Scholarship Application Guide

A Guide for Springfield Foundation Applicants

GETTING STARTED

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

REGISTER FOR YOUR ACCOUNT

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

Register as:

INDIVIDUAL	ORGANIZATION

GOapply allows for two different types of accounts – individuals and organizations. If you are applying for a scholarship or award (something that is for you or your work as an individual), select Individual applicant. If you are applying on behalf of an organization, nonprofit, or other group, select Organization applicant.

‹ Return to login

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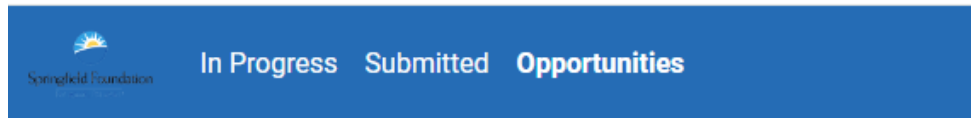
YOUR ACCOUNT

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

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

- **2024 Springfield Foundation Common Scholarship Application** – Graduating high school seniors and current college students should complete.
- **Scholarship Application – Non-traditional Students** - 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).

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STARTING AN APPLICATION

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

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 below message, it means you either already submitted or have a draft submission of the application that you can finish from your In-Progress dashboard.
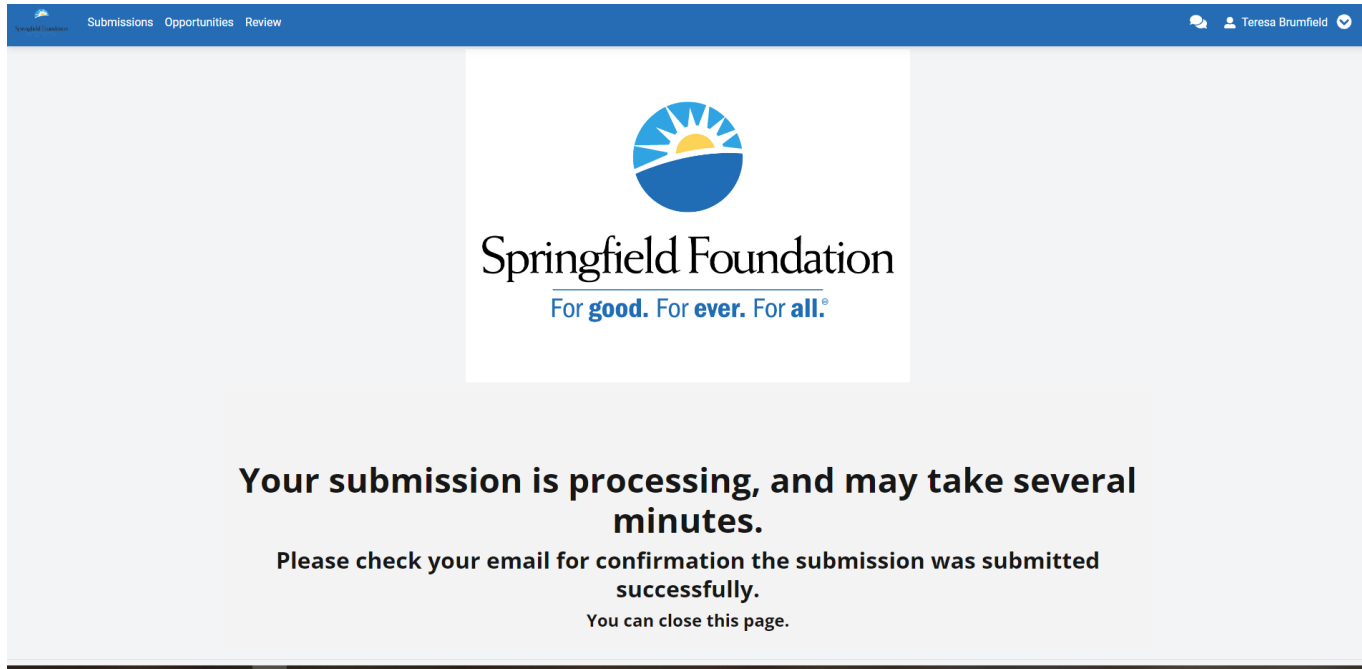
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When you're finished with the application, click Submit.

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 in the top right and going to User Settings.

AFTER YOU'RE DONE

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.

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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.

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

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 below screen. If you answer "Yes", you will be taken to the appropriate screens to answer the additional questions for that scholarship.

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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 or 937-324-8773 with questions.