

COMMUNITY
FOUNDATION
of Central Georgia, Inc.

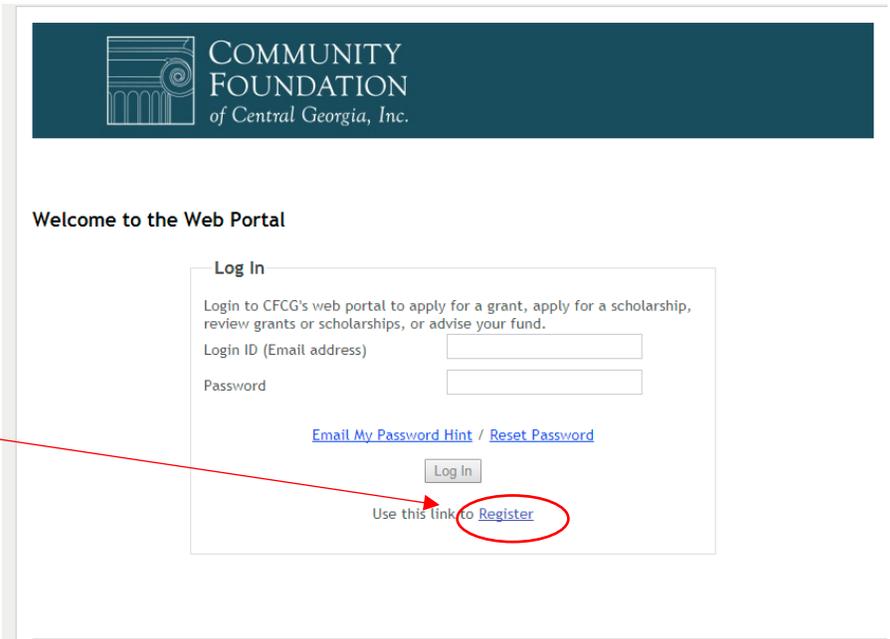
577 Mulberry Street Suite 1600
Macon, GA 31201
478-750-9338

