



LaGrange County Community Foundation

2017-2018 Community Scholarship Program

Online Application Instructions

Online Scholarship Program

- ▶ The LaGrange County Community Foundation's Community Scholarship Program will transition online beginning in November 2017.
- ▶ All LCCF scholarships will be offered through the Smarter Select platform.
- ▶ Applicants will be required to create a Smarter Select account to apply.
- ▶ Smarter Select is NOT compatible with Internet Explorer. You must use another browser such as Firefox, Chrome or Safari.

How to Apply

- ▶ Visit www.lccf.net/availablescholarships
- ▶ Review the 2017-2018 scholarship descriptions and criteria
- ▶ Click on “Apply Now”

The screenshot shows the website's header with the LaGrange County Community Foundation logo and navigation links: LIFE, CONTACT US, EVENTS, LOGIN, and GIVE NOW. Below the header is a navigation menu with links for Donor Opportunities, Grants, Scholarships, News & Publications, and About Us. The main content area is titled 'Available Scholarships' and features a breadcrumb trail: Home / Scholarships / Available Scholarships. The 'Community Scholarship Program' section includes '2017-2018 Community Scholarship Program Dates' with a list: 'Week of November 27 - Online applications open' and 'January 31, 2018 - Online applications close at 11:59 P.M.'. A prominent green 'APPLY NOW' button is centered, with a green arrow pointing to it from the text 'Click here to download instructions on how to apply'. Below the button is a link: 'Click here to download instructions on how to apply'. The 'Explore This Section' sidebar lists: Scholarship Granting Organization, Available Scholarships, Scholarship FAQ's, and Lilly Endowment Community Scholarship. A footer note states: 'Important: Only scholarship applications submitted through the Smarter Select program will be considered. Old scholarship applications that have been downloaded or obtained through a high school guidance office will not be accepted.'

Begin Your Search

- ▶ After you click on “Apply Now,” you will be redirected to the search page.
- ▶ To begin the application process, click “begin search” and answer the questions listed.

Smarter Select

LaGrange County Community Foundation Scholarships

The LaGrange County Community Foundation manages a variety of scholarships on behalf of donors. To begin the application process, click “begin search” and answer the following questions. These questions will determine the scholarships for which you are eligible. Smarterselect is NOT compatible with Internet Explorer. You must use another browser such as Firefox, Chrome or Safari. If you have any questions or need any help, please contact Octavia Yoder at oyoder@lccf.net for assistance.

[Begin Search](#)

Returning Applicant


If you are a returning applicant and wish to edit your applications, please sign into your account below.

Sign into Your Account

Email Address

Password

[Sign In](#)

 [Sign In with Google](#)

[Forgot Password?](#)

Search for Qualifying Scholarships

- ▶ You will then be asked a series of questions such as your GPA, graduating high school, planned field of study, etc.
- ▶ Based on your answers, you will be matched to eligible scholarships. The more questions you answer, the better your results will be.

Smarter Select

Login ▾

LaGrange County Community Foundation Scholarships

Please answer the following questions to find programs that match your profile. You don't need to answer any questions that are not required, but the more questions you answer, the better the results will be.

