



## Navigating AwardSpring: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships from the Eastern West Virginia Community Foundation or one of its affiliates, Hampshire County Community Foundation or Hardy County Community Foundation using the AwardSpring platform.

Start by navigating to the organization's AwardSpring site.

The URL is: <https://ewvcf.awardspring.com/>

You will land at the login page.

If you have not already, you will need to register for an account.



**Scholarships**

**Sign In**

**Register**

### Sign In

Email

Password

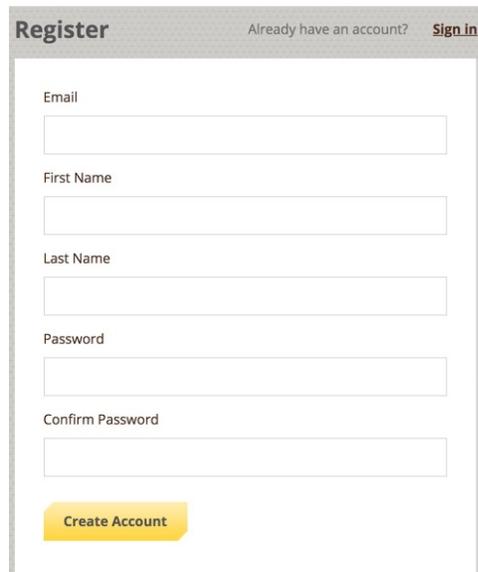
[Forgot password](#)

**Sign In**

**Don't have an account?**

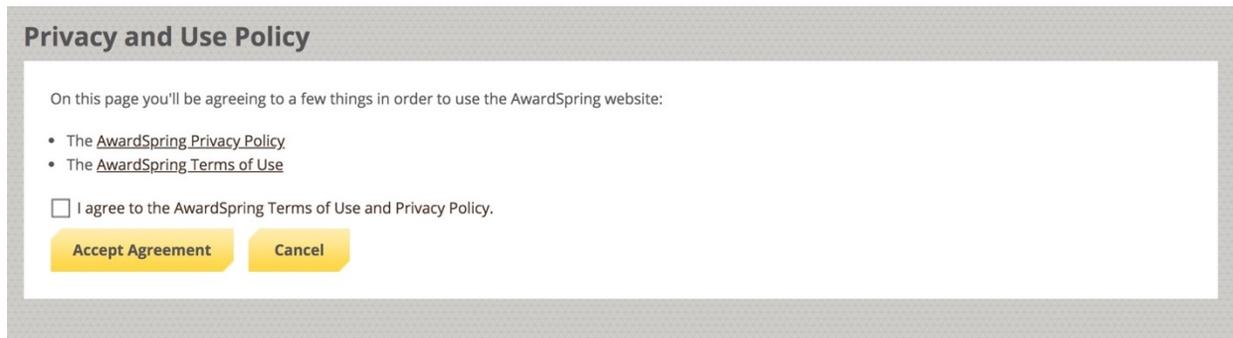
**Register**

When you click on [Register](#), the screen below will come up.



The image shows a registration form titled "Register". At the top right, there is a link "Already have an account? [Sign in](#)". The form contains five input fields: "Email", "First Name", "Last Name", "Password", and "Confirm Password". Below the fields is a yellow button labeled "Create Account".

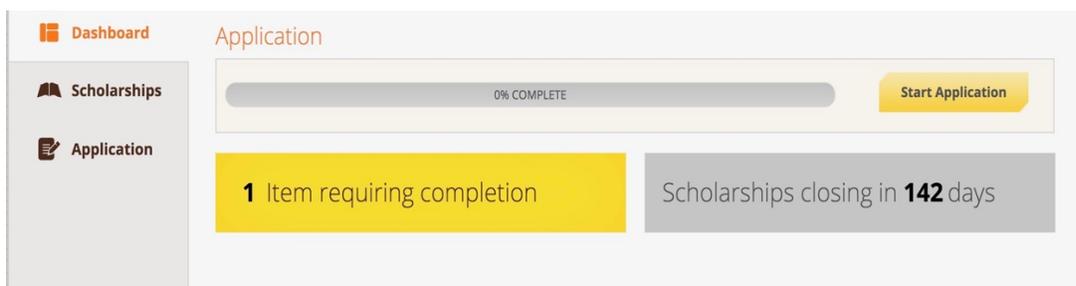
Simply fill out the fields and create your account. The next screen that you will see is the one below. In order to move forward, you will need to accept the [Terms of Use and Privacy Policy](#).



