Reading and Evaluating Applications
Applications are all submitted online via Foundant’s Scholarship Lifecycle Manager System. You’ll have access to review (or print) applications through your individual online account. You can choose to evaluate the applications online or by printing them – it’s entirely up to each individual and committee to decide how to process the evaluations.

Login Information
URL to log into view the applications: https://www.grantinterface.com/Home/Logon?urlkey=cfncwscholarship
Username: Your email address
Password: This will be the password you have created in years past. If you want to change or forget your password, you can request that it be sent to you again by clicking the “Forgot Your Password?” link just below the login fields. If I set up your account this year, your password is Password1 all one word, with a capitol “P”.

Navigating the Online Application Site
See the slides at the end of this document to help you navigate through the online system.

Qualified Applicants
Staff review applications at a very high level to be sure applicants meet basic criteria established by donors (e.g., graduate from X high school, GPA, intended major). We hope you won’t find unqualified applicants among those assigned to you, but it could happen. If you find more than one or two, please let us know.

Financial Information
Most scholarships consider financial need. If yours does, you’ll see that your application form collects valuable data that makes comparing financial situations possible, though it’s not meant to allow for a detailed analysis. All students have unique situations, which can make comparing ability to pay for education a challenge.
For scholarships that consider financial need, students submit number in the household, family income, a narrative on families’ financial situation, and the Expected Family Contribution (EFC), which is generated by the Free Application for Federal Student Aid (and informed by IRS data on family income and wealth). The EFC represents how much a student’s family is expected to contribute to college costs next year.
Using the EFC is the best way to make an apples-to-apples comparison of a student’s financial need, so consider that a key piece of your financial needs assessment. That said, we encourage you to also consider other financial information provided.
We understand that determining financial need is complicated! We recommend your committee(s) discussing how you’ll evaluate financial need for the committee(s) on which you served.

**Transcripts**
All applications have transcripts attached to verify student grades and provide more information about a student’s academic performance over time. Some transcripts have test scores (SAT/ACT), some don’t; if your committee requires test scores and they’re not on the transcript, please let us know.

**Important Documents**
Each scholarship has its own set of guidelines and criteria set by the donor. Your scholarship’s guidelines are attached to this email you received. There’s also a recommendation form to be returned by each committee (see more below).

**Your Responsibility**

**Confidentiality and Conflict of Interest Form**
We require a completed Confidentiality and Conflict of Interest form from each committee member. If you sit on several committees, you only need to complete the application once. You can complete the form online here: https://cfncw.org/scholarship-selection-committee/

**Evaluation Form**
In the online system, you’ll be able to view evaluation forms side-by-side with applications. You should determine with your committee how you’ll all evaluate applicants. You’re welcome to use the online forms; others have found them to be useful tools. (Some scholarships have unique evaluation forms; if yours is one of these committees, you will be provided with the unique evaluation form.)

**Award Recommendation – Due April 15th**
Each committee chairperson is responsible for submitting the final award recommendation to the Community Foundation. (If your committee doesn’t yet have a chairperson, you should designate one.) Again, the form for each scholarship is provided in your email. It’s important that you return your award recommendation to us by the **April 15th due date** so that the recommendations can be approved by the Foundation Trustees and applicants can be notified in a timely manner. Whenever possible, please provide the name of an alternate candidate. Occasionally there’s a change in a student’s plans that makes him/her ineligible for the award (e.g., change of major, school choice). If an alternate is listed we can still award the scholarship this year. If not, the funds are returned to the fund for future allocation.

**Award Presentation**
Someone from your committee is encouraged to represent the Community Foundation and present the scholarship at the award ceremony or graduation of the recipient! If you’re interested in doing so, please indicate that on the award recommendation form or get in touch with us. We’ll make arrangements with the school and provide you with presentation materials.
Log into the CFNCW online scholarship application system at:
https://www.grantinterface.com/Home/Logon?urlkey=cfncwscholarship
Your scholarship application review dashboard!

Click **Staff Evaluator** to see all the applications assigned for your review.
This is the list of applications assigned to you.

Click on the paper and pen icon to the right to view an application and the evaluation form.
Each application and evaluation form will look like this.

You’ll see the applicant and scholarship name at the top.

Below will be a side-by-side view of the Evaluation and the Application.
Use the **scroll bars** to navigate through the evaluation and application.
Click on the icon across from **Evaluation 1** to see your saved evaluation and the submitted evaluations from your other committee members.
Use the **1-10 rating scales** to score each applicant based on what you read in the application.

Use of the scales is optional; you can also record your scores in your personal notes.

Be sure to **SAVE** your evaluation before moving on to the next application.
Once you’ve completed your evaluation (either using the scales or taking personal notes), select the **Return to Application Evaluation Assigned** link to do the same for other applicants.