



## Universal Scholarship Application Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships through The Knox County Foundation.

If you have questions about the application, please contact Kara Ernsberger, Program Coordinator, at 740-392-3270 or [kara@knoxcf.org](mailto:kara@knoxcf.org). If you experience technical difficulties, please contact AwardSpring Support at 888.258.5628, option 2 or [support@awardspring.com](mailto:support@awardspring.com).

The application is available at <https://knoxcf.awardspring.com>




 Scholarships

 Sign In

 Register

The Foundation's Scholarship application will open mid-January.

### Sign In

 Enter your Password

Email

Password

[Forgot password](#)

Sign In

Don't have an account?

Register



## TO LOG IN:

**Sign In:** You already have an account. Enter your email address and password and click the yellow Sign In button.

**Register:** You do not have an account. You will be directed to the registration page.




 Scholarships

 Sign In

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### Sign In

 Enter your Password

Email

Password

[Forgot password](#)

Sign In

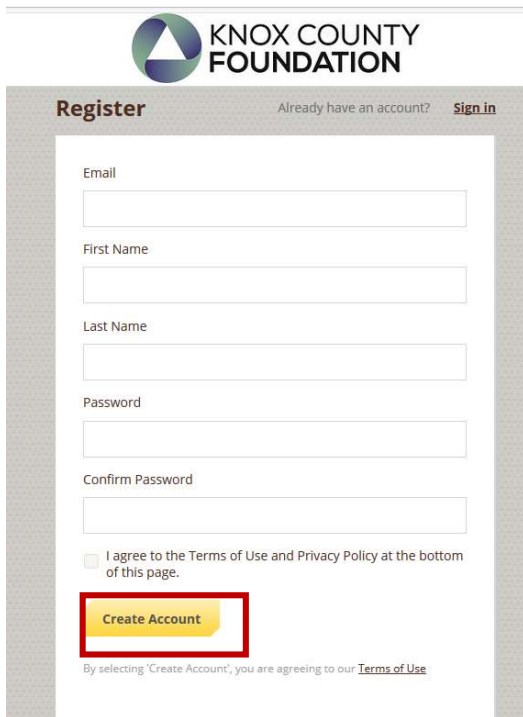
Don't have an account?

Register



**Registration Page:** Enter all of the required information, click the agreement box, and click the Create Account button.

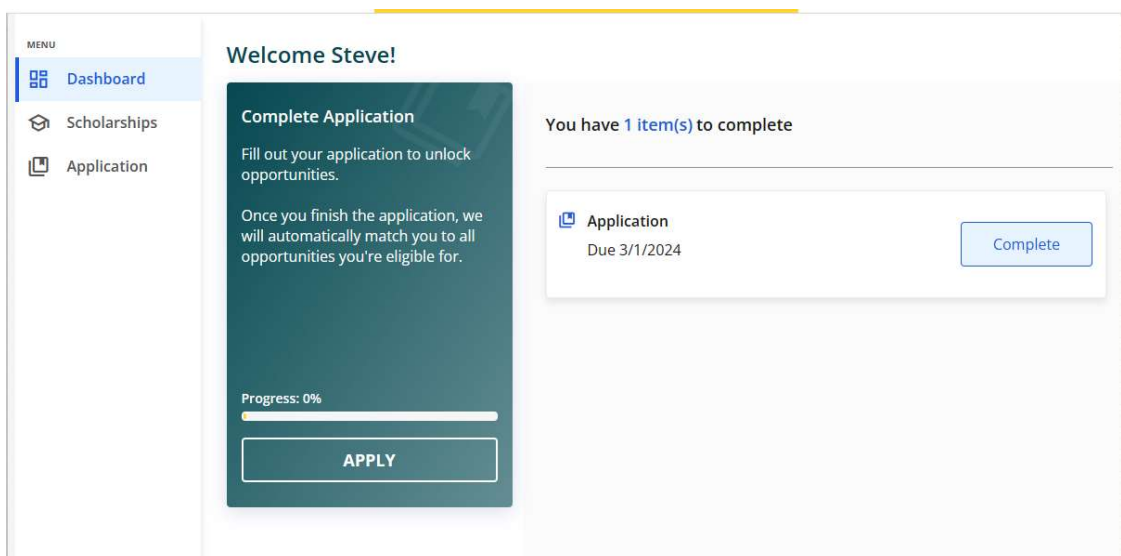
**\*\*Please Note:** **DO NOT use your High School or Career Center e-mail address.** The Foundation will send e-mails to your account address after you graduate and no longer have access to that e-mail address.