The image shows a "Privacy and Use Policy" form. It contains the following text: "On this page you'll be agreeing to a few things in order to use the AwardSpring website:" followed by a bulleted list: "• The [AwardSpring Privacy Policy](#)" and "• The [AwardSpring Terms of Use](#)". Below the list is a checkbox with the text "I agree to the AwardSpring Terms of Use and Privacy Policy." At the bottom are two yellow buttons: "Accept Agreement" and "Cancel".

After accepting the terms, you will be directed to your [Dashboard](#). Important information about your application status and additional instructions will be displayed for you here.

Click the [Start Application](#) button to begin filling out your application.



The image shows a dashboard page titled "Application". On the left is a sidebar with three items: "Dashboard" (selected), "Scholarships", and "Application". The main content area has a progress bar at the top showing "0% COMPLETE" and a yellow "Start Application" button. Below the progress bar are two boxes: a yellow box on the left that says "1 Item requiring completion" and a grey box on the right that says "Scholarships closing in 142 days".

This is the beginning of the application. This screen will give you the “nuts and bolts” and general information.

**EASTERN WEST VIRGINIA  
COMMUNITY FOUNDATION**

**Dashboard**

**Scholarships**

**Application**

## Application

**Scholarship Guidelines**  
*Completed*

**Personal Information**

**Academic Information**

**Financial Information**

**Qualification Questions**

**Extra Curricular/Community Activities/Employment**

**Top Ten List of Things About Me (that aren't in this application)**

The Eastern West Virginia Community Foundation (EWVCF) and its affiliates, the Hampshire County Community Foundation and Hardy County Community Foundation, administer scholarship funds for Berkeley, Jefferson, Morgan, Hampshire, and Hardy county residents pursuing education in a post-secondary setting. Each scholarship fund has its own selection criteria, which is used to evaluate and determine scholarship awards.

To review a list of our scholarship funds and their specific criteria, please click on the "Scholarships" tab. The Community Foundation uses this application for all scholarship funds listed here.

**General Information**

1. All information is kept confidential.
2. Applicants must have applied to one or more accredited post-secondary institutions or must be currently enrolled in a college or university at the time of application.
3. Applicants must submit the completed application along with all required documentation.
4. Make sure information included in required documentation matches the information you provide on the application (for example, the GPA you enter on the application should match the GPA on your transcript)
5. You will be asked to upload an approved FAFSA Student Aid Report. Please check the upper right-hand corner of your report to make sure it says "Form Approved". If it says "Processed Information", we cannot accept it.
6. All fields must be filled in. If a question doesn't apply, then please enter N/A.
7. Interviews may be scheduled with final candidates. We only interview for larger amount scholarships. You will receive a letter in the mail, email, and/or phone call if you have been selected for an interview.
8. Incomplete applications are not considered for scholarship awards. If you have questions, please call us.
9. EWVCF reserves the right to reconsider scholarship awards if an applicant receives significant or additional scholarships.

