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/](https://ewvcf.awardspring.com/)

You will land at the login page.

If you have not already, you will need to register for an account.
When you click on **Register**, the screen below will come up.

![Registration Form](image)

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**.

![Privacy Policy](image)

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.

![Dashboard](image)
This is the beginning of the application. This screen will give you the “nuts and bolts” and general information.

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 - Kerin 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)
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.
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.

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.
Once that is complete, the following screen will appear.
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.

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.

Click into a scholarship to see additional information.