

Dear students,

Applying for scholarships can feel overwhelming, but you are not alone. The Greater Fayette Community Foundation is here to support you throughout the entire application process.

Before you begin, please keep the following important information in mind:

- Check eligibility carefully. Some scholarships are only available to students attending specific schools or meeting certain criteria. [CLICK HERE](#) to read through each scholarship listing and review the eligibility requirements before applying.
- You may apply for more than one scholarship. Our application system allows you to copy answers from one application to another to save time. Not all questions will copy automatically, so always review each application before submitting.
- Your work is saved automatically. The system auto-saves your progress, and you can return to your application at any time before the deadline.
- Help is available. If you have questions, run into technical issues, or are unsure how to proceed, please reach out. We want every student to have the support they need to submit a strong application.

Tutorial videos and written instructions are linked below to help you step-by-step.


[CLICK HERE](#) to view the tutorial video and written instructions for applying to an application.

[CLICK HERE](#) to view the tutorial video and written instructions on how to copy over your answers.

If at any point you need assistance, contact:

Ashleigh Parks

 [ashleigh@greaterfayette.com](mailto:ashleigh@greaterfayette.com)

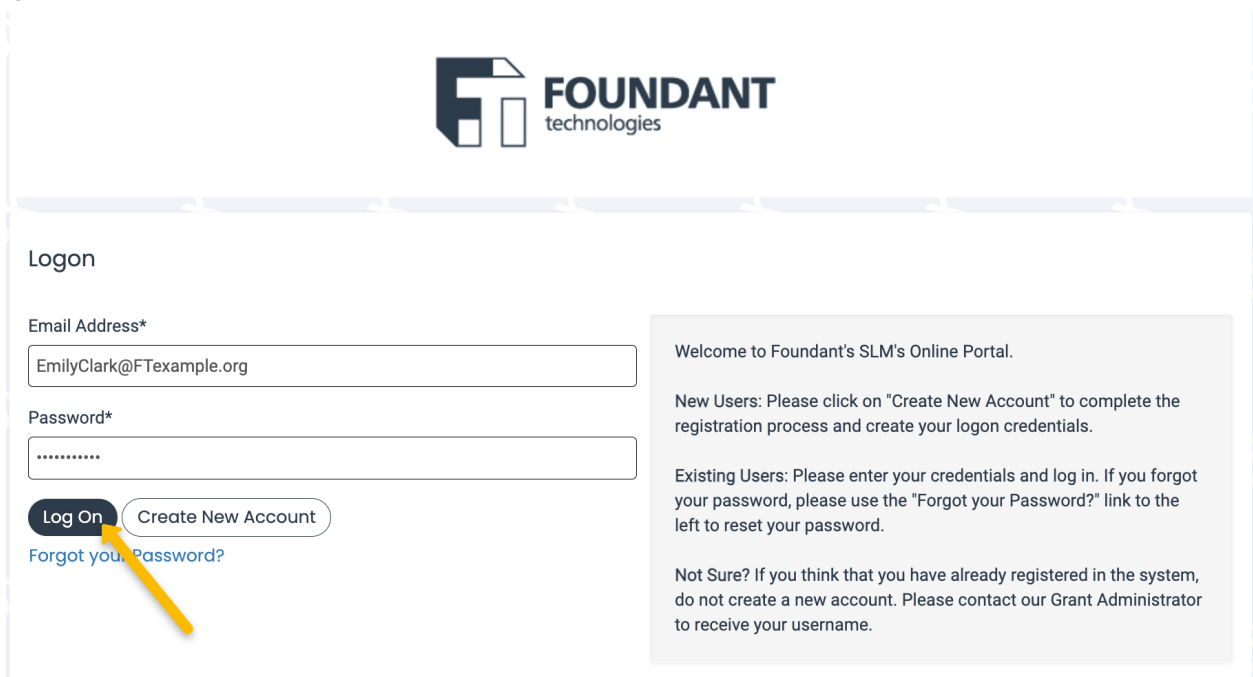
 (979) 797-2182

## QUICK START GUIDE

1. Create an account or log in
2. Review available scholarships and check eligibility
3. Apply and complete your application
4. Submit before the deadline
5. Check your dashboard for updates or next steps

## CREATE AN ACCOUNT/ LOG ON

1. Click the **link** provided to you by the organization to access the Logon Page.
  - o If you have already created an account, enter your information and click Log On.