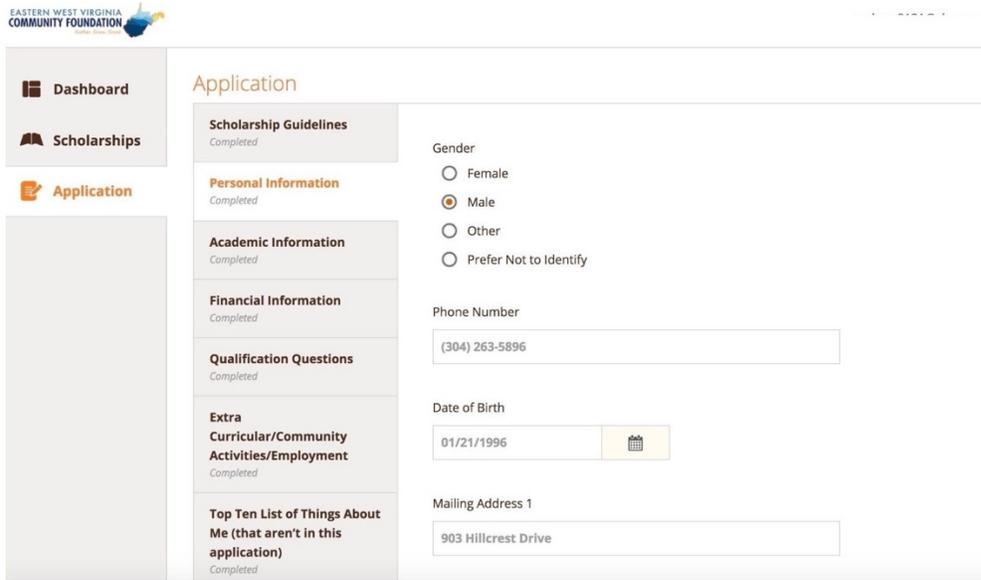
We want you to be successful in completing this application and are happy to answer questions or help you through the process. Please don't hesitate to call us.

Berkeley, Jefferson, and Morgan counties - Karin Hammann Dunn (304-264-0353 or khdunn@ewvcf.org)

Hampshire or Hardy counties - Amy Pancake (304-822-7200; 304-538-3431 or apancake@ewvcf.org)

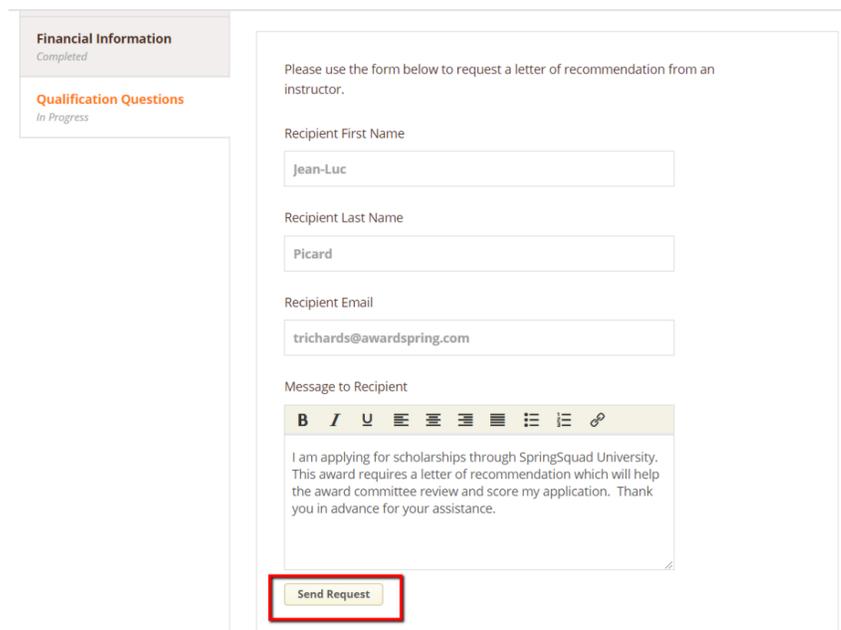
**Previous Step** **Next Step** **Submit Application**

You will need to click on **Personal Information** and follow the prompts to fill out the application. There are several tabs that make up the entire application. Complete all of them in order to submit your application. All fields under each tab must be completed before you can submit your application.

