

# Scholarship Application Guide

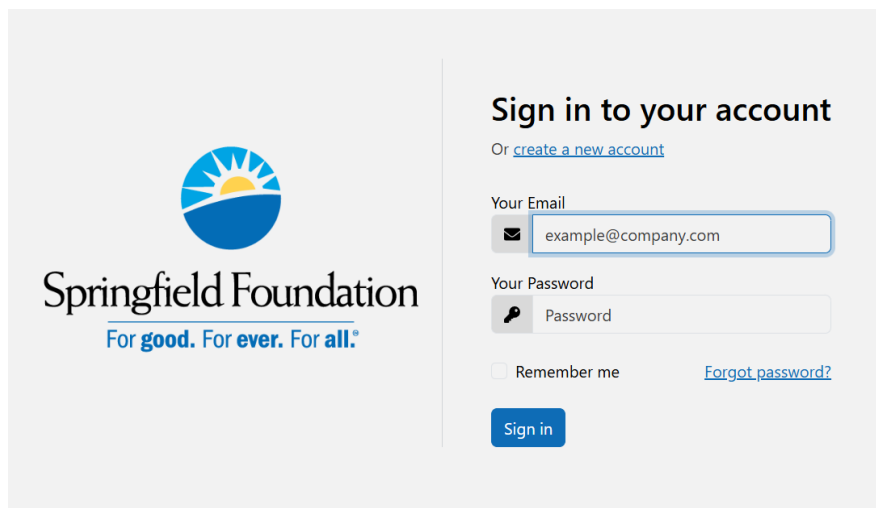
*A Guide for Springfield Foundation Applicants*



## GETTING STARTED

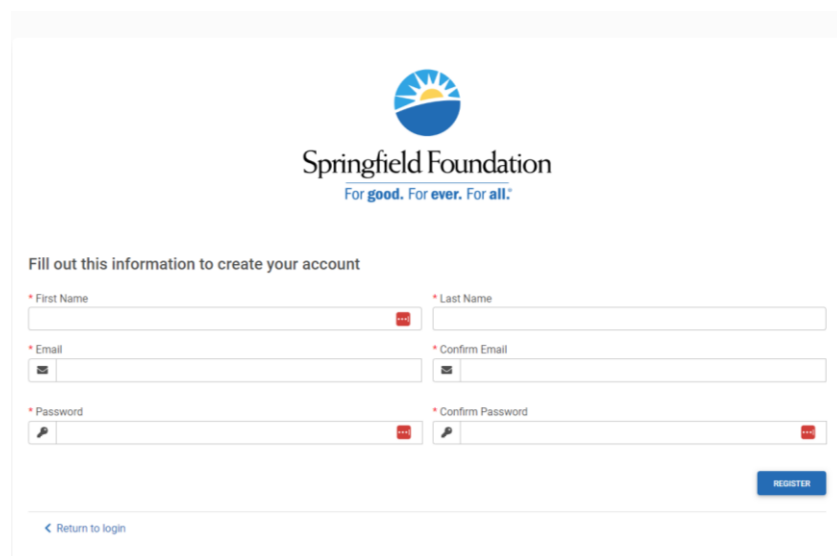
1. Visit Springfield Foundation's website at [www.springfieldfoundation.org/scholarships](http://www.springfieldfoundation.org/scholarships)
2. Click on "Apply Now"
3. You will be redirected to our scholarship management system.

## REGISTER FOR YOUR ACCOUNT



The login page features the Springfield Foundation logo on the left. On the right, the heading "Sign in to your account" is followed by a link to "create a new account". Below this are input fields for "Your Email" (containing "example@company.com") and "Your Password" (containing "Password"). There is a "Remember me" checkbox and a "Forgot password?" link. A blue "Sign in" button is at the bottom.

If this is your first time applying, you'll need to register your account. Click create a new account on the log in screen and select Individual.