**FOUNDANT**  
technologies

Logon

Email Address\*

EmilyClark@FExample.org

Password\*

\*\*\*\*\*

Log On Create New Account

[Forgot your Password?](#)

Welcome to Foundant's SLM's Online Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.


- o If you have already created an account but have forgotten your password, click Forgot Your Password to reset it.

### Logon

Email Address\*

Password\*

[Log On](#) [Create New Account](#)

[Forgot your Password?](#) 

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**Not Sure?** If you think that you have already registered in the system, do not create a new account. Please contact our Grant Administrator to receive your username.


2. If you clicked Create New Account, you will be asked to complete registration information. After filling out all the information, click **Create Account**.

### Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$\$%^&\*()\_.

Password\*

Confirm Password\*

[Previous](#)  [Create Account](#)

3. The next page asks you to verify that you received your confirmation email. This helps ensure that you will receive other communications from this organization about your application.

## Click **Continue**.

### 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 *L&D Standard SLM* <administrator@grantinterface.com>, look in your junk or spam folder.

See how to [remove email addresses from spam filters](#).

- ☒ I have received the email  
☐ Continue without checking  
☐ I have not received the email

[Send Email Again](#)

[Continue](#)

## APPLY FOR A SCHOLARSHIP

1. Click **Apply** to reach the Apply page which lists the available scholarship opportunities and details about each.



SANDBOX



APPLY



- If you were provided with an access code, enter it in the upper right-hand corner.



- Click Preview for any scholarship opportunity on the page if you would like to view the first form without starting a scholarship request.

### Gallatin County Scholarship Process

We look forward to receiving your application!

 Open


 Preview


Apply


2. Click **Apply** for a scholarship opportunity when you are ready to start a request.

Gallatin County Scholarship Process

We look forward to receiving your application!


 Open
 

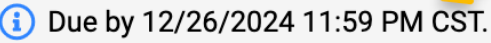
 Preview

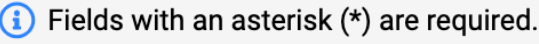
 Apply

3. You will arrive at the first form for the request which is usually an application.


- If there is a deadline to submit the form, it is listed at the top of this page.


 Application




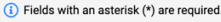


- Click Question List to download a copy of the form.


 Application


 Question List




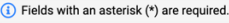



- Click Application Packet to download a .pdf copy of the form once you have completed it.

 Application

 Application Packet


 Question List





 Question Group


4. Complete the questions on the form.


- Required questions are marked with an asterisk.
- The system auto saves your work every 100 characters you type and when you click out of a question. You can also click Save Application at any time.


 DanielleBrown@FTexample.org
 

 Compose Email

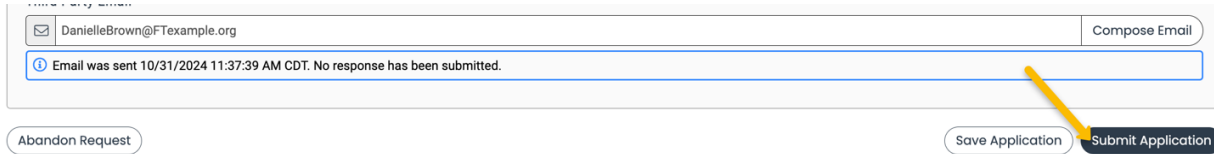


 Abandon Request
 

 Save Application

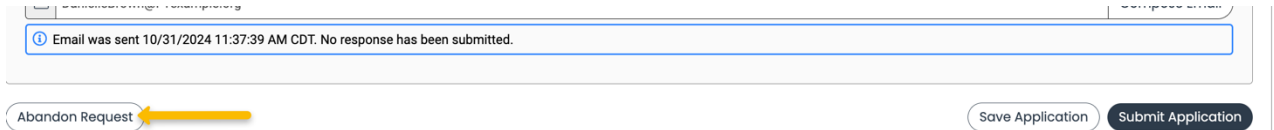
 Submit Application

5. Click **Submit Application** when you are ready to submit the form.



The screenshot shows the top of the application form. At the top, there is a header bar with an email icon, the email address 'DanielleBrown@FTexample.org', and a 'Compose Email' button. Below this is a status bar with a blue circle icon and the text 'Email was sent 10/31/2024 11:37:39 AM CDT. No response has been submitted.' Below the status bar are three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'. A yellow arrow points to the 'Submit Application' button.

