

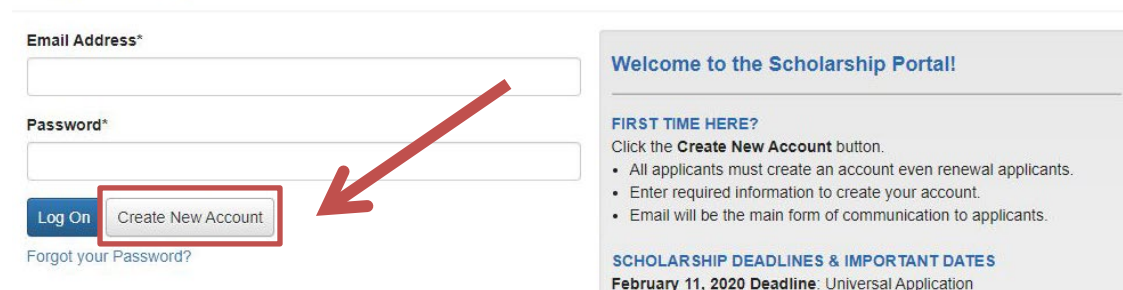
All Greater Toledo Community Foundation scholarship applications are online. Over 40 scholarships are contained to a single universal application with a deadline of **February 11**. There are also multiple separate scholarships not contained in the universe that have varying deadlines that you may apply for. For questions regarding the new scholarship portal, please contact Cassandra Arnold, Scholarship Officer, via email at [Scholarships@toledocf.org](mailto:Scholarships@toledocf.org).

## Create Account/Registration

All applicants must create an account in the scholarship portal only one time.

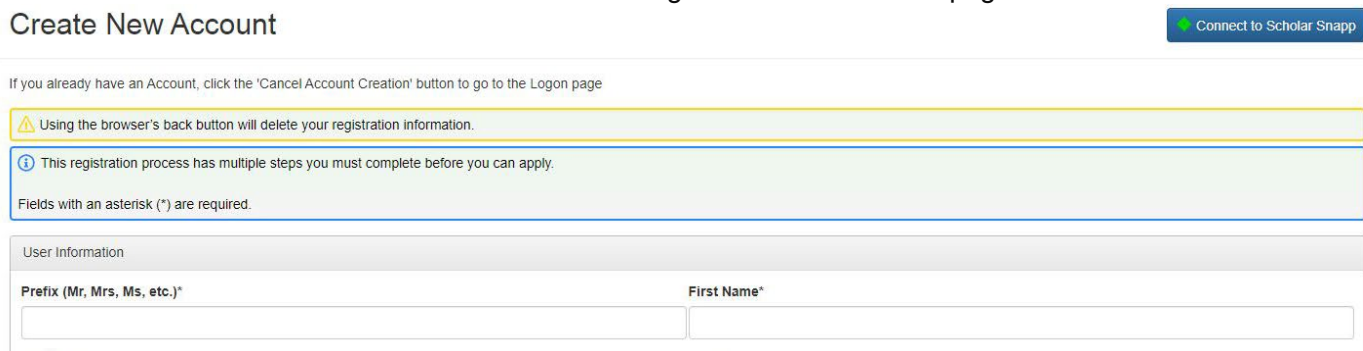
1. Click the link to the **Logon Page**: <https://www.grantinterface.com/Home/Logon?urlkey=toledocfs>
2. Click **Create New Account** button (screenshot below).