How to apply for CFCG Undergraduate Scholarships

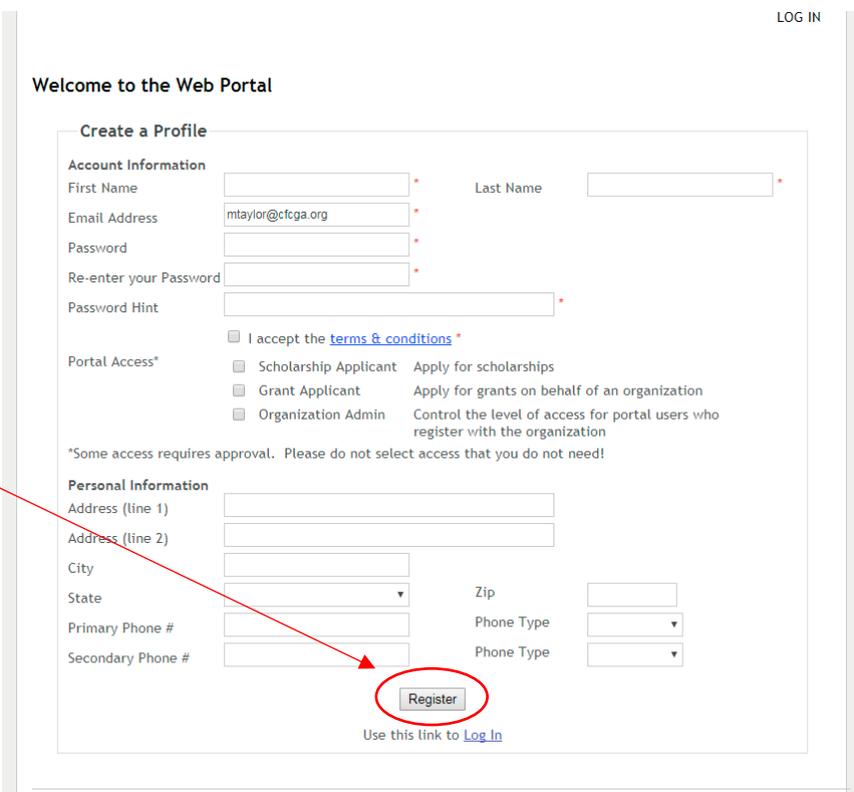
www.cfcga.org/for-students

1. Register in the Web Portal

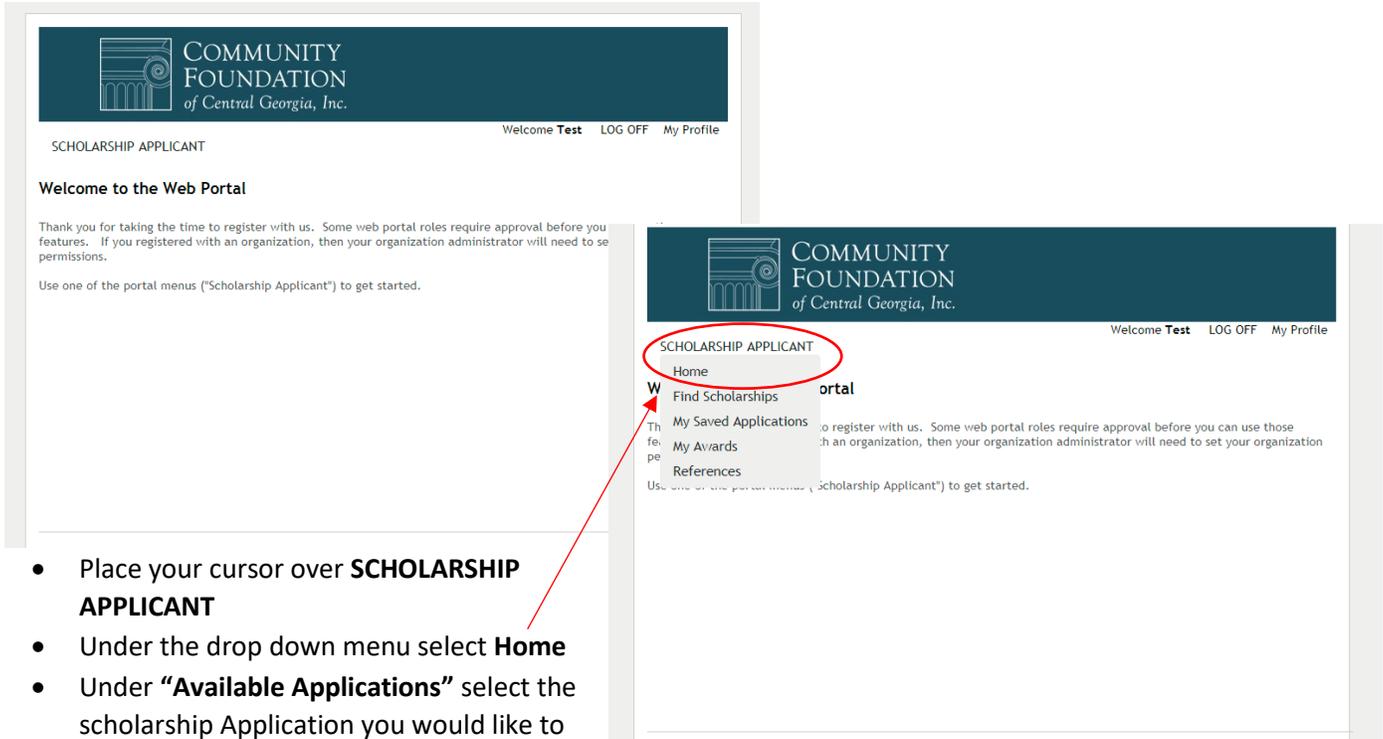
- Go to <https://cfga.spectrumportal.net/>
Or go to CFCGA.org click Log In and it will take you directly to the Web Portal
- On the Web Portal Log In page, select **Register**
- The “**Create Profile**” page will load. Enter all of the Account Information (all fields are required).
- Accept the **terms & conditions**.



