Online Application Instructions

The Online Application Process

The Community Foundation of Middle Tennessee welcomes you to our online, internet-based grant application process for Scholarships. The directions below and our Frequently Asked Questions should answer most of your questions about the online application process and submission. If you have further questions, please contact the Grants Coordinator by email at grants@cfmt.org or at 615-321-4939 or toll-free 888-540-5200.

The Online Application Process has five steps:

1. Create a Login
2. Fill out the Application
3. Submit Transcript
4. Collect Recommendations
5. Review and Submit your Application

To access and complete the online application for Scholarships, click the link provided on our website at **www.cfmt.org** under **REQUEST/Our Scholarships** and go to **How to Apply,** click **APPLY NOW**.

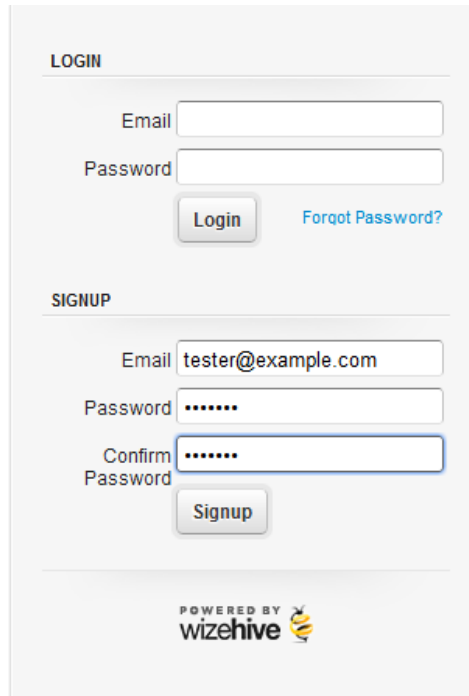## SYSTEM REQUIREMENTS/COMPATIBLE BROWSERS/BROWSER SETTINGS

We recommend using the newest version of any browser for optimal performance of our software. More specifically, here are the following browsers and versions our software supports: **Google Chrome, Mozilla Firefox , MS Edge, Safari, Safari Mobile, and Internet Explorer.**

Make sure that JavaScript and Flash are both enabled on your browser and that you do not have a Firewall or pop-up blocker that is interfering with the software. To enable JavaScript, see the appropriate help file for your browser below:

- Chrome
- Mozilla Firefox
- Internet Explorer
- Safari
- MS Edge
- Adobe Flashplayer

Step 1: Creating a Login

The very first time you visit the form, you'll need to create a username and password. You can do that by entering a valid email address and password in the SIGNUP box on the right side of the homepage of the application, as shown below:

STUDENTS APPLYING FOR RENEWAL – If you are a student applying for renewal of your scholarship, you may reuse the username and password you used during your last session. However, you must SIGNUP with those credentials first before you begin the application, as illustrated above.

Make sure you use a valid email address that you can easily access. Once you've done this, click Signup, and you'll be taken to the application form. You do not have to complete the entire application at one time. You may save your application and return later to complete. To save an application as a draft so that you may return to it later, scroll to the bottom and click the Save Draft option.
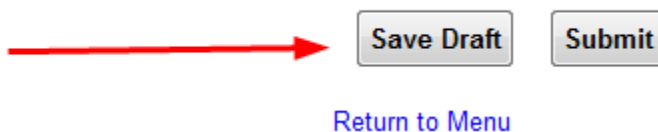
If you ever access the application from a shared computer, you might find that someone else was on the site before you. If you load the application form and don't see the Login/Signup box displayed above, immediately scroll down, click Return to Menu, and then click Logout. After that, you can log in with your own credentials.

Returning to Complete an Application in Progress

Most people will need to come back to the application at some point. If you have started an application and saved it as a draft, it's now associated with the email address and password you entered the very

first time. Enter your email address and password in the LOGIN section. This will take you right back to the application you had saved as a draft.

Recovering a Forgotten Password

If you've forgotten your password, you'll need to click the 'Forgot Password' link to recover it. That will take you to a screen where you'll be asked for the email address you used when you first created an account. Enter that as shown below and click Reset Password:

The system will send you an email which has a new, temporary password. An example of one of those emails is shown below. The item circled in red is your new password.
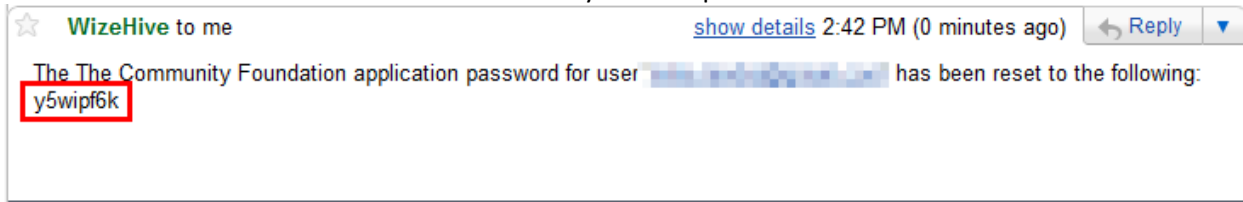
Back on the application homepage, click the "Back to Login" link, shown below:

Password reset has been requested. You should receive an email shortly.

