Online Scholarship Application Instructions

To complete your first-time online scholarship application from the Maine Community Foundation, read these instructions thoroughly and then follow the link provided.

If you are renewing a Maine Community Foundation scholarship, go to the Scholarship Renewal Information page. You will find a list of renewable funds as well as links to the application or contact information if another organization administers the application.   Do not start a first-time application if you are renewing a scholarship from Maine CF. If you are renewing, but are not sure which scholarship you received, please contact Liz Fickett at efickett@mainecf.org.

Getting Started – **required Uploads:**

- All applications require
  - Your most recent transcript or grade report (which must include your name, grades for all semesters of study to December 2015, and GPA).

  - 2 letters of recommendation.   You can upload these, or you may provide an email address to invite someone to upload a letter to your account. If you choose to have someone else upload your letter(s), please note that your application **cannot be submitted** until both of your letters have been uploaded. We recommend that you start here, plan ahead and allow plenty of time to complete this step.

  - Your college's financial aid offer. If you have not received the information for next year, you may upload the current year's letter. If you are just starting college, and have not received your award letter yet, upload a placeholder document. When you receive your letter, send a copy to Maine Community Foundation, 245 Main St., Ellsworth, ME 04605.

  - Your Student Aid Report (SAR) from the FAFSA. This is a 7 page (or so) document and will include your EFC as well as your family's Adjusted Gross Income. Please do not send us the FAFSA application. You can download your SAR from the FAFSA website to your desktop, and then upload it to your application.

- Some applications require other supporting documents, which are specified on the application itself.

- NOTE: if you are applying for more than one scholarship, you will complete **the Common Application** with uploads just one time. Each scholarship will have its own, separate essay portion for you to complete, and some may ask for additional uploads.

Follow this link to our Online Application: https://mcfscholarships.fluidreview.com

1. Create your account at *Log In and Sign Up Here.* Once you register with the system, this information will exist for future years. Use a personal, unique email address to register. This will become your user login. Choose a memorable password. If you forget your password, there is password retrieval/resetting assistance on the site – please use it. Do not set up another new account.

2. Register just once, and do not create multiple accounts. Parents, if you are assisting your child with their application, please do not create an account for yourself. Each student may have only one account.

3. After you register, you'll receive a **confirmation email** to activate your account by clicking the link. Remember to check your email, including spam, after registration to confirm your account.

4. When you've activated your account, open the **Eligibility Quiz**. Answer *No* to the renewal question, and *Yes* to the second question, "*Would you like to see which Scholarships you are eligible to apply for as a New Applicant?"* Click *Save & Next* to answer the remaining questions in the Eligibility Quiz. At the bottom of the second page, click *Save & Exit Form* to be brought to your Scholarship Application home page.

5. Scroll to the bottom of this home page and click on the blue View Scholarships button to be brought to your list of eligible scholarships.

6. Click on the name of the scholarship to read its criteria and history. Use the *Back* button to return to the home page to begin your application. Click the *Apply* button to the right of the scholarship's deadline on the Scholarship Application home page. If you are applying for more than one scholarship, you can return to this page multiple times.

7. Once you have started an application, your Scholarship Application page keeps track of the tasks and shows a blue *Incomplete* label that changes to a green *Complete* label as you move through the steps. You can do the steps in any order you choose. You can also return to the application to finish it over multiple sessions. A task list and completion bar graph on the right hand side of the home page measures your progress through the application.

8. All first-time applications require a Common Application and uploads as noted above. Each scholarship requires its own essay question. Some require additional uploads. Follow the directions for each individual scholarship.

9. Read each section carefully and provide answers for each field. If a question doesn't apply to you, type in *n/a*. Do not leave any blank spaces. For financial answers, do not use decimals or commas. On budget pages, enter 0 if you don't have an amount to enter.

10. Look over your responses carefully before submitting your application. You will be unable to make changes after submitting it. When your application is complete, including all uploads, follow the instructions to submit it.

11. You may stop, save, and restart an application at any time until 11:59 p.m. on the deadline date. Everything you input onto the application is saved for your next session.

12. Once an application is submitted, you may view it and print it, but you may not make any changes to it.

If you have any questions about eligibility, the application or supporting documentation, contact Liz Fickett well before the deadline. Her desk phone number is (207) 667-9735, ext. 1110, or email her at efickett@mainecf.org. Her office hours are 8 to 4 every day, and often she's there until 5.

For **technical problems**: click on *HELP* on the upper right-hand corner of any page for the link to technical support within the online site.

Our deadlines are firm. Weekend deadline dates are strictly observed as well. Staff assistance is not available after 4 p.m. on Fridays, so please plan accordingly and get an early start.

- It is your responsibility to regularly check your email, including spam filter, to receive important notifications and reminders from the Maine Community Foundation. Do not use an email that you do not check regularly for your account.