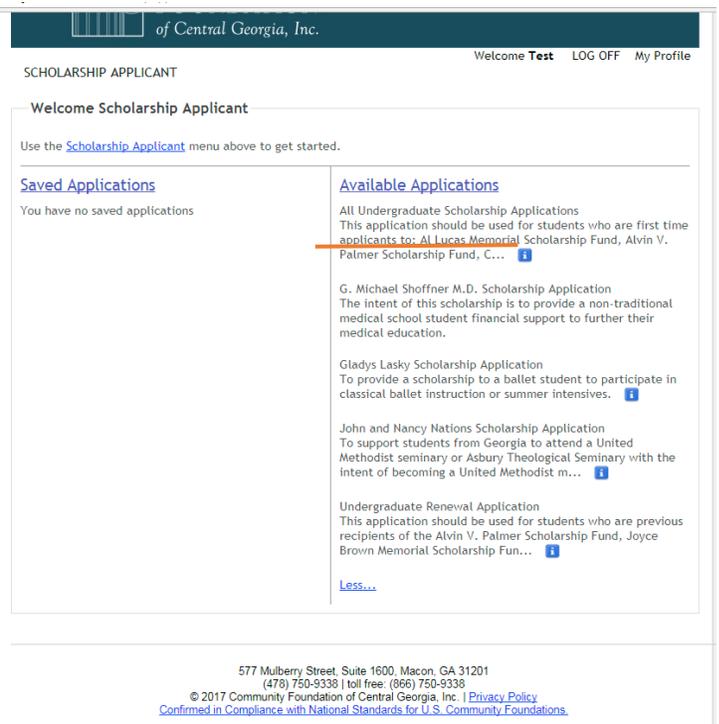
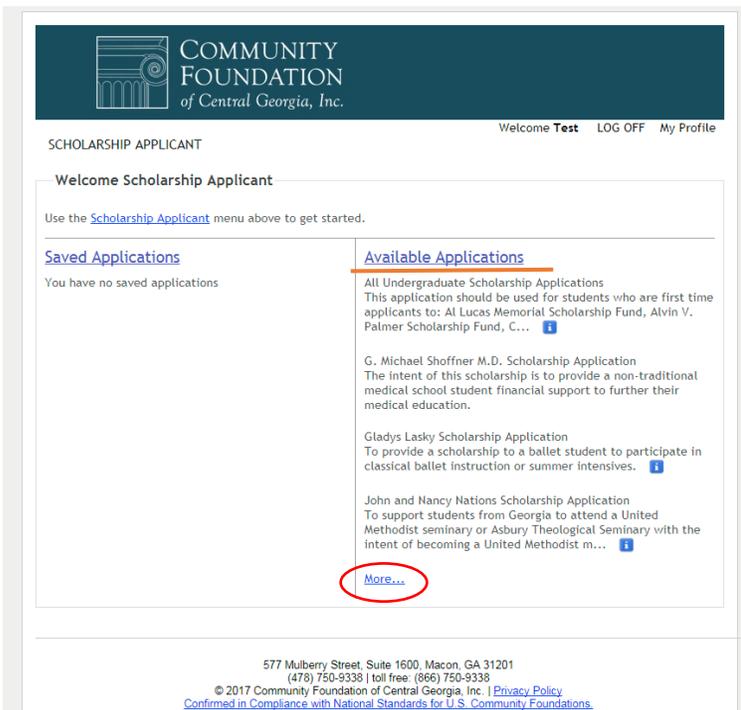
- Under Portal Access, Select “**Scholarship Applicant**” only.
- Enter all **Personal Information**
- Once all information has been entered please select the **Register**



- Once you have successfully registered on the CFCG Web Portal you will see the landing page below.



- Place your cursor over **SCHOLARSHIP APPLICANT**
- Under the drop down menu select **Home**
- Under **“Available Applications”** select the scholarship Application you would like to complete.
 - To see the complete list of scholarships available, select **“More...”**



