

# Scholarship Application Detail Instructions

This handout will provide you with the detailed information for navigating our online scholarship application process.

You can access the online system by visiting the Community Foundation website at ([www.oceanafoundation.org](http://www.oceanafoundation.org)) and then clicking on "Scholarships."

On the left-hand side, click on "Apply for a Scholarship," and then click on the attached links to the eGRANT system.

The screenshot shows the website header with 'community foundation Oceana County' and navigation links: Home, Give, Grants, Scholarships, Impact, Resources, About. The main content area is titled 'How to Apply for a Scholarship'. The text reads: 'The Foundation's general scholarship application period opens on November 1st, 2019! All applications must be submitted via eGrant by the February 15, 2020 deadline. To be eligible, you must be a resident of Oceana County and a graduate of an Oceana public or private school.' A red arrow points to the sentence: 'High School seniors and college students may submit an application through the eGRANT system here'. Below this, it says: 'Adult student applications are welcomed year-round - click here for more information.' At the bottom of the section, it states: 'Scholarships are paid to accredited institutions and divided equally between the terms of the academic year. The scholarship award is used toward the cost of tuition, fees, room and board.'

Next, you will create a login using your email and a password:

## New User Registration

This page will establish your account on the eGrant.net system.

Please use the fields below to choose a login and password. You will also need to supply a contact name and email address for the account. Once you have completed all the fields, click the "Proceed" button at the bottom of the page.

**Important Note:** DO NOT use non-alphanumeric characters (quotes, commas, apostrophes, question marks, etc.) in your Organization Name or Login below. If you do, your applications may not be processed correctly. Dashes or hyphens are okay.

Enter Organization Name: (Enter your first and last name if you are applying as an individual).

Choose a login

Choose a password:

Re-type your chosen password:  \*

Contact name for this account:

Contact e-mail address:

After proceeding to the applicant site, you will be prompted to the Scholarship Application, shown by the red arrow below.

The screenshot shows the eGrant.net interface. At the top left is the 'community foundation Oceana County' logo. The top right shows the user 'John Hancock' and a 'Sign Out' link. On the left is a dark blue sidebar titled 'Applicant' with a list of menu items: 'Instructions', 'Drafts (0)', 'History (0)', 'Opportunities (1)', and '2020 Community Foundation for Oceana County Scholarship Application'. A red arrow points to the last item. The main content area has a blue header with the 'community foundation Oceana County' logo and the text 'Welcome to our Scholarship eGRANT system'. Below this, there are three paragraphs of instructions: 1. 'To create a new application, click on the "Opportunities" link on the left-hand side of this page and then click on "2020 Community Foundation for Oceana County Scholarship Application."' 2. 'Start at the instruction page. Click the next button after each page is complete or click on the left-hand side of the page to jump to a particular section of the application. Make sure you click on the save button periodically to not lose your work! Please note that after you have clicked on the submit button you can not change your application. After submitting, a message will pop up indicating that submission is complete.' 3. 'To view or print your scholarship application, click on the "return to home page" link. Click on application, then view full application 2020. If you have questions, please contact Danielle Siegel or Tammy Carey at (231) 869-3377 or via Danielle's email or Tammy's email.'

Next, you'll find yourself on the following page:

