



### Scholarship Submission Process – Connell Second Year

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This is an overview of how to apply online for a scholarship through Greater Northwest Kansas Community Foundation for a second year Della Connell Scholarship.

NOTE: The online grant portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

**Online Application Portal:** <https://www.grantinterface.com/Home/Logon?urlkey=gnwkscholarship>

Login using your username and password.

#### If you do not already have an account, create an account:

To submit a scholarship, you must first create an account. Click **Create New Account** button on the portal landing page.

- Complete all required fields.
  - Note that your **email address** will serve as the **username** in the system.
- Click **Next**
- Create a **password** and **confirm the password**.
  - Must be at least *six characters*.
  - If you forget the password, you can click the “forgot password” button to have a temporary password emailed to you.
- You should receive a welcome email. Check your email and then **select the appropriate response** to confirm that you received the email. Then click **Continue**.
- Click **Continue**
- You should see a list of scholarships available based on your answers.

#### Enter the Access Code provided by the Connell Scholarship Committee when you were invited to apply.

Enter the code provided by the Connell Scholarship Committee and press “Enter Code” to continue to the application.

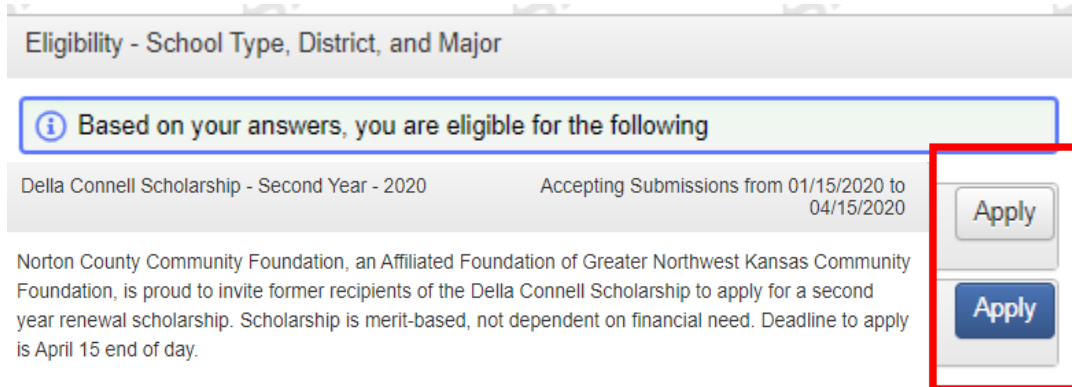
## Apply for a Scholarship:

- After taking the Eligibility Quiz, you should see a list of scholarships available. Click **Apply** on the right-hand side of the scholarship listed to start the process.
  - Scholarships open and close at different times. Only those scholarships currently open for accepting applications will be listed when you first create your account. After an account is created, you can click on the APPLY button at the top of the dashboard to see if any new scholarship opportunities have become available to apply.



## Applicant Dashboard

- Example of result for clicking Apply when applicant is eligible for applying for more than one scholarship:



- Answer all questions and upload any documentation requested. Note that there are file type and size limitations for uploads.
- If Letters of Recommendation or academic performance validation are required, there will be a section labeled **“Reference Letter”** or something similar. Enter a valid **email address** for your reference or required validation and then click **Compose Email**.
  - The reference or third-party validator will receive an email with a link to complete the letter of reference or validation online. As an applicant, you will not be able to see the letter of reference or validation, but you will be able to see whether or not a response has been submitted.
  - If GNWKCF does not receive a letter of reference in a timely manner from the individual, we will reach out to the Applicant to request a different reference.
  - Repeat this process for each Reference Letter or Information Validation that is required (some applications require multiple letters).
- **Electronic Signatures** are entered to indicate you agree that the information provided is true and correct. You will also be required to enter a parent or guardian’s name. When entering their name, you are indicating that they are aware you are applying for this application and approve you in doing so.
- Click **Submit Application**
- Click **Continue** to return to the Dashboard.

## Scholarship Portal Dashboard:

- After submitting your application, be sure to note your username / password and the scholarship portal link.
- You can check to see if your references have completed the letters of request (if applicable)

*Third parties will  
show with  
# responded /  
# requested*

The screenshot shows the 'Applicant Dashboard' for 'High School Student Rockstar'. It includes contact information, request status (Active: 1, Historical: 0), and a table for the 'Edgar & Mabel Robertson Scholarship' process. A red box highlights the 'Third Parties: 0/3' status in the process table.

Eligibility Quizzes			
Eligibility - School District	Submitted	08/28/2019	<a href="#">View Eligibility Quiz</a>

Process: Edgar & Mabel Robertson Scholarship			
Application	Submitted	08/28/2019	<a href="#">View Application</a>
Decision	Undecided		Third Parties: 0/3

- If you are awarded the scholarship, the follow up action required will be listed on the dashboard.

## Follow Up Action:

- It is important for you to complete follow ups in a timely manner to ensure your scholarship award is paid. **Failure to complete follow ups could result in forfeiting your scholarship.**
- After you are awarded your scholarship, you can access the online scholarship system to start the acceptance process.
  1. Sign the online Acceptance Letter.
  2. Provide your first semester schedule (required) and a copy of your college acceptance letter (optional).
- If the scholarship is for more than one semester, you will need to return to the scholarship portal **at the end of each semester** to provide the following:
  1. Copy of college transcript showing cumulative GPA at the end of the current semester.
  2. Copy of your upcoming semester class schedule.
- Once your scholarship has been completed in full, you will no longer need to check the Dashboard.

GNWKCF Staff are available Monday – Thursday from 8:30 a.m. – 4:30 p.m. Central Time to assist by calling 785-734-2406 or by emailing [scholarships@gnwkcf.org](mailto:scholarships@gnwkcf.org).