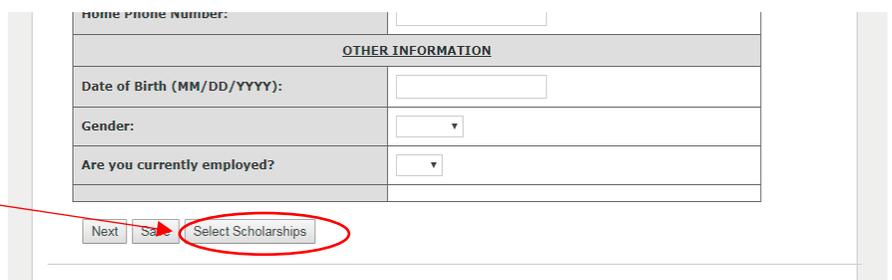
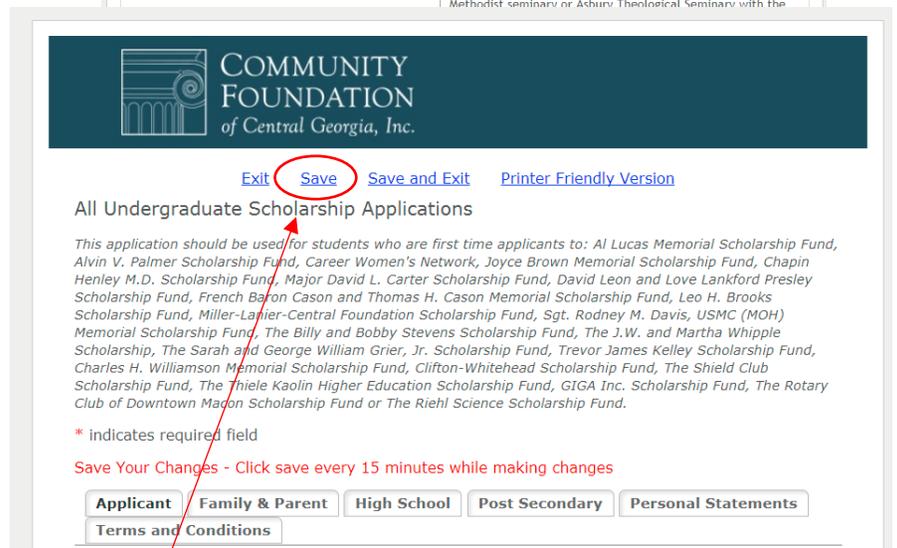
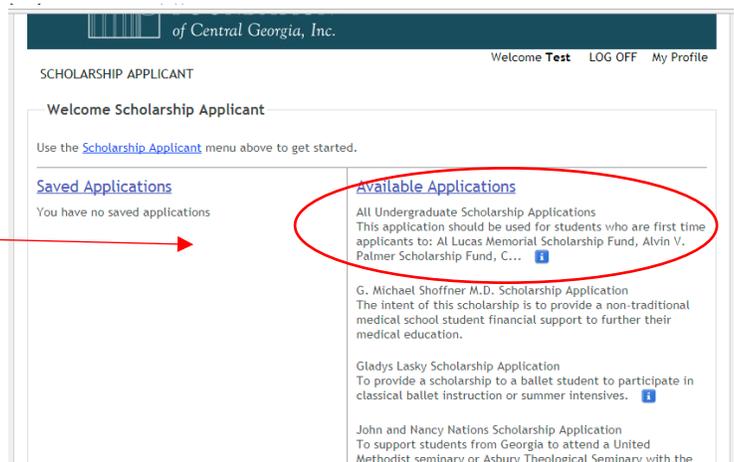
2. Complete the Master Application

- Select **All Undergraduate Scholarship Applications**
- There are 6 tabs on the **Master Application**.
 1. Applicant
 2. Family & Parent
 3. High School
 4. Post-Secondary
 5. Personal Statements
 6. Attachments
 7. Terms & Conditions

Please see the appendix to preview a copy of the **Master Scholarship Application**.

- Feel free to use the **Next** button at the bottom of the page or simply click on the tab you desire to complete.
- It is strongly recommended that the application is saved frequently. Best practice is to save every 15 minutes or after a tab is completed.
 - The application can be saved by selecting **Save** at the top of the page or
 - by selecting **Save** at the bottom of the page.

- After all 7 tabs of the Master Application are complete. Click the **“Select Scholarships,”** button



It is very important that all of 7 tabs are complete before clicking **“Select Scholarships,”** once the applicant clicks the **“Select Scholarships,”** button the 7 tabs on the Master Scholarship will be locked and applicants will not be able to edit any information.

3. Select the Scholarships

- On the **Matching Scholarship Funds** page, select all of the scholarship you would like to apply for.
- Click the **“Continue”** button below.
- When the **Fund Matching** box appears, please read the notification and select **“Continue”**

COMMUNITY FOUNDATION of Central Georgia, Inc.

Welcome **Monique** of Community Foundation of Central Georgia, Inc. LOG OFF My Profile

REVIEWER SCHOLARSHIP APPLICANT GRANT APPLICANT GRANT ADMIN SITE ADMIN

Matching Scholarship Funds

The following scholarship funds are available based on the criteria you specified in your scholarship application. Please select the funds to which you wish to apply.