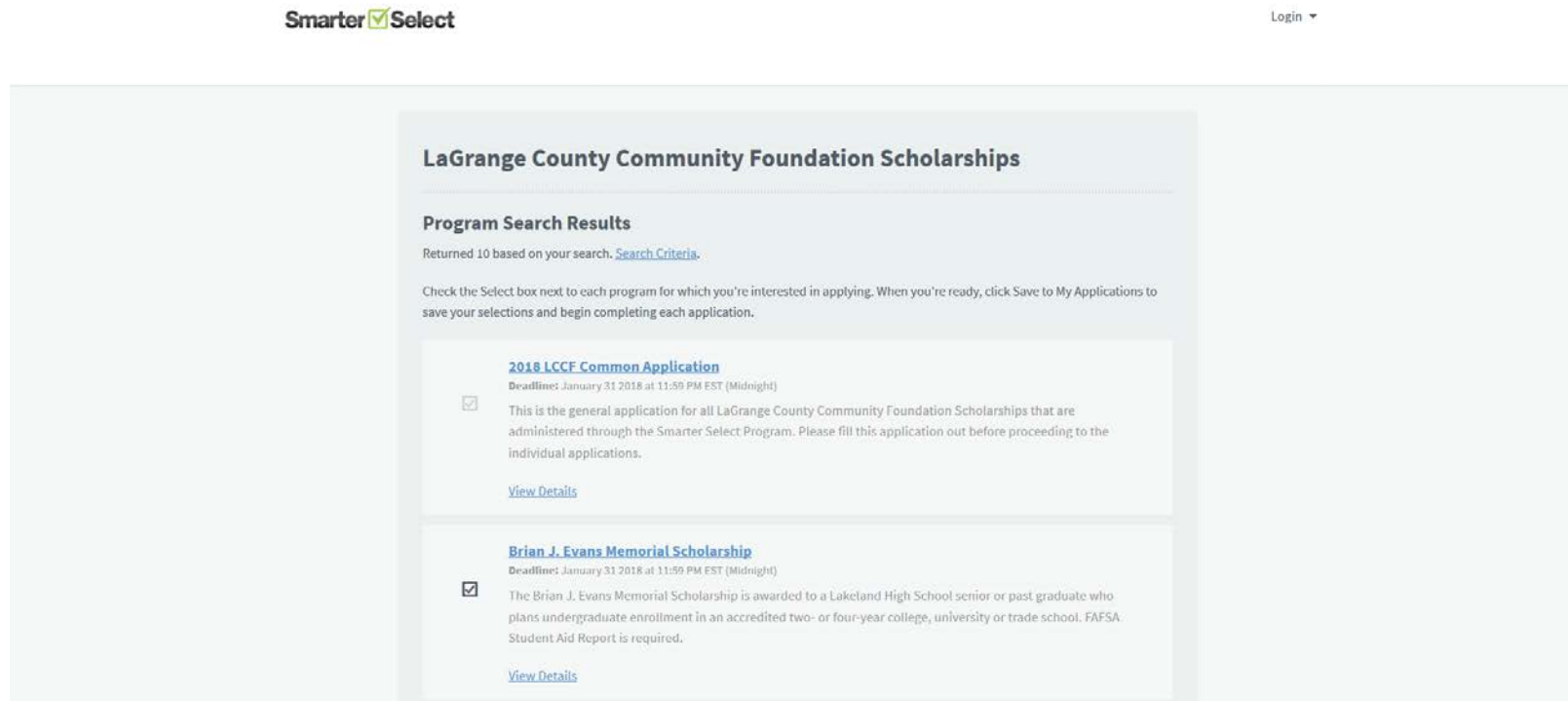
What is your cumulative high school GPA?

What is your planned field of study?

- Accounting
- Agriculture
- Agriculture Education
- Architecture and Planning
- Art
- Biology
- Business
- Business Administration
- Chemistry
- Communication
- Construction Trades
- Civil Engineering

Search Results

- ▶ After you've answered the program search questions, you will be able to see your qualifying results.



