Scholarship Application Instructions for Marion Community Foundation

- Go to www.marioncommunityfoundation.org and click on the "Scholarships" link on the left hand sidebar of the home page.

- You will be taken to a second page. Click on the link to the scholarship application for your **county or school**. Review the criteria for each scholarship. Apply only for the scholarships for which you are eligible.

- Click on the Scholarship Application Link at the bottom of the page. You will be taken to another page where you will click on "Apply Online".

- You will be taken to a page where you will create your account. When you create your account, <u>be sure to remember and make note of your password</u>. After you create your account, you will be ready to complete your scholarship application.

- When the scholarship application opens, be sure to read the instructions carefully because <u>incomplete applications will not be considered</u>.

- Be sure to include accurate email addresses for the two individuals, who will submit email letters of recommendation for you. <u>It is **your** responsibility to follow up and make sure the letters of recommendation are submitted by March 17, 2014</u>.

- All communications between Marion Community Foundation and applicants will be by email. Therefore, you must notify Marion Community Foundation of any changes to your email address, and you must check your emails regularly for notifications and requests.

- Be sure to include an accurate email address for your guidance counselor so that the guidance counselor can submit your high school transcript and other necessary information.

- Be sure to attach a copy of your Student Aid Report form from FAFSA.

- If you are not able to complete your application in one sitting, you may save it and return to it later.

- When you are sure that your application is complete, you may submit it. Completed applications are due by March 17, 2014.

- Scholarship recipients will be named at the end of April.