



## 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 done so already, you will need to register for an account. Click on “register”.



Scholarships

→ Sign In

👤 Register

Questions: [scholarships@ewvcf.org](mailto:scholarships@ewvcf.org)

Sign In

Email

Password

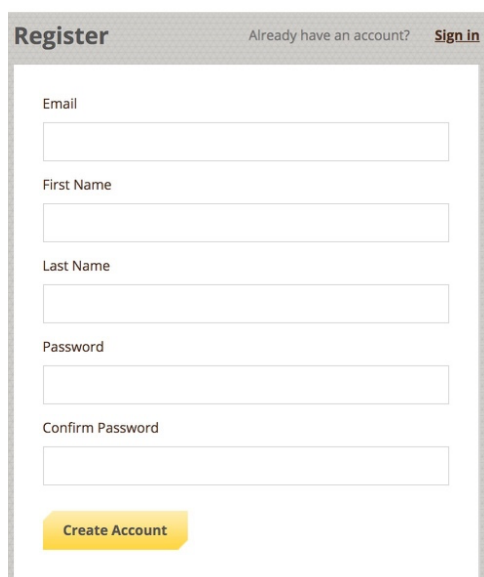
[Forgot password](#)

Sign In

Don't have an account?

Register

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

A registration form titled "Register" with a link "Already have an account? Sign in" in the top right. The form contains five input fields: "Email", "First Name", "Last Name", "Password", and "Confirm Password". A yellow "Create Account" button is at the bottom.

**Register** [Already have an account? Sign in](#)

Email

First Name

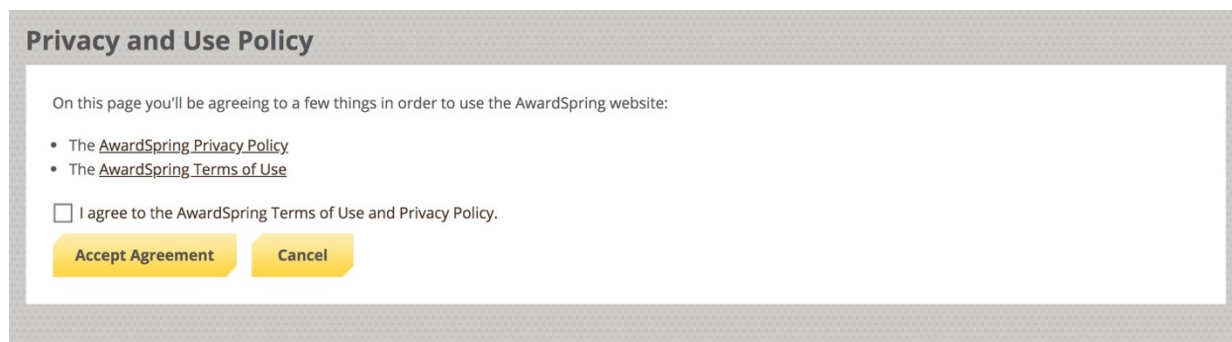
Last Name

Password

Confirm Password

[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](#).

A "Privacy and Use Policy" form. It contains a heading, a paragraph of text, a bulleted list of links, a checkbox with a label, and two buttons: "Accept Agreement" and "Cancel".

**Privacy and Use Policy**

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

☐ I agree to the AwardSpring Terms of Use and Privacy Policy.

[Accept Agreement](#) [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.

**Scholarship Guidelines**  
Completed

|   |  |
|---|--|
| Personal 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.  |
| Academic Information  | 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.   |
| Financial Information   |  |
| Qualification Questions   | <p><b>General Information</b></p> <ol style="list-style-type: none"> <li>1. All information is kept confidential.</li> <li>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.</li> <li>3. Applicants must submit the completed application along with all required documentation.</li> <li>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)</li> <li>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.</li> <li>6. All fields must be filled in. If a question doesn't apply, then please enter N/A.</li> <li>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.</li> <li>8. Incomplete applications are not considered for scholarship awards. If you have questions, please call us.</li> <li>9. EWVCF reserves the right to reconsider scholarship awards if an applicant receives significant or additional scholarships.</li> </ol> <p>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.</p> <p>Berkeley, Jefferson, and Morgan counties - Karin Hammann Dunn (304-264-0353 or khduinn@ewvcf.org)</p> <p>Hampshire or Hardy counties - Amy Pancake (304-822-7200; 304-538-3431 or apancake@ewvcf.org)</p> |
| Extra Curricular/Community Activities/Employment                  |  |
| Top Ten List of Things About Me (that aren't in this application) |  |

Previous Step   **Next Step**   Submit Application

Review the Scholarship Guidelines first. They provide important information including required documentation and deadlines.