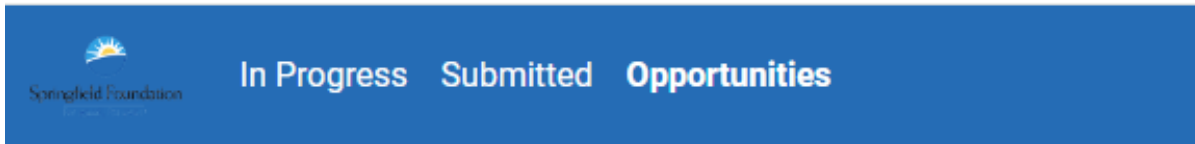
The registration page features the Springfield Foundation logo at the top. Below it, the heading "Fill out this information to create your account" is followed by a grid of input fields. The fields are: "First Name", "Last Name", "Email", "Confirm Email", "Password", and "Confirm Password". Each field has a red asterisk icon to its left. A blue "REGISTER" button is at the bottom right. A link "Return to login" is at the bottom left.

# Scholarship Application Guide

*A Guide for Springfield Foundation Applicants*



## YOUR ACCOUNT



Once you are logged into your account, you'll see three pages, In Progress, Submitted and Opportunities.

| Springfield Foundation In Progress Submitted Opportunities Review |             |                                              |                           |
|-------------------------------------------------------------------|-------------|----------------------------------------------|---------------------------|
| My Opportunities                                                  |             |                                              |                           |
|                                                                   | Fiscal Year | Opportunity Name                             | Opportunity Guideline URL |
| <a href="#">View</a>                                              | 2026        | 2026 Common Scholarship Application          |                           |
| <a href="#">View</a>                                              | 2026        | 2026 Non-Traditional Scholarship Application |                           |

**Opportunities:** The My Opportunities Dashboard shows which applications are available.

- **2026 Common Scholarship Application** – Graduating high school seniors and current college students should complete.
- **2026 Non-Traditional Scholarship Application** - Non-traditional student is defined as a student who is 25 years old or older and has never attended college. (If you are 25 years old or older and are currently attending college, please complete the Common Application).

# Scholarship Application Guide

*A Guide for Springfield Foundation Applicants*



## STARTING AN APPLICATION

To begin, select the appropriate application from your Opportunities dashboard. Click View to see details about the application. Click Apply to start working on the first phase.



**Springfield Foundation**  
For **good.** For **ever.** For **all.**<sup>®</sup>

2026 Common Scholarship Application 2026

2026 Common Scholarship Application

Due Date: 2/6/2026 4:30 PM America/New York

Print Blank Apply

Summary

Scholarships offered through the Springfield Foundation have been made possible by the generosity of donors who help students fund their post-secondary education. Scholarship Funds within the Springfield Foundation can be established to benefit students from particular geographic areas or schools, attending certain post-secondary institutions, or entering certain fields of study. Students apply to the program and, if eligible, can be awarded grants from one or more of these different funds. Most scholarships from the Springfield Foundation are awarded for one year only, however some funds award scholarships that are renewable for up to 4 years.

Description

The application homepage is where you can find the due date, a summary and a brief description, and the contact for that application. If you need assistance with the application, please reach out to the application contact.

On each page, you can either save a draft or continue and save when you are finished. Drafts will appear in your In-Progress dashboard. Click view to start application where you left off. If you access an application from your Opportunities dashboard and see the message below, it means you either have submitted or have a draft submission of the application that you can finish from your In-Progress dashboard.

# Scholarship Application Guide

*A Guide for Springfield Foundation Applicants*



 There are previous submissions or drafts for this application. [See submissions](#)

When you're finished with the application, click Submit.



**Your submission is processing and may take several minutes.**

Please check your email for confirmation of this submission.

You can close this page.

## PASSWORD HELP

If you forgot your password, click **Forgot Password** from the log in screen and follow the steps to reset.

You can also reset your password at any time by clicking on the dropdown next to your name on the top right and go to User Settings.

## AFTER YOU'RE DONE

# Scholarship Application Guide

## A Guide for Springfield Foundation Applicants



**Submissions:** The Submissions dashboard shows which applications you have in progress and allows you to view your submitted applications.

