



## Helpful Scholarship Reminders

Here are a few helpful hints to consider as you complete your Community Foundation of Middle Tennessee application. For details about a specific scholarship, please visit our website, [www.cfmt.org](http://www.cfmt.org), for more details.

### Application

1. **Complete only one scholarship application.** The Community Foundation staff will determine if you are eligible for other scholarships based on the information in your application.
2. Applications must be completely filled out in order to electronically submit.
3. You will be able to **SAVE DRAFT** throughout the application process, should you find that you cannot complete the application at one time.

### Applicant Recommendations

1. **ALL applicants** must submit an Academic Recommendation and an Employment/Personal Recommendation.
2. Recommendations are attached to your application electronically from your Recommender.
3. Family members cannot submit recommendations on your behalf.

### Transcripts of Grades

1. High school students must submit an official high school transcript and test scores.
2. College students must submit an official college transcript.
3. High school graduates who have never been enrolled in college must submit a high school transcript.
4. Website generated transcripts or faxed transcripts are not official and are therefore unacceptable.
5. If allowed, High Schools and Colleges may email official transcripts to [grants@cfmt.org](mailto:grants@cfmt.org).

### Student Essay

1. The essay will be a significant part of your application, so please give it considerable thought.
2. Some scholarships require an additional essay written on specific topics.

### General Mistakes to Avoid when Completing a College Application

1. Misspelling of words and making grammatical errors.
2. Filling out an online application, but then not submitting it.
3. Giving incorrect answers due to misreading the instructions.
4. Listing extracurricular activities that do not meet the definition.
5. Giving your school counselor too little time to meet deadlines.
6. Forgetting to check email accounts for responses and messages.
7. Asking someone else to fill out the application or write the essay.

### Still Need Help?

If you still need help after reviewing all of these documents, contact a Community Foundation staff member at 615.321.4939 or at [grants@cfmt.org](mailto:grants@cfmt.org).

**DEADLINE: on or before MARCH 15 at 11:59pm Central Time.**