



Greater  
Salina  
Community  
Foundation



**STEP-BY-STEP**

# **APPLYING FOR A SCHOLARSHIP**



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# IF YOU ALREADY HAVE AN ACCOUNT...



- ◆ Greater Salina Community Foundation
- ◆ Catholic Community Foundation of the Diocese of Salina
- ◆ Community Foundation for Cloud County
- ◆ Republic County Community Foundation
- ◆ Russell County Area Community Foundation
- ◆ Smoky Hills Charitable Foundation
- ◆ Smoky Valley Community Foundation
- ◆ Solomon Valley Community Foundation
- ◆ Washington County Community Foundation



- Log into your account using your email and password
- Press the “Log On” button to enter the applicant portal.

## Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

# IF YOU FORGOT YOUR PASSWORD...



- ◆ Greater Salina Community Foundation
- ◆ Catholic Community Foundation of the Diocese of Salina
- ◆ Community Foundation for Cloud County
- ◆ Republic County Community Foundation
- ◆ Russell County Area Community Foundation
- ◆ Smoky Hills Charitable Foundation
- ◆ Smoky Valley Community Foundation
- ◆ Solomon Valley Community Foundation
- ◆ Washington County Community Foundation



- Click "Forgot your Password?"
- You will be prompted to enter your account email. A reset link will be sent to that account after entry.

## Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

# IF YOU DO NOT HAVE AN ACCOUNT...



- ◆ Greater Salina Community Foundation
- ◆ Catholic Community Foundation of the Diocese of Salina
- ◆ Community Foundation for Cloud County
- ◆ Republic County Community Foundation
- ◆ Russell County Area Community Foundation
- ◆ Smoky Hills Charitable Foundation
- ◆ Smoky Valley Community Foundation
- ◆ Solomon Valley Community Foundation
- ◆ Washington County Community Foundation



- Click "Create New Account"

## Logon Page

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

# ...CONTINUED

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

### User Information

First Name\*

Middle Name

Last Name\*

Suffix

Email / Username\*

Email / Username Confirmation\*

Telephone Number (e.g. XXX-XXX-XXXX)\*

Mobile Number (e.g. XXX-XXX-XXXX)\*

Address 1\*

Address 2

City\*

State\*

Postal Code\*

Next >


Password


- Fill out all required information.
- Use a personal email and permanent address.
- When finished, hit "Next."

# ...CONTINUED

## Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

 Using the browser's back button will delete your registration information.


 This registration process has multiple steps you must complete before you can apply.  
Fields with an asterisk (\*) are required.

User Information

Password

Password*	Confirm Password*
<input type="password"/>	<input type="password"/>
Password is Required	Confirm Password is Required

## Email Confirmation

 You will be receiving emails from this system about your request.  
To ensure you receive emails from this system we have sent you an email to confirm your account was created successfully. If you do not see an email from *Community Foundation* <administrator@grantinterface.com>, look in your junk or spam folder.  
To remove *Community Foundation* <administrator@grantinterface.com> from your spam filter, use the link below.  
[Click Here](#) for a tutorial about removing email addresses from spam filters.

I have received the email  
 Continue without checking  
 I have not received the email

- Create a secure password when prompted. This password should be unique to your account.
- Hit the “Create Account” button.
  
- Check the account email to make sure you received an email from “Community Foundation.”
- Hit continue after confirming.




# TAKE THE ELIGIBILITY QUIZ...

Greater Salina Community Foundation

Intern Intern ▾



 Apply

 If you have been provided with an Access Code, you may enter it in the box at the top of the page.



All scholarship applicants must apply starting with our Eligibility Quiz below.

## Eligibility Quiz- General

Thank you for applying to a scholarship through the Greater Salina Community Foundation and its affiliate foundations. To start the process, you must first take this eligibility quiz. After you take the quiz, a list of scholarships that you qualify for will appear.

If there is a particular scholarship that you wanted to apply to, but it is not displaying in your list, please contact the Community Foundation at 785-823-1800.

If you have already completed the eligibility quiz from a prior scholarship season, contact the Scholarships Department at 785-823-1800 or at [scholarships@gscf.org](mailto:scholarships@gscf.org) to re-open your quiz and update your information.

- Click here to start the eligibility quiz. Completion of this quiz will show you the scholarships you best meet the criteria for.
- You may preview the quiz in the bottom left corner before you start.