

## Got Questions? We've Got Answers!

Still need help with your online application? Contact us via:

Phone

(989) 755-0545

Monday-Friday

8:00 a.m. – 5:00 p.m.

Fax

(989) 755-6524

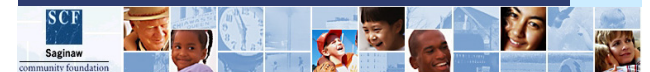
E-mail

[leeann@saginawfoundation.org](mailto:leeann@saginawfoundation.org)



# Scholarship Application

INSTRUCTIONS FOR  
APPLYING ONLINE



**Saginaw**

community foundation

Impacting Saginaw County.  
For **good**. For **ever**.

## Step One

Go to [www.saginawfoundation.org](http://www.saginawfoundation.org) and click on the "Receive" tab and then on Scholarship.



## Step Two

After you have reviewed the bulleted instructions on the scholarship page, you may click on the "Go to the Electronic Scholarship Application" link.



## Step Three

You are now at <http://saginaw.egrant.org>. You now need to create a login ID and password. It is very important that you write these down! Once you have created your name and password, you can continuously log in and out to edit your application or reapply in upcoming years.

Your Login: \_\_\_\_\_ Password: \_\_\_\_\_



## Step Four

You are now able to create your application. To start your application, click "Create New Application". Five colored buttons will appear. These buttons will assist you through the entire application process. To begin filling out your application, click on the green "Edit" button, and your application process will begin.



## Step Five

Make sure you save the application you have started. Until you have completed and electronically submitted the application, changes can still be made by clicking on the green "Edit" button.



## Don't forget!

- You must submit your application both **electronically and on paper!**
- Complete all pages of the application. Pay special attention to the "Documents" page. Without these PDF pages completed, you are limiting the number of scholarships you may be qualified for. These pages are not electronic and must be printed off and included in the total application to be mailed to the address listed on our website:  
[www.saginawfoundation.org](http://www.saginawfoundation.org)
- You can edit your application and make changes until you click on the "Submit" button. Once you have submitted the application, no changes can be made. Make sure you have double checked everything and are completely sure before you submit.
- Print off your completed application and sign and date on the last page. Use the checklist to make sure you have included all necessary pages and attachments.
- **WATCH THE DEADLINE!** The application and all attachments must be post-marked on or before **February 1**. You are responsible to make sure ALL parts of the application arrive on time. This is very important. ALL applications and attachments must be submitted both electronically and on paper by February 1, no exceptions.

