

### SCHOLARSHIP PROGRAM REQUIREMENTS AND INSTRUCTIONS

1. With few exceptions (such as the Watkins First-Knox, the Utica Class of 1956, and the Harold Smith Utica High School Scholarships) applicants must reside in Knox County or (in some cases) attend a Knox County high school.
2. Applicants must be planning to attend a fully-accredited two-year or four-year college or university, enrolled as a **full-time** student.
3. **Traditional Scholarship Applicants** include graduating high school seniors and students who are continuing undergraduate degree work they began within two years of high school graduation. Traditional Scholarship applicants will be considered for all available Foundation scholarships.

**Non-Traditional Scholarship Applicants** include those competing for a Dr. Lillian Hickman or Dr. Allan Bazzoli Medical School Scholarship, a Dr. Clyde and Dora Purdy O.S.U. Veterinary School Scholarship, or a Robert and Lorene Purdy Scholarship for adults pursuing post-secondary studies for workplace re-entry or retraining, especially in nursing.

4. To be considered for any need-based scholarships applicants must upload a **complete copy of the Student Aid Report (SAR)** 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 Student Aid Report (SAR) 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.
5. The Universal Scholarship Application will only be accepted online through <https://knoxcf.awardspring.com>. A guide for completing the application is available on our website at [www.knoxcf.org](http://www.knoxcf.org) under the *Grants and Scholarship Tab*.
6. Applicants are responsible for requesting official transcripts **well in advance** of the application deadline. Please exercise courtesy with student records personnel who have several requests made of them at this time of the year.

For questions, please contact Lisa Lloyd, Program Manager, at 740-326-4297 or [lisa@knoxcf.org](mailto:lisa@knoxcf.org).



## 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. Beginning in 2018, the Foundation's scholarship application is only available through an online application portal.

If you have questions about the application, please contact Lisa Lloyd, Program Manager, at 740-326-4297 or [lisa@knox.cf.org](mailto:lisa@knox.cf.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>

A screenshot of the Knox County Foundation's scholarship application portal. At the top center is the Knox County Foundation logo. On the left side, there is a vertical navigation menu with three items: "Scholarships" (with a book icon), "Sign In" (with a lock icon), and "Register" (with a checkmark icon). The main content area features a background image of a young woman, Shiloh Six, playing a violin. Overlaid on this image is a white sign-in form. At the top of the form area, a grey box contains the text "The Scholarship Application Deadline is March 1, 2019". The sign-in form has fields for "Email" and "Password", a "Forgot password" link, and a yellow "Sign In" button. Below the form, there is a section titled "Don't have an account?" with a yellow "Register" button. In the bottom right corner of the image, text reads "Vaughn Wiester Scholarship Recipient Shiloh Six". At the bottom of the page, there is a footer with the copyright notice "© 2018 AwardSpring™ All Rights Reserved" on the left and links for "Privacy Policy" and "Terms of Use" on the right.

**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 a registration page.

KNOX COUNTY FOUNDATION

Scholarships  
Sign In  
Register

The Scholarship Application Deadline is March 1, 2019

**Sign In**

Email  
[Input Field]

Password  
[Input Field]

[Forgot password](#)

Sign In

**Don't have an account?**

Register

Vaughn Wiester Scholarship Recipient Shiloh Six

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

KNOX COUNTY FOUNDATION

**Register** [Already have an account? Sign in](#)

Email  
[Input Field]

First Name  
[Input Field]

Last Name  
[Input Field]

Password  
[Input Field]

Confirm Password  
[Input Field]

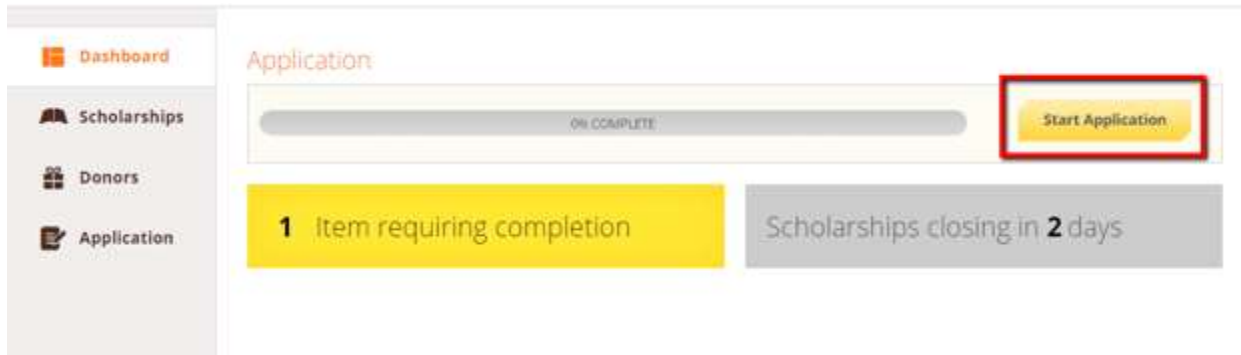
I agree to the Terms of Use and Privacy Policy at the bottom of this page.

