

# The Community Foundation of Middle Tennessee, Inc.

## Scholarship Program

The Community Foundation of Middle Tennessee welcomes you to our online, internet-based application for scholarships. The directions below should answer most of your questions about the online application, process, and submission. If you have further questions, please contact Ms. Cole at 615-321-4939 or by email at [pcole@cfmt.org](mailto:pcole@cfmt.org).

Scholarships offered through The Community Foundation of Middle Tennessee have been made possible by the generosity of donors who help students, such as you, plan post-secondary education. Scholarship Funds within The Community Foundation can be set up 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. Scholarship applications are generally accepted and reviewed in the spring of each year.

### Application Instructions and Guidelines

#### Review Scholarship Eligibility

Before you access the application, review scholarship eligibility for the more than 90 different scholarships available through The Community Foundation by clicking here for more information - <http://cfmt.org/request/search-scholarships/>. Please read all descriptions carefully. Many of The Community Foundation's scholarships have the potential to be renewed. **ALL STUDENTS must reapply to be eligible for renewal consideration.**

1. **Access the Application** - Click the **APPLY NOW** button.
2. **Create a Student Account or Log-in to your Student Account**  
**RENEWALS:** If you are applying for **RENEWAL**, you may reuse your last year's username and password, but you must enter your username and password in the **SIGNUP** section, before you can begin using them for this year.  
**NEW STUDENTS:** In the **SIGN UP** box, enter your email address and create a password for your account. Make sure you use an email address that you check frequently. Click **SIGNUP** to open the application.
3. **Complete the Application**  
Answer all questions on the application. Red asterisks next to questions (\*) mean that you **MUST** answer those particular questions. You will not be able to complete your application if any required field is left blank.

There are ten (10) sections to complete:

- a. **STUDENT INFORMATION** – This page captures personal information about you.
- b. **HIGH SCHOOL INFORMATION** – This page captures high school information
- c. **INSTITUTION** – This page captures information about the college or university you plan to attend.
- d. **TRANSCRIPT AND SCHOOL RECORD** – All students are required to submit a transcript of grades.
  - If you are a **high school student**, you will be asked to download and print the Transcript and School Record form that you will take to your School Official/Guidance Counselor to complete. Your Guidance Counselor will complete the form and attach an official copy of your high school transcript and test scores. These documents must be **MAILED** to The Community Foundation by your Guidance Counselor (address is below).
  - **Students currently enrolled in college or vocational-technical school** must have a recent official college transcript of grades **MAILED** directly to The Community Foundation from your college/university.
  - If you are a student who **has graduated from high school and has never been enrolled in college**, you must have a copy of your high school transcript **MAILED** to The Community Foundation.
  - **If your school allows, you may have your transcript emailed to our offices to [grants@cfmt.org](mailto:grants@cfmt.org).**

If your school transcript is not received by the March 15 deadline, the application will be considered incomplete and will not be reviewed. Website generated transcripts or faxed transcripts are not official and are therefore unacceptable.

- e. **FAMILY** – This page captures information about your parents or guardians, spouse or partner.
- f. **EMPLOYMENT** – This page captures information about where you, your parents and/or spouse/partner are employed.
- g. **INCOME** – This page captures information about your family's income and expenses.
- h. **QUALIFICATIONS** –The Foundation staff will determine from your answers on this page if you qualify for any other available scholarships.
- i. **RECOMMENDATIONS** – **All students are required to have two recommendations, one Academic and one Personal/Employment.**
- j. **ESSAY** – Your essay is very important. In your essay, you will share your education and career goals. Some scholarships require that an additional essay be written on specific topics.

**REVIEW YOUR APPLICATION** – You have the ability to SAVE DRAFT and finish your application at a later time. Once you are satisfied with your application and you have received notification that both recommendations are attached, login to **MY ACCOUNT** and click **CREATE OR EDIT APPLICATION**. From there scroll to the bottom of the page and click the **SUBMIT** button. Once you hit submit, your application will be electronically sent to The Community Foundation.

#### 4. How to Access Your Saved Application and/or check for Recommendations

**To continue editing your application or checking for Recommendations:**

- Go to **MY ACCOUNT** and login.
- In the Menu that appears, select **CREATE OR EDIT APPLICATION**. Complete your application. Click **SAVE** when done.
- To check for Recommendations, click **ADD OR EDIT RECOMMENDATION REQUESTS**. Once there you can see which recommendations have been submitted or you can replace a Recommender.

**Should you need to replace a Recommender:**

- Go to **MY ACCOUNT** and login.
- Click **ADD OR EDIT RECOMMENDATION REQUESTS**. Once there you can see which recommendations have been submitted.
- If you have a Recommender you need to replace, replace the old recommender's information with the new recommender and email. Click **SAVE CHANGES** and then click **RESEND REQUEST**. An email will be sent to the replacement recommender.
- You will be notified when both recommendations have been completed.

**After receiving BOTH recommendations, you are ready to submit your completed application:**

- You will receive an email when both of your recommendations have been submitted.
- Go to **MY ACCOUNT** and login.
- Click **CREATE OR EDIT APPLICATION**. Scroll to the bottom of the page and click **SUBMIT**.

#### 5. Notification of Awards and General Correspondence

Notification of awards, denials and other general correspondence related to this scholarship will be emailed and/or mailed to your permanent mailing address in May.

#### 6. Application Timeline

It is important that ALL materials, including transcripts, recommendations and financial information are submitted before the March 15 deadline.

**Deadline for Applications: MARCH 15 at 11:59pm (Central Time)**

The Community Foundation of Middle Tennessee – 3833 Cleghorn Ave Ste 400 – Nashville, TN 37215  
(615) 321-4939 – or toll-free (888) 540-5200 website: [www.cfmt.org](http://www.cfmt.org) – email: [grants@cfmt.org](mailto:grants@cfmt.org)