### Logon Page

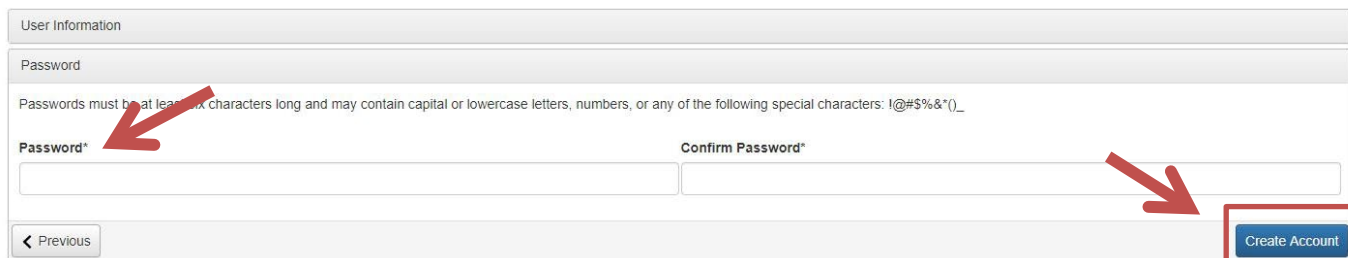


3. You will land on the **Create New Account** page (screenshot below).
  - o Complete all the required fields in the **User Information** section.
    - Email is the main form of communication so use a primary email address.
  - o Click the blue **Next** button at the bottom right hand corner of the page.

### Create New Account

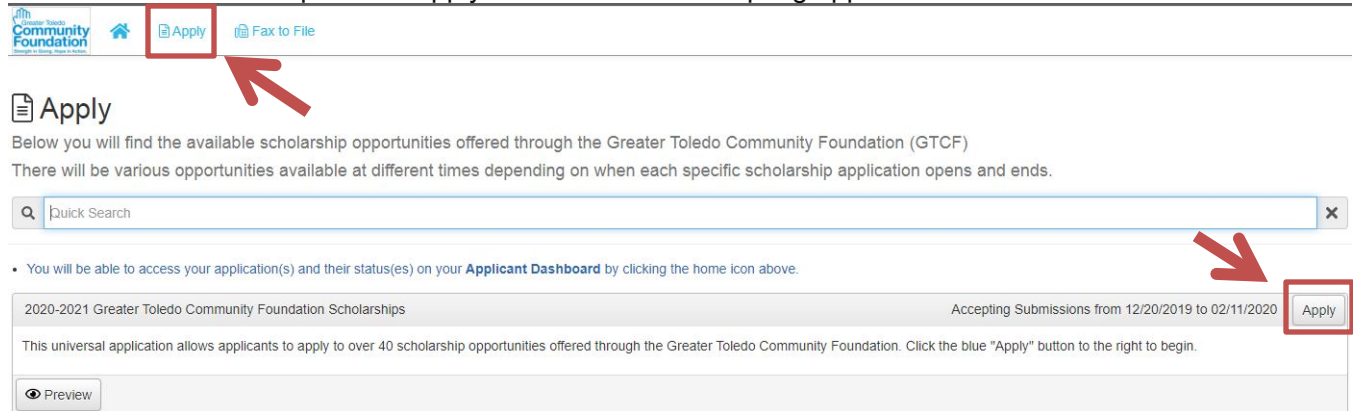


4. Create a password in the **Password** section (screenshot below).
  - o Then click the blue **Create Account** button at the bottom right hand corner of the page.



### Apply to Universal Application & Separate Scholarships

1. On your **Applicant Dashboard**, click the **Apply** button at the top of the screen (*screenshot below*).
2. Click the **Apply** button to the right of the **Greater Toledo Community Foundation Scholarships** application.
  - o Scroll past the GTCF Universal Scholarship Application to see other scholarship opportunities.
  - o If the scholarship has an apply button then it is accepting applications.



Below you will find the available scholarship opportunities offered through the Greater Toledo Community Foundation (GTCF). There will be various opportunities available at different times depending on when each specific scholarship application opens and ends.

Quick Search

- You will be able to access your application(s) and their status(es) on your **Applicant Dashboard** by clicking the home icon above.

