Central Kansas
COMMUNITY FOUNDATION
Building Stronger Communities Through Charitable Giving

301 N. Main, Suite 200
Newton, KS 67114
Phone: 316-283-5474
Fax: 316-283-5489
www.centralkansascf.org

<u>Online Scholarship Application Instructions</u>

Your account will continue to be accessible for future scholarship applications so be sure to save you username and password.

Make sure you are using an updated web brower. Google Chrome and Firefox work best.

1. To begin a new scholarship application, click the "Apply" tab provided on www.centralkansascf.org.
2. Once on the Scholarships page "Click here to search available Scholarships". This will take you to the login page http://centralkansascfscholarships.communityforce.com/Funds/Search/aspx
3. Scroll down to "Seach by Scholarship Eligibility". Answer the two questions – then click "Search by Eligibility"
4. A new page will load with applications that you can apply for. Click on each application and read the scholarship criteria to see if you qualify to apply.
5. Once you decide on the application(s) you can apply for, click the apply button.
6. Follow the instructions on the page to sign in. If you are a new user, click the "**Create New Account"** button. Your account will be created and tied to your email address. When creating your account, be sure you do not add a space at the end of your first or last name. (**The way you enter your name will be the way it shows up in the signature line of your application.**) If you have applied for a scholarship in the past, login using your user name and password.
7. Carefully complete each section of the application on the Dashboard saving it as you go. (**WARNING! The system will time out after an hour so be sure to save your work!**) **You will notice that each section on dashboard needs to show 100% complete on the bar or it is not complete!**
8. Once you are finished, click the "Preview Application" button and save. Print a copy for your records if you would like.
9. Click the red "**Submit**" button on the upper right hand corner of the screen. You will NOT be able to go back and make changes once the application has been submitted.
10. **The system will NOT accept applications after the posted deadline. It is the applicant's responsibility to make sure transcripts and / or letters of recommendations are received as well as the application is submitted by the application due date. Incomplete applications will NOT be considered.**