



## Applying For Scholarships at the Hendricks County Community Foundation

It is strongly recommended that you complete and submit your application early to allow for any issues and troubleshooting that may arise. Please note that late or incomplete applications WILL NOT be considered.

There are five (5) main components of the HCCF Scholarship Application Process:

1. **Application**: HCCF utilizes an online application through SmarterSelect to administer the many scholarships held at the Community Foundation. Step-by-step instructions can be found below.
2. **HCCF Scholarship Application Required Materials Form**: Each applicant is required to return one copy of this form which is found on the Scholarship page of the HCCF website and in the online Application. A hard copy of the form can be turned in at any time but must be returned to the HCCF by the close of business or officially postmarked on the scholarship deadline. It is recommended to return this form as early as possible. Forms that are returned without a postmark, postmarked late or are hand-delivered after close of business on the deadline will be considered late and will not be accepted.
3. **Transcripts**: You will request your high school transcript from the application itself. Your guidance counselor's name, e-mail address, phone number, title and organization (school) should be entered in the transcript section of the "HCCF Scholarship Application". This should be completed in its entirety BEFORE submitting your request as you will not be able to return and edit this information. It is your responsibility to make sure your transcript is submitted by the deadline.
4. **Recommendations**: All HCCF scholarships require two letters of recommendation 1) from a teacher or academic advisor and 2) from someone that knows you outside the classroom. Be thoughtful of your choices, as no matter how many scholarships you apply for, you may only use the two recommenders. You will need to enter your recommender's first and last name, e-mail address, phone number, title and organization. This should be completed in its entirety BEFORE submitting your request as you will not be able to return and edit this information. When you fill in the information, an email will immediately be sent to the email address provided for the recommender. Deadlines for recommendations are the same as the deadline for the applications. We strongly suggest that you notify your recommender that they will receive an automated e-mail from [automated.email@smarterselect.com](mailto:automated.email@smarterselect.com) requesting their response. We urge you to ask your recommenders to safe-list this address so your request doesn't enter the spam filter. You may see the status of your requests through your user account. It is your responsibility to make sure recommendations are submitted by the deadline as applications missing letters of recommendations are considered incomplete and will not be reviewed.
5. **Financial Need**: Some HCCF scholarships consider Financial Need which is noted in the Program Description for each scholarship. For these, you are required to complete a College Cost Estimator form. The estimator is accessed within the application and submitted online to Murray & Associates/The National Center for College Costs. The form is similar to the FAFSA. When you click submit, you will be given a confirmation number that you will enter into the scholarship application.

Applicants should use Google Chrome or Mozilla Firefox during the application process. Do not use Internet Explorer.

#### Application Instructions

1. Begin your application search by clicking on **Begin Search**. You will be able to create a SmarterSelect account after you have found matching applications.
2. Please answer the questions on the screen to find programs that match your profile. You do not need to answer every question; however, the more questions you answer, the more accurate the result will be. Once you've entered your answers, please click **Search**.
3. You will then be taken to the *Hendricks County Community Foundation Program Search Results* page. Listed will be the programs, or scholarships, that match your profile. To read the description and requirements of each scholarship click **View Details** below each scholarship title and deadline.
4. Before beginning any scholarship, please verify that you are eligible for the scholarship by reviewing the Program Description. Do not submit an application for a scholarship for which you are not eligible.
5. Once you have found a scholarship(s) you would like to apply for, click in the appropriate box to the left of the scholarship title. A checkmark should appear in the box.
6. After selecting the box for each scholarship you're interested in applying for, click **Save to My Applications** at the bottom left of the page.
7. To apply for these scholarships, you will need to create an account. Enter the information required under "Create an Account" to continue.
8. You are now on the *My Applications* page. The scholarships you check-marked along with "HCCF Scholarship Application" should appear.
9. Applicants should begin the application process with the "HCCF Scholarship Application". **Information from this application will automatically fill into your other applications.**
10. If you are starting a new application or editing an existing one, click on the title of the scholarship to open the application.
11. You will then see an overview of the application. To input your information, click on **Edit Application** at the bottom of the page. This button is also available on the top right of the page.
12. General instructions for the application will appear. Fill out the questions on each page and click **Next** to continue. There is a navigation list to the top right under "Pages". You may click on the components in this list to navigate around your application once you have already visited that specific section. A section will appear red if it is not complete and requires you to enter further necessary information. You may also return to your saved application any time before the deadline to update your application. To save and finish later, click **Save and Finish Later** at the bottom of the page.
13. When you have input all of the required information and are ready to submit your application, click the **Submit** button. You will be taken back to the *My Applications* page.
14. After completing and submitting the "HCCF Scholarship Application", you will need to open your other applications to answer any additional questions they may require. To do this, repeat steps 8 through 11. You must submit each application for which you wished to be considered. Applications that are not submitted will be considered incomplete and will not be considered.
15. You will receive email confirmation after your applications are submitted. Please follow the link to a brief Survey Monkey to help improve the process for next year.
16. When you are finished with working on SmarterSelect, be sure to log out of your account by clicking **Logout** in the right upper corner.