**Create Account**

By selecting 'Create Account', you are agreeing to our [Terms of Use](#)

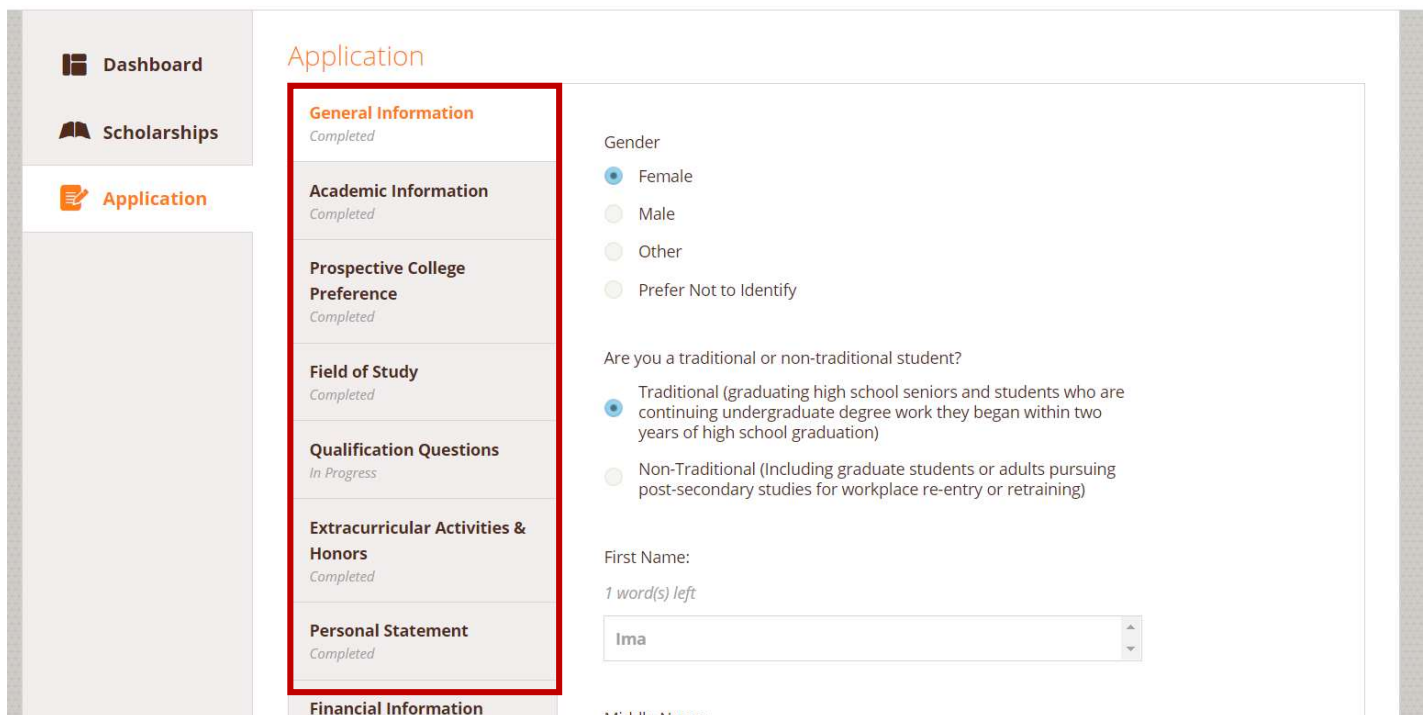
After login/registration, you will be directed to your **Dashboard**. Important information about your application status and additional instructions will be displayed for you here.

Click the **Start Application** button to begin filling out your application.



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”.***



## 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	<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 checked="" type="radio"/> Current High School Senior <input type="radio"/> College or Non-Traditional Student</p> <p>Please use the form below to request a copy of your transcript from your high school guidance counselor. Use your <b>high school guidance counselor's e-mail address</b> to make the request.</p> <p>*If you attend the Knox County Career Center, request the transcript from your <b>home high school</b>.</p> <p>Recipient First Name <input type="text"/></p> <p>Recipient Last Name <input type="text"/></p> <p>Recipient Email <input type="text"/></p> <p>Message to Recipient</p> <p><b>B I U</b> [List Icons] [Link Icon]</p> <p>I'm applying for scholarships through the Knox County Foundation and am requesting that you provide them a copy of my transcript.</p>
Extracurricular Activities & Honors	
Personal Statement	
Financial Information	

**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 Lisa Lloyd at [lisa@knoxcf.org](mailto:lisa@knoxcf.org) or 740-326-4297.

Extracurricular Activities & Honors	<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 <input checked="" type="radio"/> College or Non-Traditional Student</p> <p>Upload a copy of your up-to-date official transcripts (scan, save as a pdf, or upload directly). <b>SCREENSHOTS WILL NOT BE ACCEPTED.</b> If you are unable to upload your transcript, please contact Lisa Lloyd at <a href="mailto:lisa@knoxcf.org">lisa@knoxcf.org</a> or 740-326-4297</p> <p><input type="button" value="Upload File"/></p>
Personal Statement	
Financial Information	

## FASFA Student Aid Report (SAR)

To be considered for any need-based scholarships, applicants must upload a complete copy of the Student Aid Report (SAR) 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 Student Aid Report (SAR) 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.

