

SCHOLARSHIP PORTAL INSTRUCTIONS

Grand Rapids Community Foundation accepts scholarship applications and contracts for awards in our [grant and scholarship portal](#). We administer the Fred and Lena Meijer Scholarship in the [Meijer scholarship portal](#).

CONTENT

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VISIT OUR STUDENT RESOURCES PAGE

- Before creating an account in either scholarship portal, review the Student Resources + FAQ's at GRFoundation.org/StudentResources.

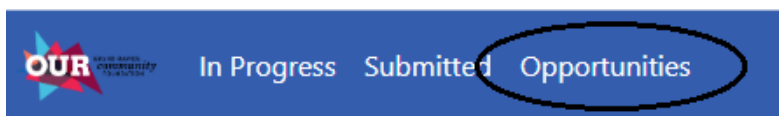
CREATE AN ACCOUNT

- All applicants must create an account to get started:
 1. Grand Rapids Community Foundation scholarship applicants: Go to the [grant and scholarship portal](#).
 2. Fred and Lena Meijer Scholarship applicants: Go to the [Meijer scholarship portal](#).
- Click **Create a new account**
- Select **Individual**
- **IMPORTANT:** When creating your account, use an email address you will continue to have access to in the future (do not use an email address associated with a school you will NOT be attending next year).
 1. Fill out the form requiring information to create your account. Click **Register**. If you need to update your email address, please contact us at Scholarships@GRFoundation.org so we can update your account.
- **Check your email for two important messages:**
 1. From GrantSupport@GRFoundation.org, you will receive a link to verify your account. The link expires in 24 hours.

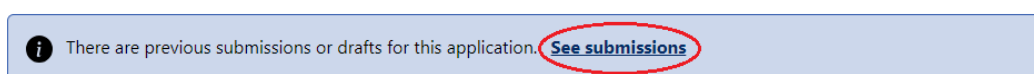
- From Scholarships@GRFoundation.org, you will receive a welcome message and links to our scholarship resources and contact information.

APPLY FOR A SCHOLARSHIP

- Click on **Opportunities** at the top of the page



- The portal will display a list of all scholarship opportunities currently accepting applications. Click **View** to learn more about an opportunity and begin an application.
 - NOTE: Submitting the General Scholarship Application enters you in the selection process for more than 80 need-based scholarship funds.
- If you have already created a draft application for this opportunity, the following message will display at the top of the page:



- Click **See submissions** to view a list of your applications. Click **View** to open and continue working on your “In Progress” application.

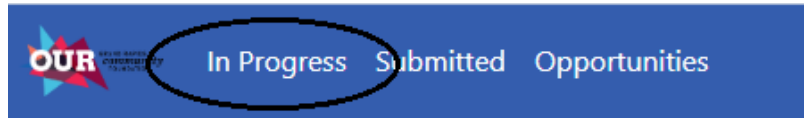
General Scholarship Application Submissions			
	Phase Name	Modified	Status
View	General Scholarship Application	12 days ago	Submitted
View	General Scholarship Application	2 days ago	In Progress

- Before creating a new application, review the information on the Opportunity’s page.
- Click **Print Blank** to save a pdf of the application before you begin.
- Click **Apply** to get started.
- The first page of the application asks for your contact information. Enter the email address you used to create your account. Communications regarding scholarship awards will be sent to this address.
- The application will display the number of pages at the top of the screen (example: “Page 1 of 7”)
- Complete each page, using **Next** at the bottom of the screen to go to the next page.
 - While your application is open, we recommend occasionally clicking on **Save Draft** in the bottom left corner of the screen. This will ensure your response is saved even if your internet connection is unstable or the webpage needs to reload.
- Always click on **Save Draft** before exiting your draft application.
- Submit** your application when complete.

- **IMPORTANT:** Keep the portal open in a single browser tab. Opening the portal in more than one browser tab can cause data loss in your application (your responses will not save and will need to be re-entered).

ACCESS YOUR DRAFT SCHOLARSHIP APPLICATIONS

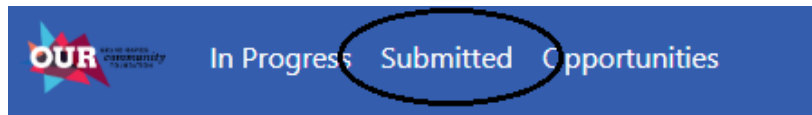
- Click on **In Progress** at the top of the page



- Click **View** to access an item and complete it.
- Click the **trash** button to delete applications you're not planning to submit.

VIEW YOUR SUBMITTED SCHOLARSHIP APPLICATIONS

- Click on **Submitted** at the top of the page



- Click **View** to see your application.

NEED HELP?

- Questions related to the content of your scholarship application: Contact Angela Reyna Perez (Habla español) at AREyna@GRFoundation.org 616.284.4912.
- Technical questions related to the grant and scholarship portal: Email us at Scholarships@GRFoundation.org or call 616.454.1751.