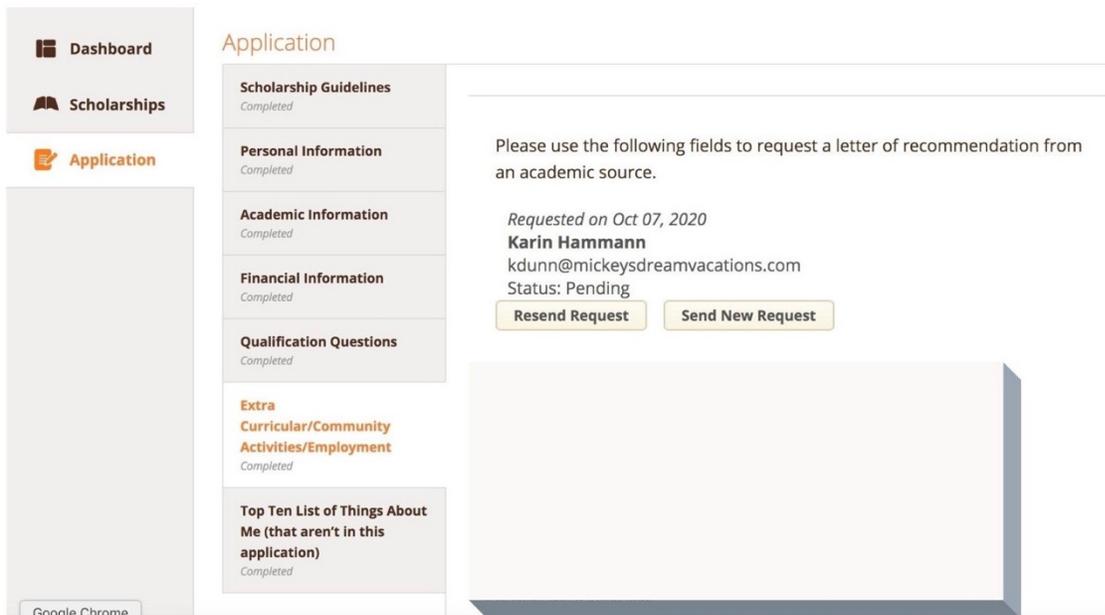


You will see an **External Request Form** that requests information from a third party (ie: a letter of recommendation from a teacher). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

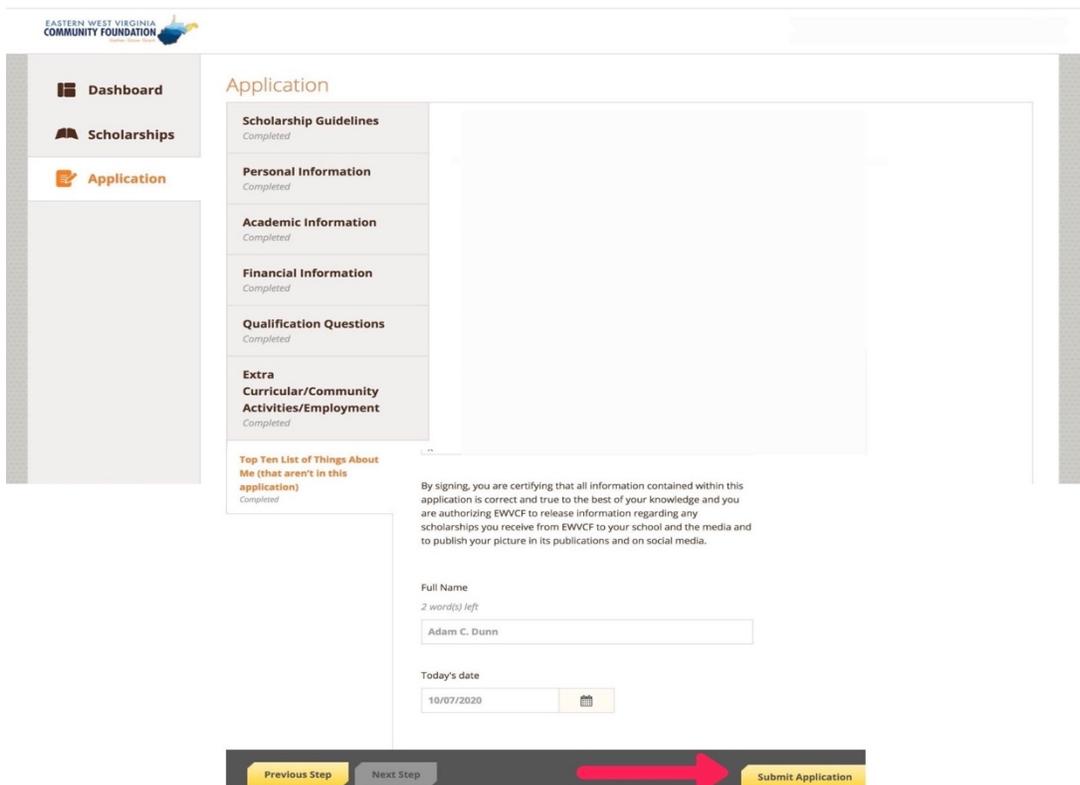
Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.