The screenshot shows the 'Scholarship Application Instructions' page. At the top is a navigation bar with 'Previous', 'Save' (with a floppy disk icon), and 'Next' buttons. The left sidebar is titled 'Application' and lists menu items: 'Instructions', 'Applicant', 'Education', 'Finances', 'Activities', 'Employment', 'Narratives', 'Summary', and 'Submit'. The main content area has the title 'Scholarship Application Instructions' and a sub-header 'Important Notes about the scholarship application process'. It contains three numbered steps: 1. 'Complete this application electronically and submit (by 11:59 pm on February 15, 2020) by clicking the "Submit My Data" button on the Finish screen. You will receive a confirmation via email that your application was submitted successfully.' 2. 'Request an official transcript showing cumulative GPA, rank in class, and SAT scores from your guidance counselor (you can submit a transcript using Parchment) or college records office and have it sent via email or electronically to dsiegel@cffmc.org, or mail to the Community Foundation at PO Box 902, Pentwater, MI 49449 by February 15, 2020. If you are dual enrolled, please submit your college transcript also! If you are a current college student, a transcript from the college is the only transcript required.' 3. 'Financial Information: If you have completed your FAFSA, please provide a copy of the Student Aid Report (SAR). Email to dsiegel@cffmc.org, or mail to the Community Foundation at PO Box 902, Pentwater, MI 49449 by February 15, 2020. Please notify the Foundation if you want to be considered for merit-only scholarships.' Below the steps, there are two paragraphs: 'It is very important to review your application before clicking the submit button. Our Scholarship Committee will use this information when they make decisions, so please make sure it is complete and accurate. If you do not click the "Submit" button, your application will not be received by the Foundation and you will not be considered for a scholarship.' and 'When filling out narrative questions, you are limited to a specific word count as designated for each question. We recommend you answer the questions in a Word document, and copy and paste your answers into the space provided. This application form does not save automatically, save often! Make sure that nothing is cut-off on the printed version. Anything not visible will not be read.' A final paragraph says 'Please remember to review the application checklist at the top of this page before submitting your application.' At the bottom is another navigation bar with 'Previous', 'Save' (with a floppy disk icon), and 'Next' buttons.

Please remember to review the application checklist (#1, 2 & 3) and instructions at the top of this page before submitting your application.

Remember to save your application often, as it is not an auto-saving document. It is okay to exit the website and complete your application another day, just be sure to save it first! Click through the pages, providing responses to the questions. Required questions are marked with a red asterisk.

Finally, at the end of the application process, make sure to confirm that the information you've provided is correct by marking the check box at the bottom of the page (RED) and continue to the final page, where you will hit the "SUBMIT" button at the bottom. This officially submits your application.

community foundation  
Oceana County

eGrant.net Thomas Locke Sign Out

Drafts > Community Foundation for Oceana County Scholarship Application: Application > Summary

Previous Save Next

### Scholarship Application

Summary and Signature

**Reminder:** Your completed application may be submitted in [three easy steps](#):

1. Complete this application electronically and submit (by 11:59 pm on February 15, 2020) by clicking the "Submit My Data" button on the Finish screen. You will receive a confirmation via email that your application was submitted successfully.
2. Request an official transcript showing cumulative GPA, rank in class, and SAT scores from your guidance counselor (you can submit a transcript using Parchment) or college records office and have it sent via email to dsiegel@cffmc.org, or mail to the Community Foundation at P.O. Box 902, Pentwater, MI 49449 by March 1, 2020. If you are dual enrolled, please submit your college transcript also! If you are a current college student, a transcript from the college is the only transcript required.
3. Financial Information: After you have completed your FAFSA, please provide a copy of the Student Aid Report and email to dsiegel@cffmc.org, or mail to the Community Foundation at P.O. Box 902, Pentwater, MI 49449 by March 1, 2020.

If you have any questions or need assistance, please contact Danielle Siegel or Tammy Carey at 231.861.8335.

Note: Some scholarships may require additional information or clarification. Please check your email regularly for correspondence from Foundation staff.

By submitting this application:  
 I hereby affirm that the information provided on this application form is accurate and complete to the best of my knowledge, and I authorize the Community Foundation to share this information with selection committees and/or donors. All information is kept confidential.

Once you have submitted your application by clicking on the submit button, you can not edit it. If you need to make changes, please contact [danielle@oceanafoundation.org](mailto:danielle@oceanafoundation.org).

If you have any questions or need assistance with the scholarship application process, please contact Danielle Siegel at the Community Foundation for Oceana County at [danielle@oceanafoundation.org](mailto:danielle@oceanafoundation.org) or 231-869-3377.

**To resume completing an application, first click on the *Drafts* option to the far left, select your application (RED) and click Edit (GREEN).**

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Contact Guidelines View Prior Edit Delete

Application Type	Fiscal Year	Phase	Due Date	ApplicationID	DocumentID
Community Foundation for Oceana County Schol...	2020	Application	2/15/2020 11:59:59 PM	562730	648914