The screenshot shows the 'Application' section of the FAFSA application. On the left, a sidebar contains three main categories: 'Dashboard', 'Scholarships', and 'Application'. The 'Application' category is selected and highlighted. Below it, a list of application sections is shown, all marked as 'Completed': General Information, Academic Information, Prospective College Preference, Field of Study, Qualification Questions, Extracurricular Activities & Honors, Personal Statement, and Financial Information. The main content area displays a message: 'If you do not upload a FAFSA Student Aid Report (SAR), you understand that you will not be considered for any scholarships that require a demonstration of financial need.' Below this message, it says 'Please upload your FAFSA Student Aid Report (SAR) (Optional)' and provides an 'Upload File' button.

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.

The screenshot shows the 'Personal Statement' section of the FAFSA application. The sidebar on the left shows 'Scholarships' and 'Application' categories, with 'Application' selected. The list of application sections on the left includes: General Information, Academic Information, Prospective College Preference, Field of Study, Qualification Questions, Extracurricular Activities & Honors, Personal Statement (highlighted in orange), and Financial Information. The main content area contains a text editor with the following text: 'In 250 words or less, please share with the Selection Committee any additional information you consider pertinent to your continuing educational journey and supportive of your application for scholarship assistance from the Community Foundation of Mount Vernon and Knox County.' Below the text is a word count: '242 word(s) left'. The text editor toolbar includes buttons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, and Link. The text in the editor reads: 'I am awesome. The best ever. Pick me!'. At the bottom of the page, there are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red 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.

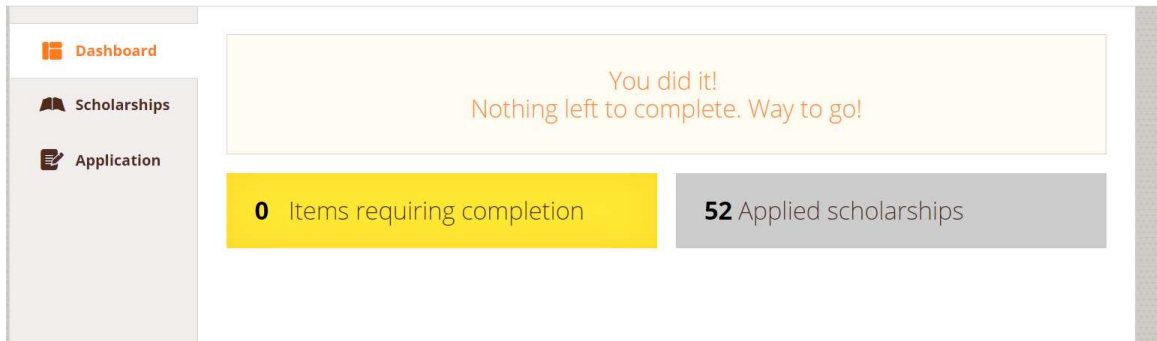
The screenshot shows a dashboard with a left sidebar containing 'Dashboard', 'Scholarships', and 'Application' links. The main content area features a yellow notification box at the top stating, 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' Below this are two summary boxes: a yellow one with '3 Items requiring completion' and a gray one with '49 Applied scholarships'. Under the heading 'Follow-Ups', there are two boxes for follow-up items. The first is for 'Mount Vernon High School Academic Booster Club Outstandi...' with a due date of 3/1/2018 and a yellow 'Complete Follow-Up' button. The second is for 'Stenger Family Knox County Veterans' Family Scholarship Fund' with a due date of 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:

The screenshot shows an application form for a scholarship. The left sidebar has an 'Application' link. At the top, a yellow 'Submit Application' button is visible. A dark brown notification bar at the top of the form reads, 'Great! You have answered all required questions. Now click the Submit Application button.' The form is divided into two columns: 'Overview' and 'Quick Facts'. The 'Overview' section describes the 'Stenger Family Knox County Veterans' Family Scholarship Fund' and lists qualifications, including that the applicant must be a child of a living or deceased combat veteran of the Vietnam era or later. The 'Quick Facts' section shows a calendar icon and the text 'Apply by Mar 01, 2018'. Below this is an orange bar with the text 'Apply for this Scholarship'. A text input field asks 'What is the name of the related veteran?' with a character count of '2 word(s) left' and a dropdown menu showing 'John Doe'. At the bottom, another dark brown notification bar repeats the success message, and a yellow 'Submit Application' button is located below it.

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



The screenshot shows a dashboard interface. On the left is a vertical navigation menu with three items: 'Dashboard' (with a home icon), 'Scholarships' (with a book icon), and 'Application' (with a document icon). The main content area features a large yellow box at the top with the text 'You did it! Nothing left to complete. Way to go!'. Below this are two summary boxes: a yellow box on the left displaying '0 Items requiring completion' and a grey box on the right displaying '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.

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