

3/1/2010



Applying for Community Foundation Scholarships Frequently Asked Questions

Is there any specific information that I need prior to applying for a scholarship?

Yes. At minimum you will need the following:

- Scholarship criteria to determine if you qualify.
- SAR and estimated amount of family contribution, for financial need based scholarships.
- GPA, ACT scores, academic transcript(s).
- Work history.
- Family information.
- Family financial information.
- List of volunteer and extracurricular activities.

Is there a required application form?

Yes. Your application must be submitted on the 2010 Branch Area Local Scholarship Application Form downloaded from our website or requested from our office.

If I hand deliver my application, why do I have to submit five copies of my application for each scholarship?

Electronically submitted applications can be reviewed by our committees without the need to print. Hand-delivered paper copies need to be distributed to the committee via USPS mail.

Should I redact (black out or remove) my social security number from my transcript if it is included?

Yes. Since your application is being distributed to community committee members for review we cannot guarantee the privacy of any information that you supply. We suggest that you remove private information, such as social security numbers, from all documents you provide.

Should I have someone else proof-read my application for spelling mistakes and grammatical errors?

Yes.

How much of the SAR do you need? Is it necessary to provide all 7+ pages of the SAR?

We need the portion of the SAR that shows the estimated family contribution (EFC). Whether the EFC is shown on the first, third, or 7+ page, will depend on the stage of the filing process. If the applicant has only just filed and doesn't have an EFC figure by the time s/he submits the application, s/he will need to submit a copy of the first page of the parents' tax return or a copy of the first page of their own tax return if independent or married.

What Income Tax info do you need?

To determine financial need, we prefer the SAR, but if that is not available, the front page of forms 1040, 1040A, or 1040EZ shows the adjusted gross income. This is the alternate way that review committees will be able to determine financial need. The tax return that we need to see is the one on which the applicant is claimed. So that's either the parent's/parents' tax return or a copy of the first page of the applicant's own tax return if the applicant is independent or married. PLEASE REMEMBER TO REDACT SOCIAL SECURITY NUMBERS FROM THE COPY OF THE TAX RETURN!

Official Transcript or Course History Report?

Do you need an official transcript or can I submit "course history report". Like a transcript, this report also contains the student's GPA and the classes s/he is currently taking. As long as the GPA reported is the cumulative GPA and as long as it is apparent that "course history report" is generated by the educational institution, this report would be an acceptable substitution for an official transcript.

If applicants have done resumes for college applications, is it necessary for them to follow your specific format? Will they be penalized if they submit them without changing to your format?

The instructions in the scholarship application ask the applicant to attach a one-page résumé which includes the following:

- **Your Name**
- **Personal Statement:** Include why you are attending college; your career goals; how your prior education, work, and/or volunteer experience prepared you for college and/or your chosen career; and why you believe you will be successful in college. Also include any unique situations that would like considered by Scholarship Selection Committee (for example, extraordinary responsibilities at home, extraordinary work schedule, etc.).
- **Extracurricular Volunteer Activities:** List any school-based organizations for which you volunteered your time. Include special responsibilities, positions held, years of involvement, special recognition, etc.
- **Scholastic Honors & Awards:** Honors and awards received in school. Include the year received and nature of honor/award.
- **Community Volunteer Activities:** List any organizations outside of school for which you volunteered your time. Include special responsibilities, positions held, years of involvement, special recognition, etc.
- **Community Honors & Awards:** Honors and awards received outside of school. Include the year received and nature of honor/award.
- **Memberships:** List the name of organization, year(s) a member, and office if any held. Also list any projects or committees on which you worked.

While it would benefit reviewers if this information was in the same order in all applications, there is no **requirement** that a certain format be followed. Personal résumés will be accepted as long as they contain all of the required information listed above **and** any information required for a particular scholarship.

What is a letter of intent?

A letter of intent includes information regarding how you plan to use the scholarship, what school you will be attending, what course of study you are pursuing, and what you plan to accomplish with your degree upon graduation.

What is a career pathway?

The State of Michigan has six career pathways. These are defined as the following:

ARTS & COMMUNICATIONS

Careers related to humanities and performing, visual, literary and media arts. Includes architecture, graphic, interior, and fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations.

BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY

Careers related to the business environment. Includes entrepreneurship, sales, marketing, computer information systems, finance, accounting, personnel, economics, and management.

ENGINEERING/MANUFACTURING AND INDUSTRIAL TECHNOLOGY

Careers related to technologies necessary to design, develop, install, and maintain physical systems. Includes engineering, manufacturing, construction, service and related technologies.

HEALTH SCIENCES

Careers related to the promotion of health and treatment of disease. Includes research, prevention, treatment and related health technologies.

HUMAN SERVICES

Careers related to economic, political, and social systems. Includes education, government, law and law enforcement, leisure and recreation, military, religion, child care, social services, and personal services.

NATURAL RESOURCES AND AGRI-SCIENCE

Careers related to agriculture, the environment, and natural resources. Includes agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife.

Should I include a cover sheet with my application?

No. Use the 2010 Branch Area Local Scholarship Application Form only.

Should I place my scholarship applications into folders?

No; save your money. In the interest of making the packets as easy to manage as possible, all scholarship applications are removed from any folders, envelopes, or booklets. We do not need more office supplies of this type!

How to I submit my application and attachments electronically?

Click “Contact” in the upper right corner of any page of our website. Complete the contact us form and attach the application using the “Browse” link at the end of the form. Select the “Browse” link again for multiple attachments.

If the scholarship requires a hand-written resume or other documents, how to I submit that electronically?

Handwritten documents, transcripts, and other documents not generated on the computer should be scanned and saved as a .gif, .PDF or similar file and inserted onto a new page of your application. **If submitting separately from the application, please make sure your name and the name of the scholarship are on any hand-written resumes and other similar documents.**

How do I contact the Community Foundation if I have any further questions?

We are here to help you with your scholarship application process. If you have any questions you may contact us by phone, email, or by stopping in at the office. We are involved in many community activities, and there may not always be someone available in the office or by phone. If you leave a message please leave your name, return phone number, best time to call, and your question so that we can be prepared with an answer when we return your call.