- **In Progress:** Click **In Progress** to continue working on the application
- **Submitted:** Click View to view your submitted application or download the submitted application in PDF by clicking the download button all the way to the right.

| In Progress Submitted Opportunities Review |                                     |                                  |                                     |            |                |              |               |
|--------------------------------------------|-------------------------------------|----------------------------------|-------------------------------------|------------|----------------|--------------|---------------|
| Submitted                                  |                                     |                                  |                                     |            |                |              |               |
|                                            | Opportunity Name                    | Most Recent Submission Date/Time | Phase Name                          | Request    | Request Status | Grant Amount | Decision Date |
| View                                       | 2026 Common Scholarship Application | 9/9/2025 10:58 AM                | 2026 Common Scholarship Application | 20255440   | Pending        |              | Download      |
| Transcript/Recommendation Requests         |                                     |                                  |                                     |            |                |              |               |
| Teresa                                     | Brumfield                           | teresa@springfieldfoundation.org | Kenton Ridge                        | Transcript | Sent           | Edit         | Resend Email  |

You will see the status of your transcript. If you need to change the information, click Edit. You can also resend the email if the counselor did not receive it.

Springfield Foundation Scholarship Eligibility - Next Phase CRM:0001766

Teresa Brumfield  
To: Teresa Brumfield

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Thank you for completing the Springfield Foundation Common Scholarship Application. Some of the scholarships you are eligible for require additional information.

| Scholarship Name                                             |
|--------------------------------------------------------------|
| John Dale Urbana Firefighter Scholarship                     |
| Sally Hare Cookie Lady Scholarship                           |
| City Community Hospital School of Nursing Alumni Scholarship |

To continue applying for any of these scholarships, log into GoApply (<https://goapply2.akoyago.com/springfieldscholarships>) and select the in-progress Additional Questions phase. If you are still logged into the GoApply portal, be sure to refresh your screen to prompt the "in-progress" phase to appear.  
Please contact Teresa Brumfield at [teresa@springfieldfoundation.org](mailto:teresa@springfieldfoundation.org) or 937-324-8773 if you have any questions or issues. Good luck!  
Thanks,  
The Springfield Foundation Team

[Reply](#) [Reply All](#) [Forward](#) [Print](#) [More](#)

Tue 11/19/2024 2:37 PM

If you are eligible for any scholarships that require additional information, you will receive the above email.

| In Progress Submitted Opportunities |                |                                                            |                                              |                     |            |
|-------------------------------------|----------------|------------------------------------------------------------|----------------------------------------------|---------------------|------------|
| In Progress                         |                |                                                            |                                              |                     |            |
|                                     | Phase Due Date | Opportunity Name                                           | Phase Name                                   | Progress (%)        | Created On |
| View                                |                | 2025 Springfield Foundation Common Scholarship Application | Additional Questions for Select Scholarships | 11/14/2024 12:03 PM | Delete     |

**Advancing to the next phase:** If the next phase is available, it will appear in your In-Progress dashboard. It is called Additional Questions for Select Scholarships. Click View. You will see the screen below. If you answer "Yes", you will be taken to the appropriate screens to answer the additional questions for that scholarship.

# Scholarship Application Guide

*A Guide for Springfield Foundation Applicants*



## Instructions

Some scholarships that you qualify for have additional requirements for you to be considered. Submit the information for the scholarships you wish to be considered for.

Do you wish to be considered for the Sally Hare Cookie Lady Scholarship?

☒ No ☐ Yes

Do you wish to be considered for the Hannah Christine Young Memorial Scholarship?

☐ No ☐ Yes

Do you wish to be considered for the John Minchin UAW Scholarship?

☐ No ☐ Yes

Do you wish to be considered for the New North Street AME Scholarship?

☐ No ☐ Yes

**Contact [Teresa@SpringfieldFoundation.org](mailto:Teresa@SpringfieldFoundation.org) or 937-324-8773 with questions.**