- Education Together Mercer University Scholarship Fund**
This scholarship is for a Telegraph Golden Eagle Nominee that is a graduating from a public or private high school or homeschoole in an eligible county. Student must must be accepted and plan to attend Central Georgia Technical College, Fort Valley State University, Mercer University, Middle Georgia State University, or Wesleyan College.
- G. Michael Shoffner, M.D. Scholarship Fund**
The intent of the scholarship is to provide a non-traditional medical school student financial support to further their medical education.
- The Hancock Scholarship Fund**
This scholarship is for graduating seniors from a home-school, public or charter high school in an eligible county who will attend Central Georgia Technical College, Fort Valley State University, Georgia College & State University, Georgia Military College, Mercer University, Middle Georgia State University, or Wesleyan College. Students must have a minimum GPA of 3.0 to apply.
- William P. Simmons Art Scholarship Fund**
This Scholarship is for an undergraduate or graduate student at Wesleyan College or Mercer University in Macon, Georgia pursuing a degree in Art.

Select All **Continue** Cancel

Fund Matching

Some funds may require additional information. Please read all instructions. Funds that do not require additional information will be immediately submitted. Once an application is submitted you cannot make changes

Continue

Application Submitted

NOTE: If any scholarship funds have a status of "More information required" then select My Saved Applications from the menu and check for any applications that say they have an addendum. Open those applications and fill out any additional information that is requested.

Thank you for submitting a Scholarship Application. All Community Foundation Scholarship applications are due by noon on March 15th. Students will be notified of the Scholarship Selection Committee's decision via email by June 30th. If you have any questions please contact the Community Foundation Office at 478-750-9338.

Your application has been submitted to the following scholarship funds:

Scholarship Fund	Status
Al Lucas Memorial Scholarship	More information required
Education Together Fund	More information required
Education Together Mercer University Scholarship Fund	More information required
G. Michael Shoffner, M.D. Scholarship Fund	Submitted

577 Mulberry Street, Suite 1600, Macon, GA 31201
(478) 750-9338 | toll free: (866) 750-9338
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[Confirmed in Compliance with National Standards for U.S. Community Foundations.](#)

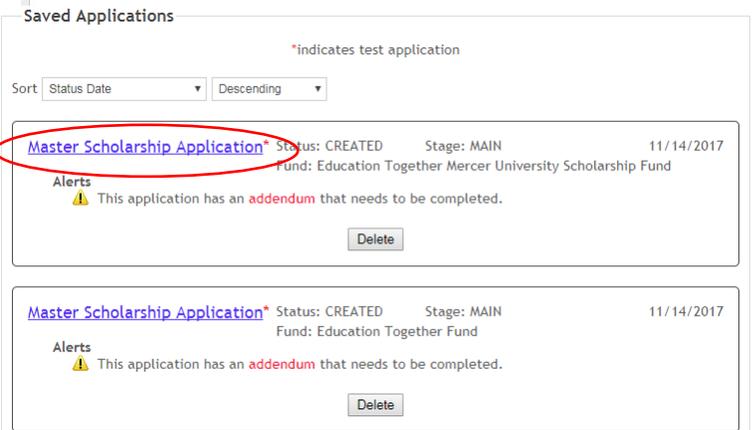
- The application Submitted page will show a list of the scholarship funds you selected. Next to each fund the status should say **“More Information Required.”**

4. Complete the Scholarship Addendums

- Go to the **Scholarship Applicant** menu.
- Select **My Saved Applications**
- A list of the selected scholarships from the **Match Scholarship Funds** page will appear. To complete the Scholarship Addendum, click the blue **Master Scholarship Application** hyperlink.



- The selected **Scholarship Addendum** will appear as an additional tab on your **Master Scholarship application**.



- Please provide all requested information.
- Once the addendum is complete, please check the box
- and click **Submit**.
- Repeat these steps for all other scholarships selected from the **Match Scholarship Funds** page.

NOTE: When the **Scholarship Addendum** has been successfully submitted, the status on **My Saved Applications** will change from **CREATED** to **PROCESSED**.

indicates required field

Save Your Changes - Click save every 15 minutes while making changes

Applicant | Family & Parent | High School | Post Secondary | Personal Statements

Terms and Conditions | Education Together Mercer University

This scholarship is for Telegraph Golden Nominees that plans to attend Central Georgia Technical College, Mercer University, Wesleyan College or Middle Georgia State University.

SHORT ANSWER:

Preference will be given to first generation college students. A first generation college student is defined as a student with neither parent/guardian having received a four-year college degree. Select the statement with which you most closely identify:

Why are you interested in attending college in Middle Georgia?