The request will sit in a pending state until it is completed by the recommender.



Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.



You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied Scholarships** box to view the full list of applied scholarships.

**EASTERN WEST VIRGINIA COMMUNITY FOUNDATION**  
*Building. Growing. Inspiring.*

Dashboard

Scholarships

Application

You did it!  
 Nothing left to complete. Way to go!

0 Items requiring completion

10 Applied scholarships

**EASTERN WEST VIRGINIA COMMUNITY FOUNDATION**  
*Building. Growing. Inspiring.*

Dashboard

Scholarships

Filter

Application

Scholarship Name	Award	Deadline	Status
<b>Clyde E. Smith Jr. Scholarship Fund</b> Founded by Stewart and Candace Borger and Clyde E. Smith III. Gra...	N/A	Due Feb 26, 2021	Applied
<b>David A. "Hawk" Hawkens Scholarship Fund</b> Founded by Michael and Susan Hawkens Whalton. Criteria: Gradua...	N/A	Due Feb 26, 2021	Applied
<b>Edgar McKee and Ethel Downs Sites Scholarship Fund</b> Founded by the children of Edgar McKee and Ethel Downs Sites. Gr...	N/A	Due Feb 26, 2021	Applied
<b>George Whitehair Scholarship</b> Founded by Janice Withers. Graduating senior of Martinsburg High ...	N/A	Due Feb 26, 2021	Applied
<b>Martin Luther King Scholarship Fund</b> Founded by the Martin Luther King Scholarship Committee. Gradu...	N/A	Due Feb 26, 2021	Applied

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Eastern Panhandle WVU Alumni Association Scholarship Fund, J. Oakley Seibert Memorial Scholarship Fund, Terry Lee Walker, Jr. Scholarship Fund and the WV Wing-Civil Air Patrol Cadet Scholarship Fund but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

The screenshot shows a dashboard for the Eastern West Virginia Community Foundation. On the left is a navigation menu with 'Dashboard', 'Scholarships', and 'Application'. The main content area features a central message: 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' Below this are two summary boxes: a yellow one for '4 Items requiring completion' and a grey one for '8 Applied scholarships'. A section titled 'Follow-Ups' contains four cards, each for a different scholarship fund with a 'Complete Follow-Up' button. The scholarships are: Eastern Panhandle WVU Alumni Association Scholarship Fund, J. Oakley Seibert Memorial Scholarship Fund, Terry Lee Walker, Jr. Scholarship Fund, and West Virginia Wing-Civil Air Patrol Cadet Scholarship Fund. All have a due date of 2/26/2021.

Scholarship Fund	Due Date	Action
Eastern Panhandle WVU Alumni Association Scholarship Fund	2/26/2021	Complete Follow-Up
J. Oakley Seibert Memorial Scholarship Fund	2/26/2021	Complete Follow-Up
Terry Lee Walker, Jr. Scholarship Fund	2/26/2021	Complete Follow-Up
West Virginia Wing-Civil Air Patrol Cadet Scholarship Fund	2/26/2021	Complete Follow-Up

In this example, the applicant needs to provide the name, year of graduation, and relationship of qualifying family member who is the WVU graduate to apply for the scholarship.

Dashboard

Scholarships

Application

## Scholarships - Eastern Panhandle WVU Alumni Association Scholarship Fund

Submit Application

### Overview

Founded by the Eastern Panhandle WVU Alumni Association.

