at midnight on February 18, 2019.

The step-by-step instructions posted below will take you through the application process. It's important to note a couple of things right from the get-go:

1. Our scholarship software is new this year—any of you who have previously completed a GICF scholarship application will find the process is entirely different!
2. You should **ONLY** create **ONE** account. All scholarship applications and awards will run through that **ONE** account. If you should ever lose or forget your log-in information, call GICF at 308-381-7767 and request help for retrieval or resetting.

And, now, let's get to work!

STEP 1: Go to <https://www.grantinterface.com/Home/Logon?urlkey=gicfscholarship>

*This link is clickable from the "Scholarship Application and Instructions" tab at our Website (www.gicf.org).

STEP 2: Select **Create New Account**. You'll be taken to a page that asks for your name, address, phone, and all the rest. Fields marked with an asterisk are required: don't skip them! The e-mail address you enter here is particularly important: it will serve as your user name. Notice also that, at the bottom of the user information form, there is a space for you to create your password. Can get very far without that. It's a good idea to write down your log-in credentials for future sessions with your application. In fact, here's a handy spot for you to do just that:

User name/Email address: _____

Password: _____

STEP 3: When you've set your password, you'll be taken to a screen that asks for your response:

- I have received the email
- Continue without checking
- I have not received the email

Choose the answer that fits your situation. If you have not received the email within a few minutes, you may select "Send Email Again." In either of the other two cases, though, the blue "Continue" button will become active when you have made your selection. When you are ready, click "Continue."

STEP 4: You'll be taken to a screen entitled "Apply," which contains the subheading "Eligibility." When you're ready to do so, click the blue "Start Eligibility Quiz" button at the far right, and you're off and running!

Note: Answer ALL of the questions on the Eligibility Quiz accurately; these answers will be used to determine which of the various GICF scholarship for which you qualify. If you'd like to step away from the quiz before you complete it, go ahead. Your progress on the quiz is autosaved. Your quiz is not complete, however, until you click the blue "Submit Eligibility" at the bottom of the page.

Once you "Submit Eligibility," you will be taken to a confirmation page and given the option to "Click 'Continue' to view the Apply page." You will be shown a list of GICF scholarships for which you qualify.

STEP 5: At this point, you may choose the blue "Apply" button for any of the scholarships listed. For the sake of your own clarity and organization in the process, it might be a good idea to start at the top with the first application offered.

Now, this is VERY important: Start with one scholarship application, and **ONLY** complete that application for the time being. Here's why: in this first application, you will be asked to provide contact information for at least two (some apps require three) people who will complete a recommendation form for you. You should provide that information, complete your application, and WAIT FOR THE NOTIFICATION THAT YOUR REFERENCES HAVE TURNED IN THEIR FORMS.

Don't worry—we will be reminding them as well. We want your application finished and turned in as much as you do!

But, here's the thing: when your references have completed their work and submitted it, **YOU WILL BE ABLE TO COPY ALL INFORMATION FROM YOUR INITIAL APPLICATION—INCLUDING THE REFERENCE FORMS—INTO ALL SUBSEQUENT APPLICATIONS.**

The only thing you'll have to check in the rest of your applications is whether there's an essay or other item specific to that particular application.

STEP 6: Fill out and submit any and all applications on your list. After the first one, the rest will take only seconds . . . and a few essay responses, perhaps. Then, watch for our notification that your application(s) have been submitted.

STEP 7: After review and GICF Board approval, scholarship recipients for 2019 will be notified of their awards and provided an opportunity to accept/decline by April 9, 2019. Scholarship recipients and their parents/guardians are invited to an April 14, 2019 Scholarship Tea (2:00 p.m., Riverside Golf Club).

SOUND COMPLICATED? DON'T WORRY!
CALL US AT 308-381-7767 OR SEND US AN E-MAIL AT scholarships@gicf.org

WE'RE HERE TO HELP!