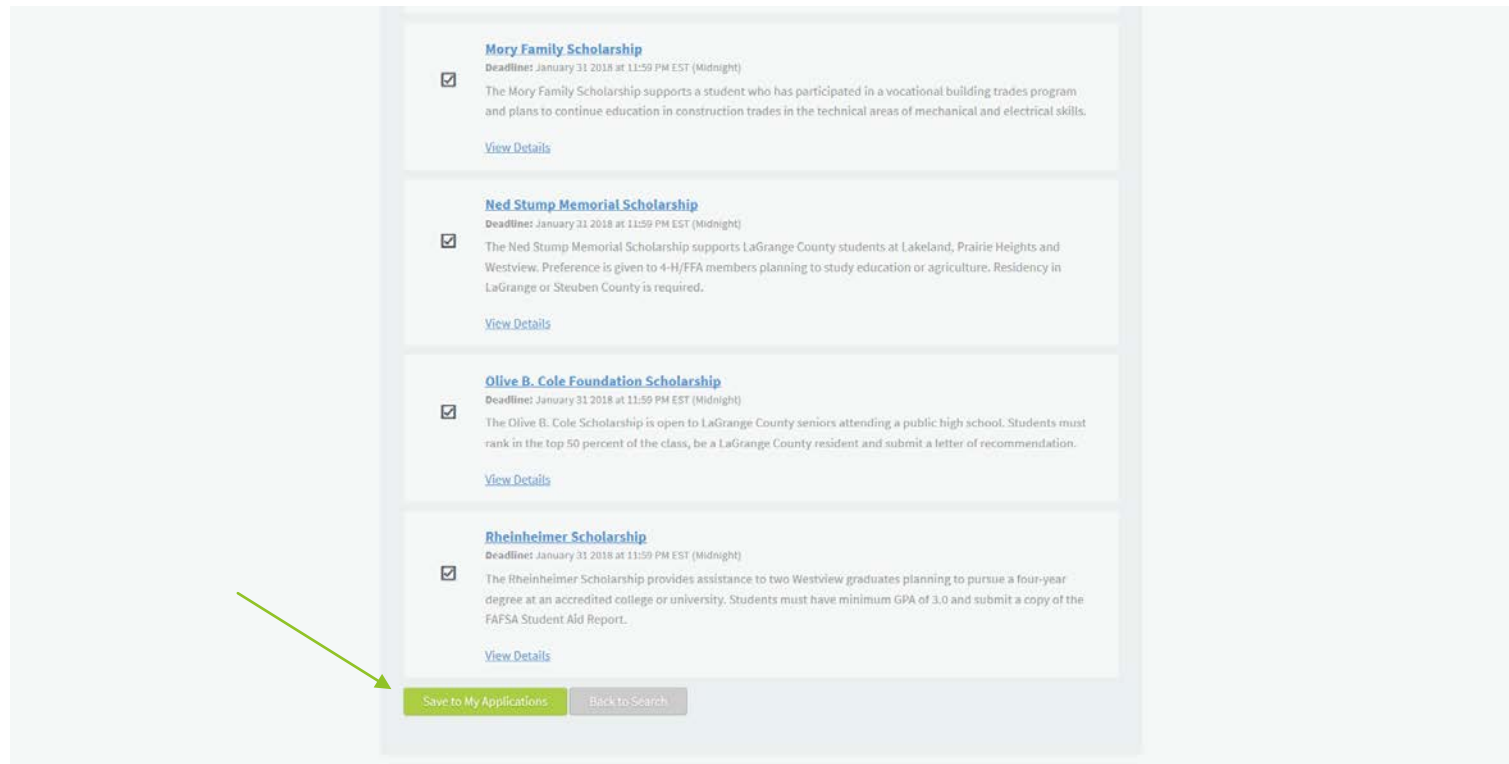
The screenshot shows the SmarterSelect website interface. At the top left is the SmarterSelect logo, and at the top right is a 'Login' dropdown menu. The main content area is titled 'LaGrange County Community Foundation Scholarships'. Below this title is a section for 'Program Search Results' which states 'Returned 10 based on your search. [Search Criteria.](#)' and provides instructions: 'Check the Select box next to each program for which you're interested in applying. When you're ready, click Save to My Applications to save your selections and begin completing each application.'