- Graduating senior from Berkeley, Jefferson, or Morgan County private or public high school;
- Child, step-child, or grandchild of a WVU graduate, accepted and planning to attend WVU; *include with application the name, year of graduation, and relationship of qualifying family member (WVU graduate)*
- Based on leadership and service to the community and academic consistency; May be renewable

### Quick Facts

Apply by Feb 26, 2021  
\$500.00

### Qualifications

- ✓ Applicant must be a graduating senior from Berkeley, Jefferson, or Morgan County private or public high school.
- ✓ Applicant must be a first time student.
- ✓ Applicant must plan to attend West Virginia University.
- ✓ Applicant must have received an acceptance letter.
- ✓ Applicant must be the child, step-child, or grandchild of a West Virginia University graduate.

### Apply for this Scholarship

Please provide the name, year of graduation, and relationship of qualifying family member (WVU graduate).

10 word(s) left

Submit Application

Once that is complete, the following screen will appear.

**Qualifications**

- ✓ Applicant must be a graduating senior from Berkeley, Jefferson, or Morgan County private or public high school.
- ✓ Applicant must be a first time student.
- ✓ Applicant must plan to attend West Virginia University.
- ✓ Applicant must have received an acceptance letter.
- ✓ Applicant must be the child, step-child, or grandchild of a West Virginia University graduate.

**Apply for this Scholarship**

Please provide the name, year of graduation, and relationship of qualifying family member (WVU graduate).

8 word(s) left

Eddie Hammann

✓ Great! You have answered all required questions. Now click the Submit Application button.

**Submit Application**

After completing all follow-up items for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.

SpringSquad University studentexample@awardspring.com ▾

**Dashboard**

Scholarships

Donors

Application

You did it!  
Nothing left to complete. Way to go!

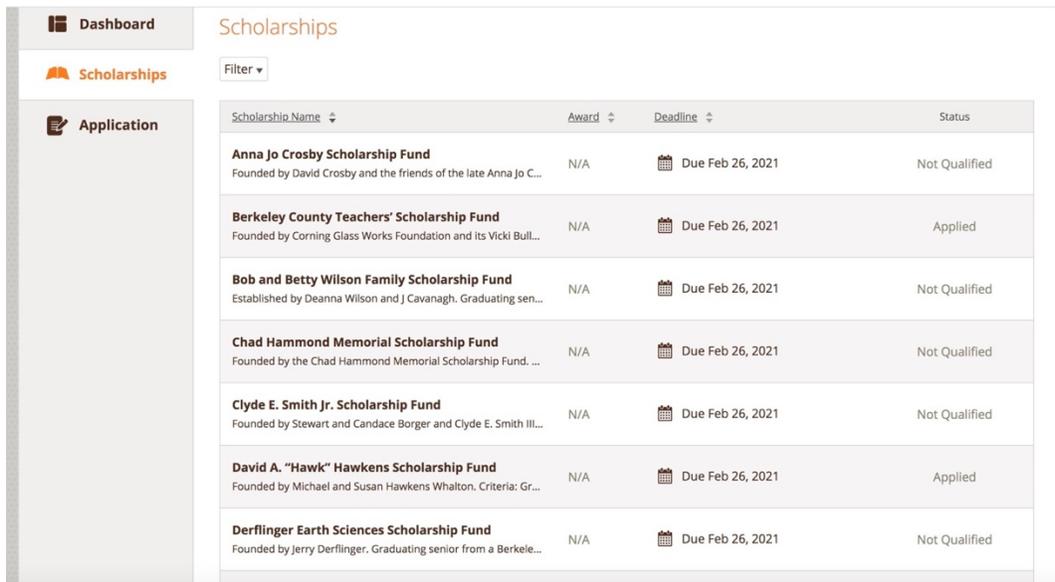
**0** Items requiring completion

**3** Applied scholarships

You are all set! Your organization’s administrator will provide you further direction if it is needed.