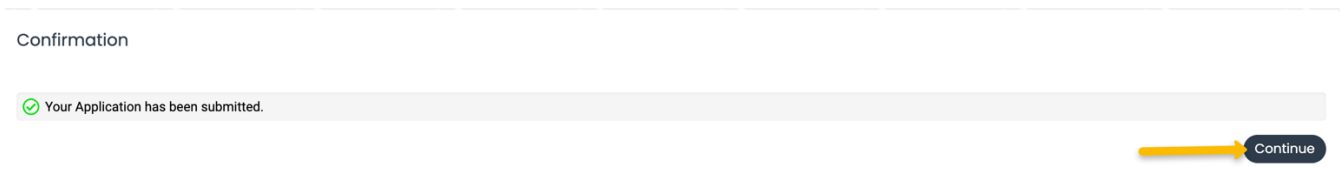
- If you decide to withdraw your application before submitting it, click Abandon Request instead.



This screenshot is identical to the one above, but a yellow arrow points to the 'Abandon Request' button instead of the 'Submit Application' button.

- The system notifies you of any required questions that were missed. Complete those questions and then click Submit again on the form.
  - The form cannot be edited once it is submitted.

6. You will receive a confirmation message when your form is successfully submitted. Click **Continue**.



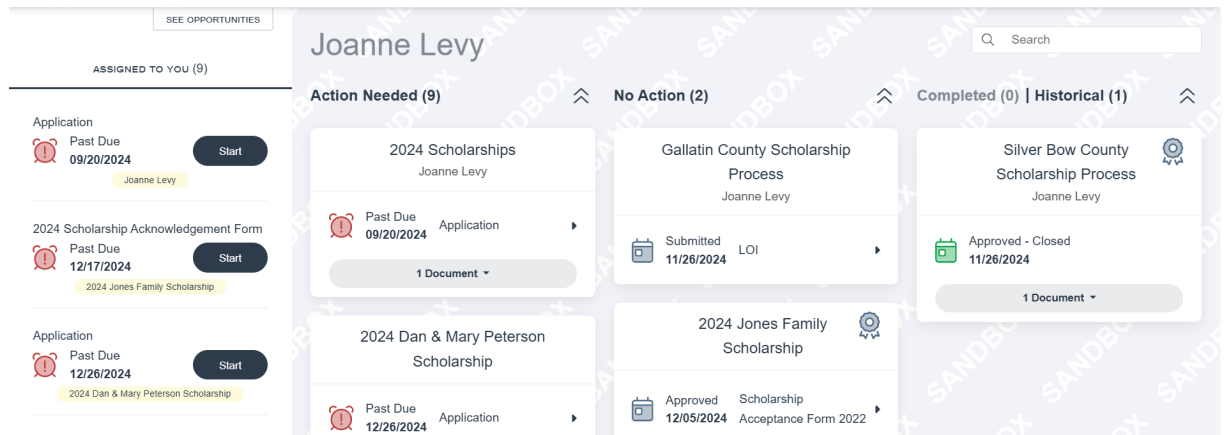
The screenshot shows a confirmation message. At the top, it says 'Confirmation'. Below that is a green checkmark icon and the text 'Your Application has been submitted.' At the bottom right, there is a 'Continue' button. A yellow arrow points to the 'Continue' button.

## MANAGE YOUR APPLICATION

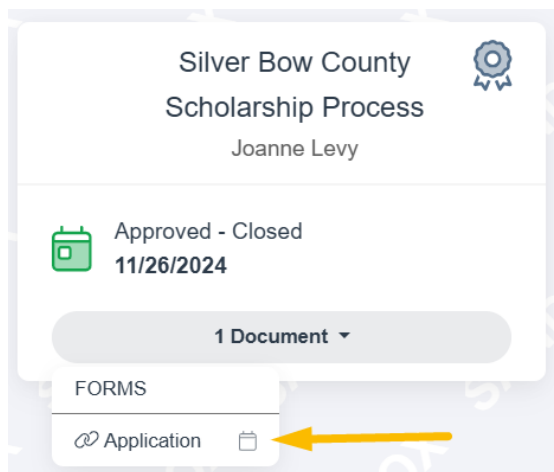
1. Click the **Home** icon to access your Dashboard.