Two search results are displayed, each with a checked selection box:

- 2018 LCCF Common Application**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
This is the general application for all LaGrange County Community Foundation Scholarships that are administered through the Smarter Select Program. Please fill this application out before proceeding to the individual applications.
[View Details](#)
- Brian J. Evans Memorial Scholarship**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
The Brian J. Evans Memorial Scholarship is awarded to a Lakeland High School senior or past graduate who plans undergraduate enrollment in an accredited two- or four-year college, university or trade school. FAFSA Student Aid Report is required.
[View Details](#)

Select Your Scholarships

- ▶ Check the Select box next to each program for which you are interested in applying. *Be sure to check the criteria for the scholarship to make sure you are eligible for the program.*
- ▶ When you're ready, click **Save to My Applications** to save your selections.



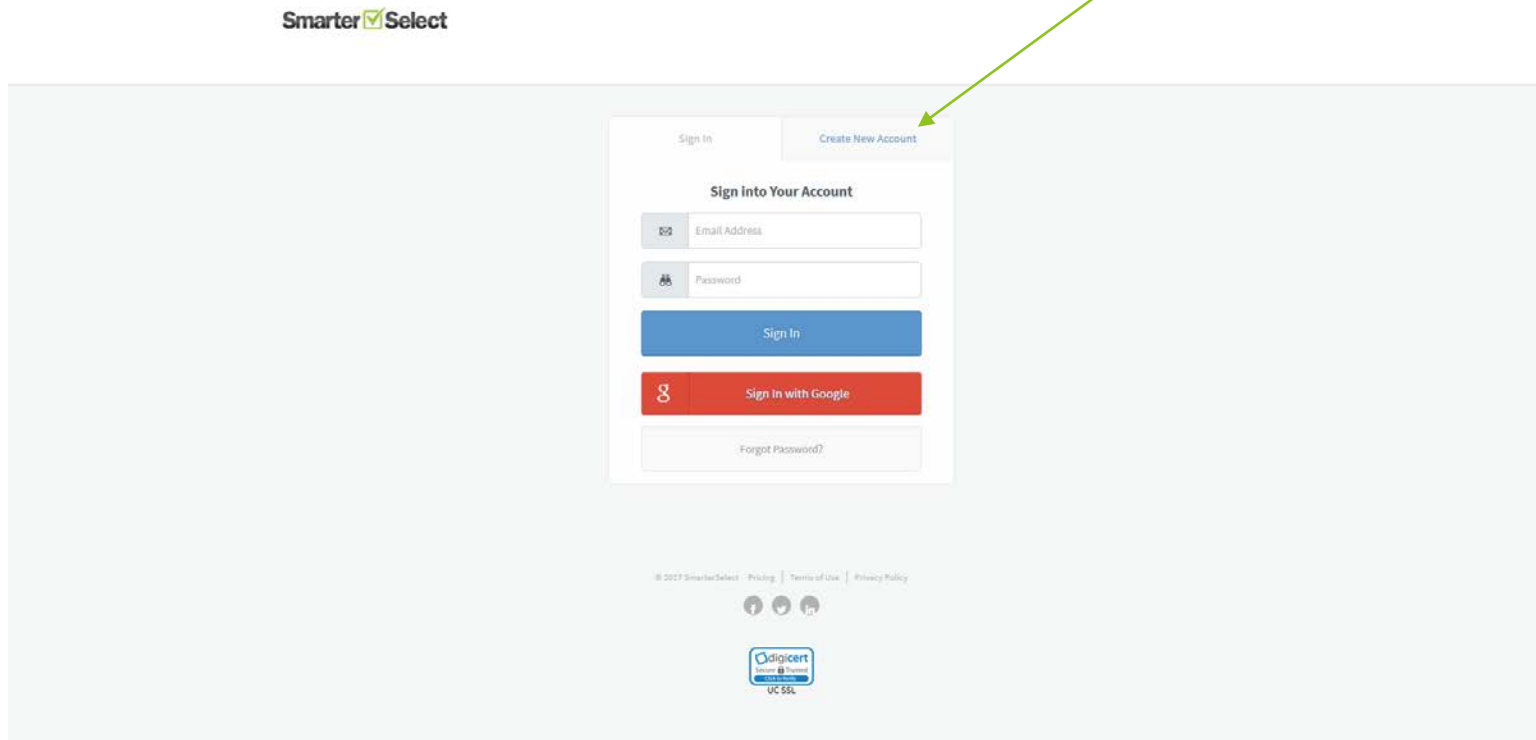
The screenshot displays a list of four scholarships, each with a checked checkbox and a 'View Details' link. At the bottom, there are two buttons: 'Save to My Applications' (highlighted in green) and 'Back to Search'.

