

# Scholarship Application Tips



- Saginaw Community Foundation’s **web-based application** program automatically qualifies you for any and all scholarships available to you.
- **Read each individual scholarship:** Familiarize yourself with each individual scholarship on our website ([www.saginawfoundation.org](http://www.saginawfoundation.org)) to learn about scholarship qualifications and to determine any additional requirements necessary for the scholarship you feel you are qualified for. Pay close attention to scholarship descriptions that have the following symbols :



**MEMBERS ONLY:** This symbol indicates membership-based scholarships. They are restricted to members of a particular organization, civic group, church, etc. If you or a qualified family member meet the membership requirements, you must provide the membership information requested on the application form. (See Membership Verification on our electronic application.)



**SPECIAL ATTACHMENTS:** This symbol indicates a special attachment is required. Some examples of special attachments are an essay on a particular topic, a list of accomplishments related to a specific topic, or an audition tape. When deciding if you should submit a special attachment, read the scholarship’s description to determine if you meet the minimum qualification. If you do, provide the information requested. Failure to submit this information will affect your chances of receiving the scholarship.

- **Register on the eGrant website:** Once you are familiar with the scholarships, click on “Go to the electronic scholarship application”. Register by entering your name and creating a password. Remember your login information. This will allow you to go back into your account to complete your application or update your information at a later time.
- **Complete your application:** Your scholarship application represents YOU! Give your application the time, attention, and preparation that it deserves. If you can not complete it in one sitting, you can save what you have completed and come back at a later date to complete and submit your application electronically. Complete all sections before submitting.
- **Letters of Recommendation:** Ask two people, unrelated to you, to submit letters of recommendation on your behalf. Make certain the people you ask to prepare letters of recommendation know you well. Allow generous lead-time for transcripts and letters of recommendation. Some scholarships require recommendations from specific persons. Please see the individual scholarship descriptions or the “Special Attachment” section of the electronic application.
- **Transcripts:** Have a copy of your current/most recent school transcripts (not a report card) to submit with your application.
- **Proofread:** Mistakes are often overlooked during the application process. Proofread your work, especially your essay. Check the spelling and grammar. Ask a parent, friend, or teacher to proofread your completed application.
- **Be honest and be yourself:** When writing your essay, be specific and personal. It’s your job to make your essay stand out from the rest! Don’t be afraid to highlight your strengths and talk about yourself.
- **WATCH THE DEADLINE!** The application and all attachments must be post-marked on or before **February 1<sup>st</sup>**. You are responsible to make sure ALL parts of the application arrive on time. **You must submit your application both electronically and on paper.** This is very important. Not all of the application sections are electronic; some of the sections are simply forms you print off and submit. Everything must be submitted by February 1<sup>st</sup>.
- **Make copies:** Print a copy of the completed application (and attachments) for your records.
- **Ask for help:** We have set aside Wednesday, January 6, and Tuesday, January 19, to allow applicants an opportunity to discuss their application one-on-one with a Foundation staff member. Please feel free to stop in on those dates or call us anytime with your questions.

The Saginaw Community Foundation has a web-based, electronic application program that allows you the possibility to be eligible for more than one scholarship with the submission of only **one** application!

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