How do you perceive that college, and the education you receive will change your life?

ATTACHMENTS:

Resume (must be uploaded as a PDF): Upload File

Transcript (must be uploaded as a PDF): Upload File

FAFSA (must be uploaded as a PDF): Upload File

A current, submitted FAFSA Student Aid Report that indicates the value of your Expected Family Contribution (EFC) in the upper right hand corner.

By checking this box I certify that my application is complete and that I have uploaded all of the required documents. *

Previous Save Submit

5. Check the status of your Recommendations

Since you have done such an awesome job on your Master Application & Addendums, it is important that your teacher recommendation is submitted to make everything complete.

We can only accept recommendations through our WebPortal, and below you will find instructions on how to:

- A. check the status of your recommendation,
- B. remind your recommender and
- C. change the email address of your recommender.

A. Check the status of your recommendation

- Place your cursor on the SCHOLARSHIP APPLICANT and a drop down menu will appear,
- On the drop down menu select **References**.
- Under the Status column it will say **COMPLETED** or **NEW**:
 - **COMPLETED** means your recommendation was submitted.
 - **NEW** means your recommendation has NOT been submitted.

My References

If you change the email address before sending the email the refrence request and your application will be updated with the new address and all previous emails for that reference requests will be invalid.

Application

Application	Reference	Email Address	Status	Date Sent	
Gladys Lasky Scholarship Application	Nicole	mtaylor@cfcga.org	COMPLETED	12/13/2016	
Gladys Lasky Scholarship Application	Ms. Taylor	<input type="text" value="pittsmonique@yahoo.com"/>	NEW	11/15/2017	<input type="button" value="Send Email"/>

B. Remind your recommender

If the status of your recommendation is NEW you are able to send a reminder email to your recommender

- Click the "Send Email" button to send a reminder email to your recommender

C. Change the email address of your recommender

If the status of your recommendation is NEW you are able to update the email address

- Place your cursor in the editable email address box and make necessary changes.
- Click the "Send Email" button to send an email to the new address.

NOTE: You can change your recommender completely if you wish, however the name on the request can not be changed.

APPENDIX

- **Frequently Asked Questions**
- **Sample of Master Scholarship Application**

Frequently Asked Questions

How do I access the Online Application?

To access our scholarship application, you will be required to register by creating a User Name and Password for our WebPortal.

What if I have lost or forgotten my User Name and Password?

- If you have lost or forgotten your Password, go to the Webportal and select “Email my password hint” or “Reset Password.”
- If you have lost or forgotten your User Name, please contact the Foundation office at (478) 750-9338. Please do not attempt to create another User Name and Password.

What are the deadlines for the scholarships?

March 15th at 12 noon is the deadline for all of our scholarships.

Can I apply for more than one scholarship?

Yes. You can apply for all of the scholarships that you meet the requirements for. As you complete the application you will have the opportunity to indicate which scholarships you would like to apply for, at that point you may select one or more scholarships for which you qualify. Once you have selected the scholarships, you will need to complete supplemental questions that relate specifically to that scholarship. Some scholarships have additional attachments that must be completed.

Do I have to meet all eligibility requirements to qualify for a scholarship?

Yes, you have to meet all eligibility requirements or criteria for each scholarship you wish to apply for.

What if I am not sure what school I will college/university I will attend next academic year?

If you do not know what school you will be attending at the time of submission, please indicate the schools from which you are considering on the “Post-Secondary” tab on the scholarship application. You have the option to provide your 1st, 2nd and 3rd choice. When listing the college/university please select the statement that best describes your statues with each school.

Are there additional attachments that go along with specific scholarship funds?

Yes, most scholarships request a resume, unofficial transcript and FAFSA Student Aid Report. However some scholarships may have other requests that are specific to their fund and they will need to be completed prior to submission.

Can I mail you my letter of recommendation or another required supporting document?

No, please attach ALL documents to the online application. If you have made a mistake and submitted your application without an attachment please contact the Foundation Office at (478) 750-9338 for help.

If you mail/fax or email a paper document during the application process it will be treated as if it was not received.

If I upload my transcript to the website it is no longer an official transcript, is that okay?

Yes, because we request unofficial transcripts that can be downloaded from your student portal.

What do I do if I cannot get the FAFSA form completed by the deadline date?

It is very important that you submit the FAFSA and obtain your Student Aid Report by the scholarship deadline. If you are experiencing technical difficulties with FAFSA, please contact them as soon as possible.