- Mory Family Scholarship**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
The Mory Family Scholarship supports a student who has participated in a vocational building trades program and plans to continue education in construction trades in the technical areas of mechanical and electrical skills.
[View Details](#)
- Ned Stump Memorial Scholarship**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
The Ned Stump Memorial Scholarship supports LaGrange County students at Lakeland, Prairie Heights and Westview. Preference is given to 4-H/FFA members planning to study education or agriculture. Residency in LaGrange or Steuben County is required.
[View Details](#)
- Olive B. Cole Foundation Scholarship**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
The Olive B. Cole Scholarship is open to LaGrange County seniors attending a public high school. Students must rank in the top 50 percent of the class, be a LaGrange County resident and submit a letter of recommendation.
[View Details](#)
- Rheinheimer Scholarship**
Deadline: January 31 2018 at 11:59 PM EST (Midnight)
The Rheinheimer Scholarship provides assistance to two Westview graduates planning to pursue a four-year degree at an accredited college or university. Students must have minimum GPA of 3.0 and submit a copy of the FAFSA Student Aid Report.
[View Details](#)

[Save to My Applications](#) [Back to Search](#)

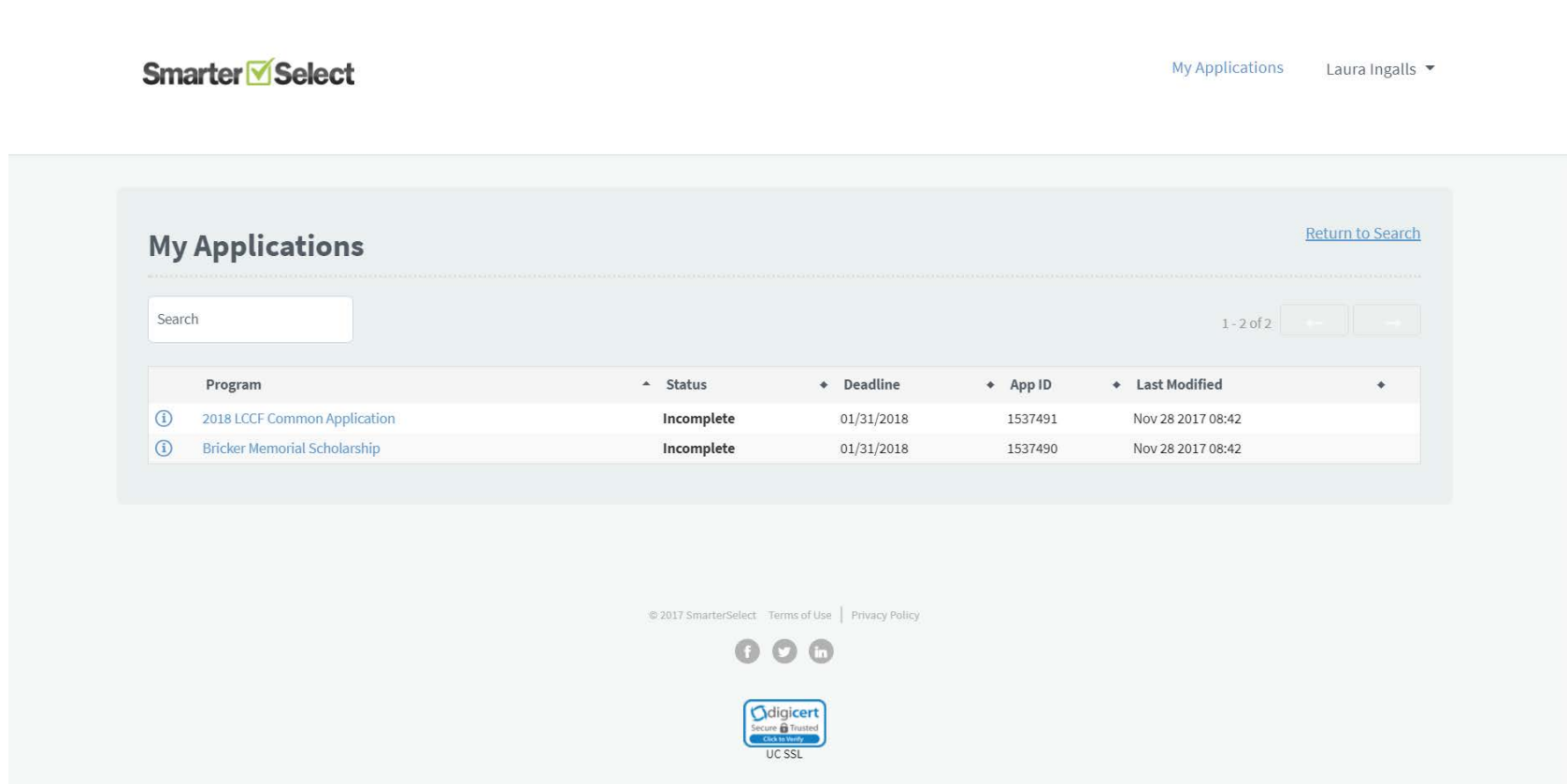
Create An Account

- ▶ Once you've clicked "Save My Applications," you will be directed to sign in.
- ▶ If you don't have a Smarter Select account, click on "Create New Account."



My Applications

Once you have a created an account, you will be able to view your qualifying scholarships in the My Applications portal.