**EASTERN WEST VIRGINIA  
COMMUNITY FOUNDATION**  
*Grow. Give. Great.*

At the bottom of the Extra Curricular/Community Activities/Employment page, you

will be asked to provide the name and email address of a reference (a teacher, coach, pastor, friend – **no relatives**) who you have selected to complete your Scholarship Recommendation Form. Please notify the individual you have asked to serve as your reference that he/she will be receiving an email with directions for completing the form.

Complete the required information and click the **Send Request** button. Your reference will receive an email request and can complete form directly in AwardSpring.


The request will sit in a pending state until it is completed by the person completing the form.

The screenshot shows the 'Application' page in AwardSpring. On the left is a sidebar with navigation links: Dashboard, Scholarships, and Application (highlighted). The main content area is titled 'Application' and contains a list of sections on the left, all marked as 'Completed': Scholarship Guidelines, Personal Information, Academic Information, Financial Information, Qualification Questions, Extra Curricular/Community Activities/Employment, and Top Ten List of Things About Me (that aren't in this application). The main content area on the right contains the following text: 'Please use the following fields to request a letter of recommendation from an academic source.' Below this, it says 'Requested on Oct 07, 2020', 'Karin Hammann', 'kdunn@mickeysdreamvacations.com', and 'Status: Pending'. There are two buttons: 'Resend Request' and 'Send New Request'. At the bottom of the page, a 'Goole Chrome' browser bar is visible.

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

The screenshot shows the 'Application' page in AwardSpring, similar to the previous one, but with additional information at the bottom. The sidebar and main content area are the same. At the bottom, there is a section for 'Full Name' with a text input field containing 'Adam C. Dunn' and a note '2 word(s) left'. Below this is a section for 'Today's date' with a date input field showing '10/07/2020' and a calendar icon. A large red arrow points from the 'Next Step' button to the 'Submit Application' button. The 'Submit Application' button is located in the bottom right corner of the page.

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.



Dashboard


Scholarships

Application

### Scholarships

Filter ▼

| Scholarship Name   | Award | Deadline         | Status  |
|--|-------|------------------|---------|
| <b>Clyde E. Smith Jr. Scholarship Fund</b><br>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><br>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><br>Founded by the children of Edgar McKee and Ethel Downs Sites. Gr... | N/A   | Due Feb 26, 2021 | Applied |
| <b>George Whitehair Scholarship</b><br>Founded by Janice Withers. Graduating senior of Martinsburg High ...                      | N/A   | Due Feb 26, 2021 | Applied |
| <b>Martin Luther King Scholarship Fund</b><br>Founded by the Martin Luther King Scholarship Committee. Gradu...                  | N/A   | Due Feb 26, 2021 | Applied |



Dashboard

Scholarships

Application

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

0 Items requiring completion

10 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.

The screenshot shows a web dashboard for the Eastern West Virginia Community Foundation. The header includes the organization's name and logo. A left sidebar contains navigation links for 'Dashboard', 'Scholarships', and 'Application'. The main content area features a yellow banner with the message: 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.' Below this, two summary boxes indicate '4 Items requiring completion' and '8 Applied scholarships'. A section titled 'Follow-Ups' contains four cards, each for a different scholarship fund. Each card displays the fund's name, the due date 'Due 2/26/2021', and a yellow 'Complete Follow-Up' button.

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

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 the follow-up tasks are 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.

**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.


The application site includes information you may find useful.


Clicking on 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.

| Dashboard   | Scholarships |                  |               |  |
|---|--------------|------------------|---------------|--|
| Scholarships  | Filter ▾     |                  |               |  |
| Application   |              |                  |               |  |
| Scholarship Name ▾  | Award ▾      | Deadline ▾       | Status        |  |
| <b>Anna Jo Crosby Scholarship Fund</b><br>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><br>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><br>Established by Deanna Wilson and J Cavanagh. Graduating sen... | N/A          | Due Feb 26, 2021 | Not Qualified |  |
| <b>Chad Hammond Memorial Scholarship Fund</b><br>Founded by the Chad Hammond Memorial Scholarship Fund. ...           | N/A          | Due Feb 26, 2021 | Not Qualified |  |
| <b>Clyde E. Smith Jr. Scholarship Fund</b><br>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><br>Founded by Michael and Susan Hawkens Walton. Criteria: Gr...       | N/A          | Due Feb 26, 2021 | Applied       |  |
| <b>Derflinger Earth Sciences Scholarship Fund</b><br>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.

Dashboard

Scholarships

Application

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.

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.

Quick Facts

Apply by Feb 26, 2021

\$1,000.00