If I am selected to receive a scholarship, how do I receive my payment?

If you are selected as a scholarship recipient, you will be required to submit some of your college information. With that information we send all scholarship payments are mailed directly to the college on your behalf. To maintain the scholarship eligibility all CFCG scholars are required to submit an unofficial copy of their transcript every semester. If eligibility is maintained, the scholarship payment will be mailed every semester during the allotted award period.

Sample of Master Scholarship Application

Save Your Changes - Click save every 15 minutes while making changes

<u>NAME</u>	
Title:	<input type="text"/>
Full Name (First Middle Last):	<input type="text"/>
Last Name:	<input type="text"/>
Name you wished to be called: If you have a nickname your recommenders are likely to use in their recommendation forms, please indicate that name here.	<input type="text"/>
<u>PERMANENT ADDRESS</u>	
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
County:	<input type="text"/>
How long have you lived in the selected County:	<input type="text"/>
<u>CONTACT INFORMATION</u>	
Email Address: Please provide an email address that is checked regularly, all communication regarding scholarships will sent to this address.	<input type="text"/>
Cell Phone Number (#####): Please exclude dashes	<input type="text"/>
Home Phone Number (#####): Please exclude dashes	<input type="text"/>
<u>OTHER INFORMATION</u>	
Date of Birth (MM/DD/YYYY):	<input type="text"/>
Gender:	<input type="text"/>
Are you currently employed?	<input type="text"/>

Save Your Changes - Click save every 15 minutes while making changes

Applicant	Family & Parent	High School	Post Secondary	Personal Statements
Terms and Conditions				

<u>PARENT/GUARDIAN #1</u>	
Name:	<input type="text"/>
Relationship to Applicant:	<input type="text" value="▼"/>
Occupation:	<input type="text"/>
Name of current employer:	<input type="text"/>
Daytime Phone Number (#####): <small>Please exclude dashes</small>	<input type="text"/>
<u>PARENT/GUARDIAN #2</u>	
Name:	<input type="text"/>
Relationship to Applicant:	<input type="text" value="▼"/>
Occupation:	<input type="text"/>
Name of current employer:	<input type="text"/>
Daytime Phone Number (#####): <small>Please exclude dashes</small>	<input type="text"/>
<u>FAMILY</u>	
Ages of applicant's siblings:	<input type="text"/>
Number of children attending college next year:	<input type="text"/>
Expected Family Contribution: (EFC number from FAFSA form)	<input type="text"/>
A first generation college student is defined as a student with neither parent/guardian having received a four-year college degree.	<input type="text" value="▼"/>
Select the statement with which you most closely identify:	

Save Your Changes - Click save every 15 minutes while making changes

Applicant **Family & Parent** **High School** **Post Secondary** **Personal Statements**
Terms and Conditions

HIGH SCHOOL DATA	
High School County:	<input type="text"/>
Date of High School Graduation (MM/YYYY):	<input type="text"/>
Cumulative GPA (4.0 Scale):	<input type="text"/>
Class Rank:	<input type="text"/>
Total Class Size:	<input type="text"/>
COLLEGE ENTRANCE EXAMS	
Which College Entrance Exam(s) have you taken?	<input type="text"/>

Save Your Changes - Click save every 15 minutes while making changes

Applicant	Family & Parent	High School	Post Secondary	Personal Statements
Terms and Conditions				

<i>In order of preference, enter up to three (3) colleges or universities to which you have applied, are planning to apply or will attend the next academic year.</i>	
FIRST CHOICE	
Name of College or University:	<input type="text"/>
College/University City:	<input type="text"/>
College/University State:	<input type="text" value="▼"/>
Select the statement that best describes your status with the college/university:	<input type="text" value="▼"/>
SECOND CHOICE (optional)	
Name of College or University:	<input type="text"/>
College/University City:	<input type="text"/>
College/University State:	<input type="text" value="▼"/>
Select the statement that best describes your status with the college/university:	<input type="text" value="▼"/>
THIRD CHOICE (optional)	
Name of College or University:	<input type="text"/>
College/University City:	<input type="text"/>
College/University State:	<input type="text" value="▼"/>
Select the statement that best describes your status with the college/university:	<input type="text" value="▼"/>
POST SECONDARY DATA	
Intended Major:	<input type="text"/>
Status in School for the next academic year:	<input type="text" value="▼"/>
Anticipated College Graduation Date (MM/YYYY):	<input type="text"/>
Have you participated in the Dual Enrollment Program (Move On When Ready)? If so, please provide the school name and year.	<input type="text"/>