The screenshot displays the SmarterSelect 'My Applications' interface. At the top left is the SmarterSelect logo, and at the top right are the links 'My Applications' and 'Laura Ingalls'. The main content area is titled 'My Applications' and includes a search bar, a 'Return to Search' link, and a table of applications. The table has columns for Program, Status, Deadline, App ID, and Last Modified. Two applications are listed, both with a status of 'Incomplete' and a deadline of 01/31/2018. The footer contains copyright information, social media icons, and a digicert security logo.

Program	Status	Deadline	App ID	Last Modified
2018 LCCF Common Application	Incomplete	01/31/2018	1537491	Nov 28 2017 08:42
Bricker Memorial Scholarship	Incomplete	01/31/2018	1537490	Nov 28 2017 08:42

2018 LCCF Common Application

- ▶ The 2018 LCCF Common Application will be the first scholarship listed among your qualifying applications.
- ▶ You **MUST** complete the 2018 LCCF Common Application before proceeding to individual applications.
- ▶ Your general information will be saved, and regenerated for all scholarships you intend to apply for. **Be sure that you review and understand the requirements for the scholarships for which you are applying.**
- ▶ If you do not have a transcript ready to attach in the Common Application before starting on the individual scholarships, you can add the document later.

2018 LCCF Common Application

- ▶ The Common Application has seven sections:
 - ▶ Student Information
 - ▶ Family Information
 - ▶ Academic Information
 - ▶ Educational Goals and Plans
 - ▶ School and Extracurricular Activities
 - ▶ Community/Volunteer Experience
 - ▶ Work Experience

Required Questions

- ▶ Questions marked with * red asterisk are required. You will not be able to submit your application until all of the required questions are answered.
- ▶ Be sure to answer every question that applies to you, even if it's not marked required.