- There are four columns on your Dashboard.
  - **Action Needed** - Contains your draft requests and any approved requests that still need action.
  - **No Action** - Contains requests that do not need further action from the applicant as administrators process the request.
  - **Completed** - Contains requests that have been completed by the applicant.
  - **Historical** - Contains any of your other requests that are no longer active.



- The actions you can take on forms for a request depend upon the form's status.
  - Click the document drop-down menu to select and view the forms you have already submitted.



- Click Start in the To Do panel to start working on a follow up form.



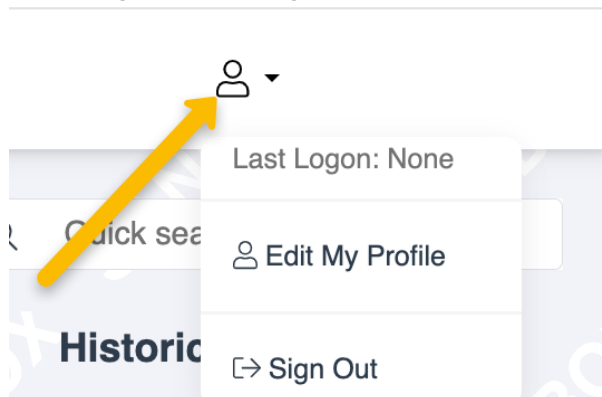
- Click Continue in the To Do panel to continue working on a form you have not yet submitted.
  - This includes follow up forms which might be assigned if your request is approved. [Applicant Tutorial - Submit a Follow Up Form](#) contains details.



- For an approved request, click the request header to see the Award Details tab. This displays more information about the scholarship award.

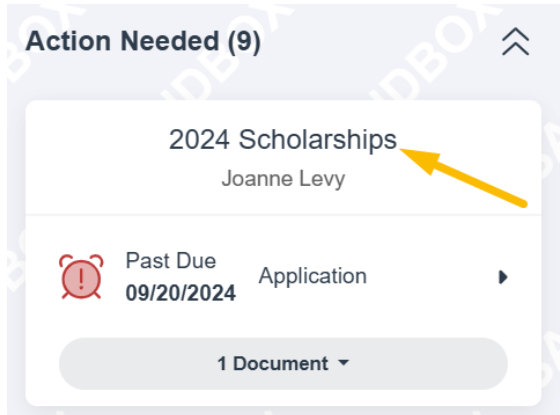


- Click the menu icon in the upper-right corner of the page to view additional options.
  - Click Edit My Profile to update your contact information or password.
  - Click Sign Out to log out of the site.

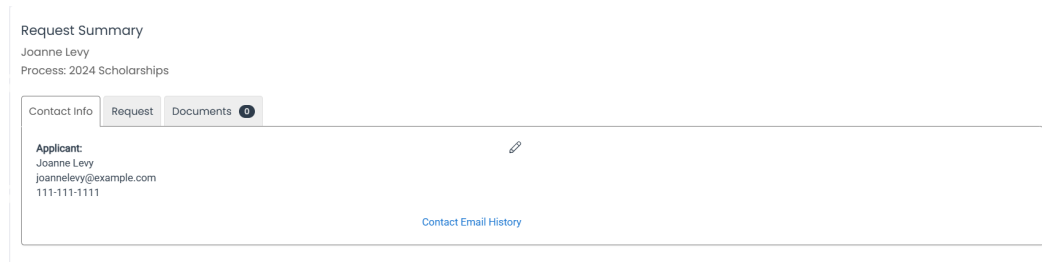




- Click on a request name to see the Request Summary.



- There are three tabs.



- **Contact Info** - View and edit your contact information.
- **Request** - View current status of your request.
- **Documents** - View any documents uploaded by the administrator.