The registration form for the Knox County Foundation. At the top is the logo and the text "KNOX COUNTY FOUNDATION". Below this is a header with "Register" and a link "Already have an account? Sign in". The form fields include: Email, First Name, Last Name, Password, and Confirm Password. Below these fields is a checkbox labeled "I agree to the Terms of Use and Privacy Policy at the bottom of this page." and a yellow "Create Account" button, which is highlighted with a red rectangle. At the bottom, a small note states: "By selecting 'Create Account', you are agreeing to our [Terms of Use](#)".

After login/registration, you will be directed to your **Dashboard**. Important information about your application status and additional instructions will be displayed for you here.

Click the **APPLY** button to begin filling out your application.



The user dashboard for Steve. On the left is a "MENU" with links for "Dashboard", "Scholarships", and "Application". The main content area starts with "Welcome Steve!". Below this is a "Complete Application" section with a dark green background, containing instructions to fill out the application to unlock opportunities and a progress bar showing "Progress: 0%". At the bottom of this section is a white "APPLY" button. To the right, a section titled "You have 1 item(s) to complete" shows a card for "Application" with a due date of "Due 3/1/2024" and a blue "Complete" button.

There are several tabs that make up the entire application. Some questions are required while others are marked as optional. You **must complete all required questions** in order for the tab to be "Completed". The application will automatically save after each question.

***You will not be able to submit your application until all tabs are marked as "Completed".***

Dashboard

Scholarships

Application

## Application

General Information

Completed

Academic Information

Completed

Prospective College Preference

Completed

Field of Study

Completed

Qualification Questions

In Progress

Extracurricular Activities & Honors

Completed

Personal Statement

Completed

Financial Information

Gender

☒ Female
 ☐ Male
 ☐ Other
 ☐ Prefer Not to Identify

Are you a traditional or non-traditional student?

☒ Traditional (graduating high school seniors and students who are continuing undergraduate degree work they began within two years of high school graduation)
 ☐ Non-Traditional (Including graduate students or adults pursuing post-secondary studies for workplace re-entry or retraining)

First Name:

1 word(s) left

Ima

Middle Name:

## TRANSCRIPTS:

**High School Seniors/College Freshmen:** When you select that you are high school senior or College Freshman, it will prompt you to request a transcript from your guidance counselor. Complete the required information and click the **Send Request** button. The counselor will receive an email request and will upload your transcript directly in AwardSpring.

**\*\*KCCC students—**please request the transcript from your *home high school counselor*.

Qualification Questions

Extracurricular Activities & Honors

Personal Statement

Financial Information

Please select from the choices below. If you are a current high school senior, please request your transcript from your school guidance counselor (for KCCC students, request it from your home high school counselor). If you are a college or non-traditional student, please upload a current transcript.

☒ Current High School Senior
 ☐ College or Non-Traditional Student

Please use the form below to request a copy of your transcript from your high school guidance counselor. Use your **high school guidance counselor's e-mail address** to make the request.

**\*If you attend the Knox County Career Center, request the transcript from your **home high school**.**

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

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I'm applying for scholarships through the Knox County Foundation and am requesting that you provide them a copy of my transcript.

**College Students:** Please upload a current college transcript(s) containing your entire college career record. ***No screenshots will be accepted.*** If you are unable to upload a transcript directly, please contact Kara Ernsberger at <mailto:kara@knoxcf.org> or 740-392-3270.