Additional Requirements

- ▶ **The Common Application** requires a PDF copy of your official high school transcript. (Must include grades from first semester/trimester of your senior year)
- ▶ Each individual scholarship is unique and has separate requirements. Those requirements may include:
 - ▶ Written Essay (up to 500 words)
 - ▶ Letters of Recommendation
 - ▶ FAFSA Student Aid Report
- ▶ It is your responsibility to make sure all the requirements are met.

Letter of Recommendation

- ▶ If you are applying for a scholarship that requires a letter of recommendation, you will be able to send an email requesting the recommendation.
- ▶ Be aware that certain emailing services automatically mark automated messages as spam. Be sure to inform your recommender that a request has been sent.
- ▶ The recommender will then be required to attach the document online.
- ▶ You will not be able to submit your application until the letter of recommendation has been received.

Essay

- ▶ Most of the scholarships require a unique essay.
- ▶ You will be able to write an essay in Microsoft Word and copy and paste the information into the essay section.
- ▶ If you copy and paste the information, be sure to consider the formatting. The Smarter Select program does not provide the option to indent or use tabs.

Application Submission and Certification

- ▶ The final question in each application requires a digital signature verifying that everything presented in the application is accurate.
- ▶ Falsification of information will result in revocation of the scholarship(s).
- ▶ When you are done with the application, hit “submit”. Once you have submitted an application, you will be able to return and make changes until the final deadline date.

The screenshot shows a web application interface for the final step of a scholarship application. The page is titled "10. Application and Submission and Certification" and is labeled as "Page 10 of 10". The main content area contains a certification form with several paragraphs of text. The first paragraph is a general certification statement. The second paragraph certifies that the applicant is not an immediate family member of a current LaGrange County Community Foundation, Inc. board member, employee, or current Scholarship Committee member. The third paragraph lists ineligible relatives. The fourth paragraph is an agreement to provide additional information and meet IRS conditions for a tax-free scholarship. The fifth paragraph grants permission for the foundation to release pertinent information for publicity purposes. The sixth paragraph states that the applicant's name will serve as an electronic signature. Below the text is a text input field containing the name "Laura Ingalls". At the bottom of the form, there is a teal bar with a lightbulb icon and the text "You must click the Submit button before to complete this form." Below this bar are three buttons: "Previous" (disabled), "Save/Cancel" (disabled), and "Submit" (active). On the right side of the page, there is a sidebar with a "PAGES" section containing a list of application sections: Student Information, Family Information, Academic Information, Educational Goals a..., School and Extracur..., Community/Volunteer..., Work Experience, Essay, and Financial Information. The "Application and Sub..." section is currently selected and highlighted with a blue arrow.

Page 10 of 10

10. Application and Submission and Certification

Application and Submission and Certification

I hereby certify that the information provided in this application is, to the best of my knowledge, true and correct, and that the information may be provided and disclosed to the foundation's Scholarship Advisory Committee and to any other person(s) authorized by the foundation to review information. I realize that falsification of information may result in termination of the scholarship.

I certify that I am not an immediate family member of a current LaGrange County Community Foundation, Inc. board member, employee or current Scholarship Committee member as described below:

Relatives of the LCCF Board of Directors and its employees who have served during the two years and persons on the current scholarship committee are not eligible for the LCCF Scholarship Program. Relative is defined as: a child, stepchild, grandchild, step-grandchild, great-grandchild, spouse, brother, sister, brother-in-law or sister-in-law.

I agree, if requested, to provide the foundation with additional information needed to determine my qualification for this scholarship. If I become a scholarship recipient, I agree I will meet the IRS conditions for it to be a tax-free scholarship. My signature below releases liability from any person(s) submitting information to the foundation for use in the selection of the scholarship recipients.

Further, I give my permission to the LaGrange County Community Foundation to release pertinent (non-financial) information for publicity purposes.

The applicant name in the section below will serve as an electronic signature and indicate you agree with the above statement. Please type your name below. *

Laura Ingalls

You must click the Submit button before to complete this form.