Back to Login

This will return you to the main login screen.

On the homescreen, you will type in your email address and the temporary password from the email. On your screen, the password will only show up as black dots. We're showing it here just so it's clear that you should use the one from the email you received.

LOGIN

Email tester@example.com
Password   y5wipf6k
         Login   Forgot Password?

SIGNUP

Email
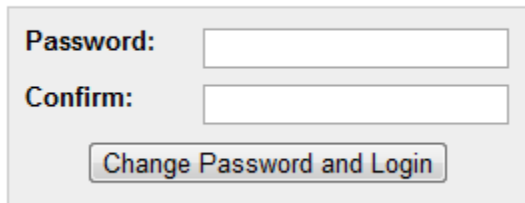Password
Confirm
Password
         Signup

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This will take you to a screen where you'll be asked to supply a new, personalized password to replace the temporary one. Enter a password that you can easily remember in the boxes shown below, then click "Change Password and Login".

Your password was reset, please choose a new password for your account:

Password:	
Confirm:	
Change Password and Login	

This will take you right back to the application you had in progress. The next time you return to the login screen, you'll use your email address and the new password.

STEP 2: Fill out the Application

Answer all the questions as outlined. In some sections, you will see that word limits are associated with your answers. We placed limits on the amount of text you can submit so that we can fairly evaluate the many applications for funding that we receive. You will see a word counter displayed below the entry field. This will actively tell you how many words you have entered and will let you know when you have gone over the limit.

REQUIRED FIELDS (*): 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.

SPELL CHECKER: You will see a red squiggly line under the word that is misspelled. You can make corrections accordingly.

INFORMATION BOX ([?])**:** You will also see a information box ([?]) next to some of the questions. These information boxes provide additional information or more clarification on the questions asked. To take advantage of this tool, hover over the box and the information will appear on screen.

SAVE & FINISH LATER: You do not have to complete the entire application at one time. You may save your application by clicking the SAVE DRAFT button at the bottom of the application form. Your form will automatically save approximately every ten minutes. But, you will still want to make sure to save your work periodically by pressing **Save Draft** to ensure your work has been saved. Remember that you will have to access your incomplete application through My Account which is accessed by going back to the grant page of our website and clicking the MY ACCOUNT button.

STEP 3: Requesting Transcripts

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**.**

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.

STEP 4: Request Recommendations

All students are required to have two recommendations, one Academic and one Personal/Employment. Two different individuals must provide recommendations about you and your work. You must have one recommendation of each type. Through this system, you will send an email to your recommender who will complete an online recommendation form. Once completed this form will be automatically attached to your application when completed. You will be notified when BOTH recommendations have been completed. At that time, you can submit your application.

- **Academic Recommendation – This recommendation should be from a school administrator, counselor, dean, teacher or academic advisor** or other person in a position of authority who knows your academic accomplishments (non-family member). **PLEASE NOTE**: Applicants of the Drue Smith/Society of Professional Journalists' Scholarship should have the Advisor or Chair of the Journalism Department to complete the Recommendation. For applicants of the Eloise Pitts O'More Scholarship, please have the Chair of the Interior Design Department of O'More College of Design complete the Recommendation.
- **Employment/Personal Recommendation - This recommendation should be from an employer, volunteer supervisor, community/religious leader, personal acquaintance** or

other person in a position of authority (non-family member) who knows you and your accomplishments. Applicants of the PRSA Nashville Scholarship should have your internship supervisor complete the Recommendation, if you have had an internship.

STEP 5: Review and Submit Your Application

You have the ability to **SAVE DRAFT** and finish your application at a later date. Once you are satisfied with your application and you have received notification that both recommendations are attached, login to your **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.

It is YOUR responsibility to ensure that your application has been submitted correctly. The Community Foundation is not responsible for lost or misdirected applications or for your failure to push the SUBMIT button. If for any reason you do not receive an automated confirmation that your grant application was submitted, please contact us immediately or no later than March 15.

Scholarship applications are due no later than 11:59pm CST on or before March 15.

If you have any questions or problems, please contact the Grants Coordinator by email at grants@cfmt.org or by phone at 615-321-4939 or toll-free 888-540-5200.