



What You Need To Know About The Scholarship Application Process

How do I begin?

When you click to apply for your first scholarship, you will need to set up an account as a new applicant with a user name and password. Keep this information handy, as you will use it every time you go back to revise or submit.

How do I determine which scholarships I qualify for?

The scholarships with their specific criteria are listed on the CFBC website. When you hover over the “Scholarships” then scroll down to “CFBC Scholarships,” a flyout will appear where you can choose your school. There you’ll find a list of scholarships available to you with application links for each, as well as FAQs and other pertinent information.

Can you jump from one scholarship to another?

Yes, you can save your progress at any time and log in later to complete the application. Be sure to come back to “my applications” to ensure you have submitted all you wish to have reviewed BEFORE the deadline.

How do I document my accomplishments, activities, community involvement and work experience?

A form fillable Word template is provided within the application and broken down into 4 areas: name of award/honor; community activities; school activities; and employment. Complete the form, save it and upload it into the application.

How are letters of recommendation handled?

All CFBC scholarships require two letters of recommendation. One must be from a person affiliated with your school and one must be from a person NOT affiliated with your school. Be thoughtful of your choices, as no matter how many scholarships you apply for, you may only use the same two recommenders. This is why it is important to review all scholarships you may want to apply for BEFORE beginning the process. The requests to your recommenders will all be done electronically as part of the application. . You are responsible for entering the recommender’s first and last name, e-mail address, phone number, title and organization. Deadlines for recommendations are the same as the deadline for applications. It is your responsibility to make sure recommendations are submitted by the deadline. (You may see the status of your recommendation requests through your user account). When you fill in the information, an email will be immediately sent to the email address provided for the recommending individual. You may want to We also strongly encourage you to notify your Recommenders that they should have received an e-mail from automated.email1@scholarselect.com requesting their response.

How does my transcript get to the CFBC?

You will request the transcript via your application. You will need to know the following--your guidance counselor’s name, e-mail address, phone number, title and organization. This is entered in the transcript section of the common application. Transcripts are due to the CFBC on the same date as the scholarship deadline, but your school may have an internal deadline for your request which is different. It is your responsibility to make sure your transcript is submitted by the deadline. (You may see the status of your requests through your user account).

Does every scholarship need an essay?

No, but many scholarships do require an essay. The specific question or essay topic to address is listed within each scholarship. Please limit your essays to 250 words or less.

What do I need to provide if the scholarship requires financial need?

Scholarships with Financial Need components will be noted within the application AND on the table found on the website. For these, you are required to complete a College Cost Estimator from Murray & Associates College Cost and an Authorization to Release Financial Information. The estimator is accessed within the application, and submitted online to Murray & Associates. The Authorization to Release form must be sent separately to:

Community Foundation of Boone County | P.O. Box 92 | Zionsville, IN 46077

How do I submit my application online?

At the end of the various scholarships, you will enter your name, verifying the authenticity of your application and click submit. Until 11:59 on the day of the scholarship deadline, you may edit and update your application as needed.