Extracurricular Activities & Honors	
Personal Statement	
Financial Information	<p>Please select from the choices below. If you are a current high school senior, please request your transcript from your school guidance counselor (for KCCC students, request it from your home high school counselor). If you are a college or non-traditional student, please upload a current transcript.</p> <p><input type="radio"/> Current High School Senior</p> <p><input checked="" type="radio"/> College or Non-Traditional Student</p> <div><p>Upload a copy of your up-to-date official transcripts (scan, save as a pdf, or upload directly). SCREENSHOTS WILL NOT BE ACCEPTED. If you are unable to upload your transcript, please contact Kara Ernsberger at <a href="mailto:kara@knoxcf.org">kara@knoxcf.org</a> or 740-392-3270</p><p>Upload File</p></div>

### FAFSA Submission Summary

To be considered for any need-based scholarships, applicants must upload a complete copy of the Submission Summary of the Free Application for Federal Student Aid (FAFSA) application (see [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Applicants electing to omit the FAFSA Submission Report, showing their Student Aid Index (SAI), from this application will be eligible only for merit-based scholarships, which typically are available in lesser numbers, and smaller amounts, compared to need-based scholarships.

General Information	
Academic Information	<p>If you do not upload a FAFSA Submission Summary, you understand that you will not be considered for any scholarships that require a demonstration of financial need.</p>
Field of Study	
Qualification Questions	<p>Do you want to upload your FAFSA Submission Summary, showing your Student Aid Index (SAI), for consideration of scholarships requiring demonstration of financial need?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Personal Statement	
Financial Information	

Completing all tabs of your application will enable you to click the **Submit Application** button in the lower right corner. Click it to submit your application.

This screenshot shows a progress bar at the bottom of a form. On the left, a vertical sidebar contains three tabs: "Extracurricular Activities & Honors", "Personal Statement", and "Financial Information". Each tab is marked as "Completed". The main area of the progress bar contains three buttons: "Previous Step", "Next Step", and "Submit Application". The "Submit Application" button is highlighted with a red rectangular border.

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been *automatically* applied. You may click in the gray **Applied scholarships** box to view the full list of applied scholarships.

This screenshot shows a user dashboard. On the left is a sidebar with three menu items: "Dashboard" (with a home icon), "Scholarships" (with a book icon), and "Application" (with a document icon). The main content area has a yellow banner at the top that says "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below the banner are two summary boxes: a yellow one on the left showing "3 Items requiring completion" and a gray one on the right showing "49 Applied scholarships". Under the yellow box is a section titled "Follow-Ups" containing two items. Each item shows a scholarship name (truncated), a due date of "Due 3/1/2018", and a yellow "Complete Follow-Up" button.

Click **Dashboard** to return to your Dashboard to view additional information or take further action.

**Items Requiring Attention:** You may be eligible for additional scholarships that require supplemental information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for two scholarships which require additional information. The applicant needs to click the **Complete Follow-Up** button to provide the required responses and/or documentation. See the below example in which the student must be a child of a veteran:



Application

Submit Application

Great! You have answered all required questions. Now click the Submit Application button.

Overview

The Stenger Family Knox County Veterans' Family Scholarship Fund was established on September 14, 2007 with a gift of \$5,000. Scholarships are provided to Knox County Students who are dependents of a Gulf War or later military veteran.

Qualifications

- Applicant must be a natural or adopted child of a living or deceased combat veteran of the Vietnam era or later.

Quick Facts

Apply by Mar 01, 2018

Apply for this Scholarship

What is the name of the related veteran?

2 word(s) left

John Doe

Great! You have answered all required questions. Now click the Submit Application button.

Submit Application

Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.

Dashboard

Scholarships

Application

You did it!  
Nothing left to complete. Way to go!

0 Items requiring completion

52 Applied scholarships

Scholarship Announcements will be made after May 1<sup>st</sup> each year.

If you are selected for a Knox County Foundation scholarship, you will be required to fill out a questionnaire through Awardspring before a check can be sent to your school. Please be sure read your award letter and check your e-mail for instructions on completing the questions.

Kara Ernsberger  
Program Coordinator  
Knox County Foundation  
101 East Gambier Street  
P.O. Box 309  
Mount Vernon, OH 43050

740-392-3270  
<mailto:kara@knoxcf.org>