2020-2021 Greater Toledo Community Foundation Scholarships	Accepting Submissions from 12/20/2019 to 02/11/2020	Apply
This universal application allows applicants to apply to over 40 scholarship opportunities offered through the Greater Toledo Community Foundation. Click the blue "Apply" button to the right to begin.		
<a href="#">Preview</a>		

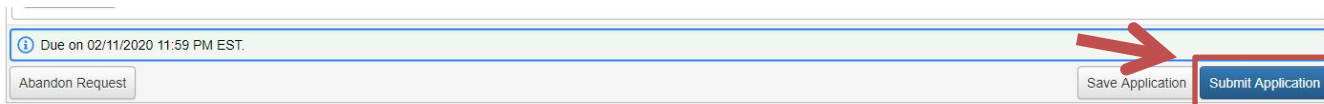
### 3. Begin the **GTCF Universal Scholarships Application**.

- o The system auto-saves your answers on the application after every 100 characters you type OR after you click into the next question.

### 4. Complete all required sections which are marked with an asterisk (\*).

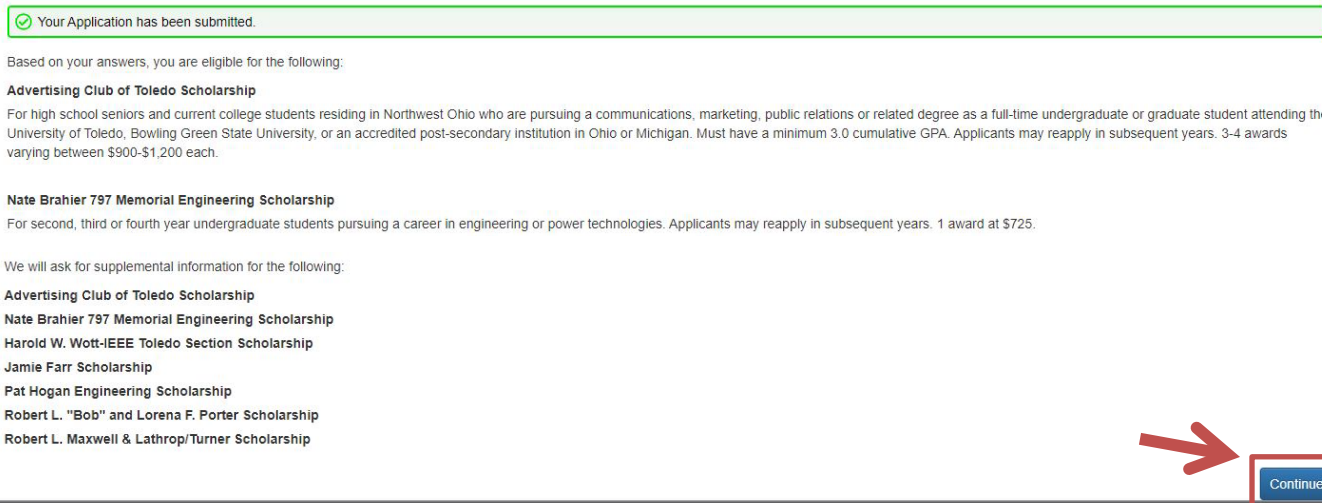
- o **Applicant Eligibility** – These answers determine the sections you are required to complete.
- o **Common Questions Sections** - One of the following sections will appear depending on your answer to the “Student Type” question in the *Applicant Eligibility* section.
  - **Non-College Students:** Most commonly refers to high school students, but includes all applicants that are not currently attending college yet.
  - **Current College Students:** For applicants who are currently enrolled in college.
- o **Renewal Applicants Information** - This only appears to applicants who selected “Yes” to the “Are you a renewal applicant?” question in the *Applicant Eligibility* section.
- o **Transcript** – One of the following sections will appear depending on your answer to the “Student Type” question in the *Applicant Eligibility* section.
  - **High School Transcript – 3rd Party Upload:** You will be required to enter your high school guidance counselor’s email address so they can upload your transcript.
  - **Transcript – Applicant Upload:** This section appears only to all non-high school students where you can upload your transcript or GED certificate.
- o **FAFSA Information** – All applicants are required to enter their EFC and upload the first page of their Student Aid Report (SAR) which is generated after you complete the FAFSA.
- o **Applicant Agreement** – All applicants must complete this section to submit the application.