Save Your Changes - Click save every 15 minutes while making changes

Applicant

Family & Parent

High School

Post Secondary

Personal Statements

Attachments

Terms and Conditions

Please upload the required attachments below:

Resume (must be uploaded as a PDF):

Upload File

Transcript (must be uploaded as a PDF):

Upload File

FAFSA (must be uploaded as a PDF):

A current, submitted FAFSA Student Aid Report that indicates the value of your Expected Family Contribution (EFC) in the upper right hand corner.

Upload File

Previous

Next

Save

Select Scholarships

Save Your Changes - Click save every 15 minutes while making changes

Applicant

Family & Parent

High School

Post Secondary

Personal Statements

Terms and Conditions

<p>Describe an experience that sparked your interest in your intended major or career field. How do you plan to achieve your career goal?</p>	<input type="text"/>
<p>Provide one example of a challenge you have overcome or a problem you have solved.</p> <p>What was the challenge or problem, and how did you overcome it? What did you learn from this?</p>	<input type="text"/>
<p>Give one example of a way you have given back to your community, through a volunteer activity or by helping another person. What was the impact as a result of your service?</p>	<input type="text"/>
<p>Please list all other scholarships, financial aid and loan programs for which you've applied. Indicate whether you received the award and the amount, did not receive or are waiting for a response.</p>	<input type="text"/>
<p>If applicable, please describe any financial circumstances that will affect your family's ability to pay for your college education.</p>	<input type="text"/>
<p>If applicable, please share any unusual circumstances that have affected your academic performance.</p>	<input type="text"/>

Save Your Changes - Click save every 15 minutes while making changes

Applicant	Family & Parent	High School	Post Secondary	Personal Statements
Terms and Conditions				

Information Release Statement

The information provided in my application is, to the best of my knowledge, complete and accurate. I understand that false statements on this application will disqualify me from receiving scholarships. I give permission for any college, school, or individual to release to the Community Foundation of Central Georgia and their scholarship selection committees any information necessary to process or maintain my scholarship. I understand that it is my responsibility to ensure that all supporting documents are received by the Selection Committee.

Materials, including essays and artwork, submitted to the Community Foundation of Central Georgia as part of the application process become the property of the Foundation and will not be returned. Materials submitted may also be used and/or published, with attribution to the applicant, for the promotion of the scholarship program in any media without further payment or consideration. Your work cannot and will not be sold, marketed, copied, or copyrighted in any way. Your acceptance of this provision is considered granted by completing this online application.

Rules and Regulations Governing Acceptance of the Scholarship

1. The total amount of the award will be administered by the scholarship committee, the Community Foundation of Central Georgia, and the educational institution(s). The award will be split in half and two payments will be made for fall and spring semesters respectively. The payments will be sent directly to the educational institution for the amount so specified.
2. The recipient is expected to remain a student of good standing during his/her enrollment. It is the student's responsibility to see that the Foundation is informed of such progress by means of grade reports and other data at the end of each semester or quarter scholarship funds are used.
3. It is the student's responsibility to provide the Community Foundation's staff the address where he/she will be most easily reached during the academic year.
4. In the event the student is unable to complete a quarter/semester and must withdraw from school, notification in writing should be made to the Community Foundation. Reasons for withdrawal must be clearly stated, as well as intentions for the future. The Scholarship Selection Committee reserves the right to request restitution of monies expended for the quarter/semester of withdrawal.

By clicking "select scholarships", I certify that the information submitted is true to the best of my knowledge and that I am authorized to submit this application. Furthermore, I confirm that I have read the Scholarship Guidelines and understand that it is my responsibility to attach the additional required documents and answer additional questions. I also understand that incomplete, hard copy or late applications will not be considered for review. Do not click the "select fund" button until your application is complete. Once you click the button, you will be given the opportunity to select all the funds for which you are eligible to apply. Each fund may have specific additional questions or requirements. If you have any additional questions, please email us or call the Foundation at (478) 750-9338.

I agree	<input type="checkbox"/>
How did you hear about our scholarships?	<input type="text"/>

Do NOT click "Select Scholarships" until you have completed the entire application visible so far. You will NOT be able to edit this part of the application once you have done so.