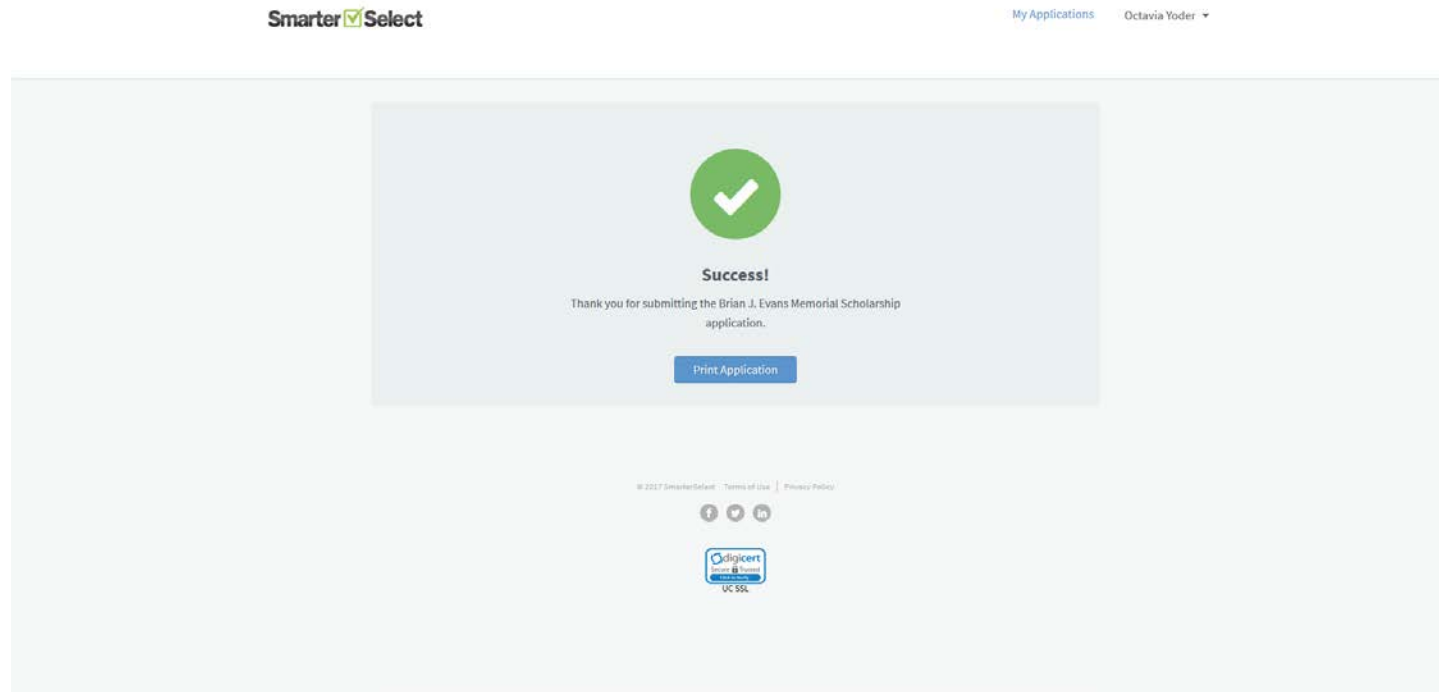
Previous Save/Cancel Submit

PAGES

- Student Information
- Family Information
- Academic Information
- Educational Goals a...
- School and Extracur...
- Community/Volunteer...
- Work Experience
- Essay
- Financial Information
- ▶ Application and Sub...

Confirmation

- ▶ Once you have submitted an application, you will be sent to a confirmation page.
- ▶ A confirmation code also will be sent by email.



Scholarship Deadline

- ▶ Scholarship applications and the required documents must be submitted by January 31, 2018 at 11:59 P.M.

Questions?

- ▶ If you need assistance while applying or have questions about a scholarship, please contact Program Officer Octavia Yoder at 463-4363 or by email at oyoder@lccf.net.