- Click the blue **Submit Application** button at the bottom of the page (*screenshot below*).
  - The system will only let you hit submit once you have completed all the required questions.

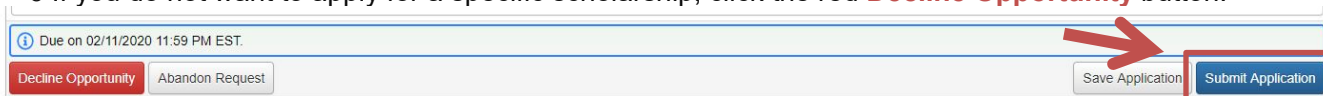


- If you no longer wish to apply to the universal application scholarship, click the white **Abandon Request** button on the bottom left hand corner of the page.
  - If you are not able to complete the first part of the universal application, you can click the white **Save Application** button to finish your application at a later date.
    - When you log back into your account to complete the application, you will see the application on your **Applicant Dashboard** listed under the **Active Requests** tab.
    - To make changes, click the [Edit Application](#) link.
- Once you submit your application, a **Confirmation Page** will appear that lists the scholarships opportunities and their descriptions you may be eligible for (*screenshot below*).
    - It also lists the scholarships that require supplemental information. This refers to additional questions required by that scholarship application.
    - When supplemental questions are used on multiple applications, your answers will carry across all applications in the universe, but you will still need to submit each application separately.
      - This doesn't apply to questions that require you to upload a file.
  - Click the blue **Continue** button which will take you to the first Application with additional questions.

## Confirmation Page



- Complete the additional questions for each scholarship then click the blue **Submit Application** button.
  - Once you submit an application, you cannot go back and edit your answers. You can only edit your application when it is in the **Draft** stage.
  - If you do not want to apply for a specific scholarship, click the red **Decline Opportunity** button.



- Once you **Submit** or **Decline** an opportunity, the system will automatically take you to the next scholarship application you may be eligible for so you can complete the additional questions.

## Applicant Dashboard

When you log on to the Scholarship Portal, you will land on the Applicant Dashboard.

- o You can always return to this page by clicking the blue **Home Icon** in the upper navigation bar.



## Edit User Icon

You can easily update your account information when something changes. It is important to always have the most up to date email address as this will be the main form of communication regarding your applications.

## Contact Email History Link

This is a list of emails sent to your user account from this online system which include:

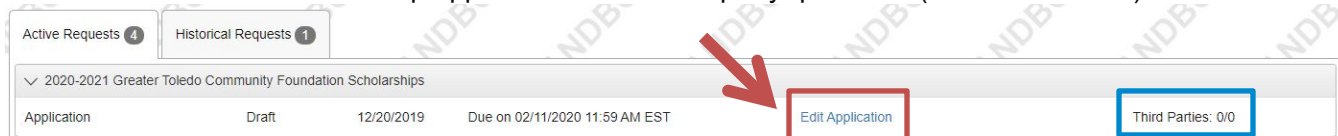
- o System-generated emails: password reset or contact change notifications
- o Automatic emails: application submission, third party assigned, or follow up reminders
- o Administrator emails: emails that are sent through the system by the administrator

## Active Requests Tab

This contains all your current applications that you are still working on, applications that have not been approved or denied yet, or have not been marked closed by the Foundation administrator.

### Draft Application (not submitted)

- o To continue working on an application in the Draft stage, click [Edit Application](#) (*screenshot below*).
- o You can check the status of your third party questions (high school transcript, letters of recommendation or verification).
  - Not all scholarship applications have third party questions (Third Parties 0/0).



### Submitted Application (awaiting decision)

- o You will only be able to [View Application](#) once it has been submitted (*screenshot below*).
- o Check the Decision status of your application
  - The status will be "Undecided" until the Foundation administrator posts a decision.



## Historical Requests Tab

This contains your Applications once they are no longer open or active including all your past awards.

- o If you have previously received an award from Greater Toledo Community Foundation, your past applications have not yet been added to the new scholarship portal yet. All the historical applications will be added to the portal over time to see a complete history of your applications.