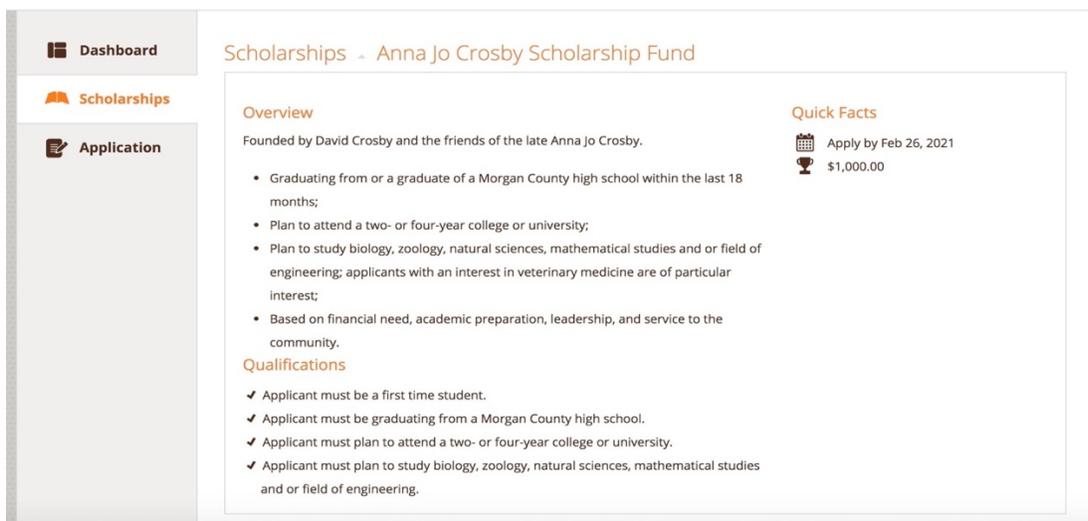
Further information that is available:

The **Scholarships** tab will show you a list of all scholarships that are being offered by the Eastern West Virginia Community Foundation along with their respective award amounts (if known) and deadlines.



Scholarship Name	Award	Deadline	Status
<b>Anna Jo Crosby Scholarship Fund</b> Founded by David Crosby and the friends of the late Anna Jo C...	N/A	Due Feb 26, 2021	Not Qualified
<b>Berkeley County Teachers' Scholarship Fund</b> Founded by Corning Glass Works Foundation and its Vicki Bull...	N/A	Due Feb 26, 2021	Applied
<b>Bob and Betty Wilson Family Scholarship Fund</b> Established by Deanna Wilson and J Cavanagh. Graduating sen...	N/A	Due Feb 26, 2021	Not Qualified
<b>Chad Hammond Memorial Scholarship Fund</b> Founded by the Chad Hammond Memorial Scholarship Fund. ...	N/A	Due Feb 26, 2021	Not Qualified
<b>Clyde E. Smith Jr. Scholarship Fund</b> Founded by Stewart and Candace Borger and Clyde E. Smith III...	N/A	Due Feb 26, 2021	Not Qualified
<b>David A. "Hawk" Hawkens Scholarship Fund</b> Founded by Michael and Susan Hawkens Whatton. Criteria: Gr...	N/A	Due Feb 26, 2021	Applied
<b>Derflinger Earth Sciences Scholarship Fund</b> Founded by Jerry Derflinger. Graduating senior from a Berkele...	N/A	Due Feb 26, 2021	Not Qualified

Click into a scholarship to see additional information.



**Scholarships - Anna Jo Crosby Scholarship Fund**

**Overview**  
Founded by David Crosby and the friends of the late Anna Jo Crosby.

- Graduating from or a graduate of a Morgan County high school within the last 18 months;
- Plan to attend a two- or four-year college or university;
- Plan to study biology, zoology, natural sciences, mathematical studies and or field of engineering; applicants with an interest in veterinary medicine are of particular interest;
- Based on financial need, academic preparation, leadership, and service to the community.

**Quick Facts**

- Apply by Feb 26, 2021
- \$1,000.00

**Qualifications**

- ✓ Applicant must be a first time student.
- ✓ Applicant must be graduating from a Morgan County high school.
- ✓ Applicant must plan to attend a two- or four-year college or university.
- ✓ Applicant must plan to study biology, zoology, natural sciences, mathematical studies and or field of engineering.