



## 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](#)

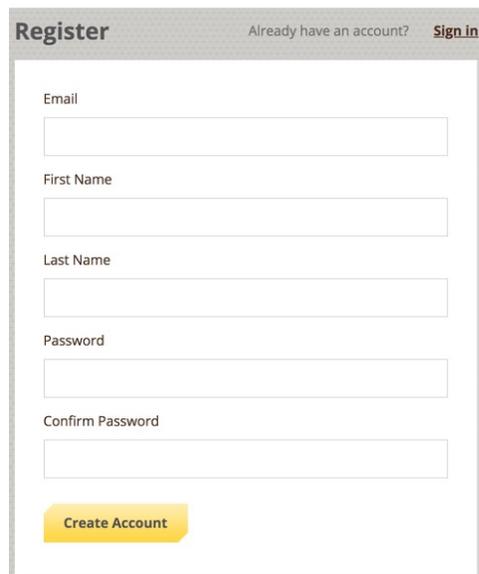
**Sign In**

**Don't have an account?**

**Register**

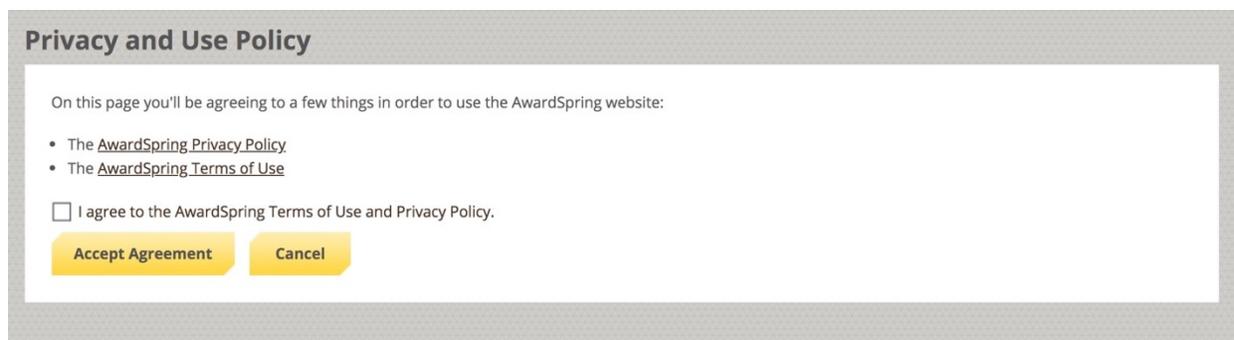


When you click on [Register](#), the screen below will come up.



The screenshot 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 screenshot shows a dialog box titled "Privacy and Use Policy". 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, there 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.

Dashboard

Scholarships

Application

Application

0% COMPLETE

Start Application

1 Item requiring completion

Scholarships closing in 142 days

Click the **Start Application** button to begin filling out your application.

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**

- All information is kept confidential.
- 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.
- Applicants must submit the completed application along with all required documentation.
- 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)
- 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.
- All fields must be filled in. If a question doesn't apply, then please enter N/A.
- 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.
- Incomplete applications are not considered for scholarship awards. If you have questions, please call us.
- 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 khduinn@ewwcf.org)

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

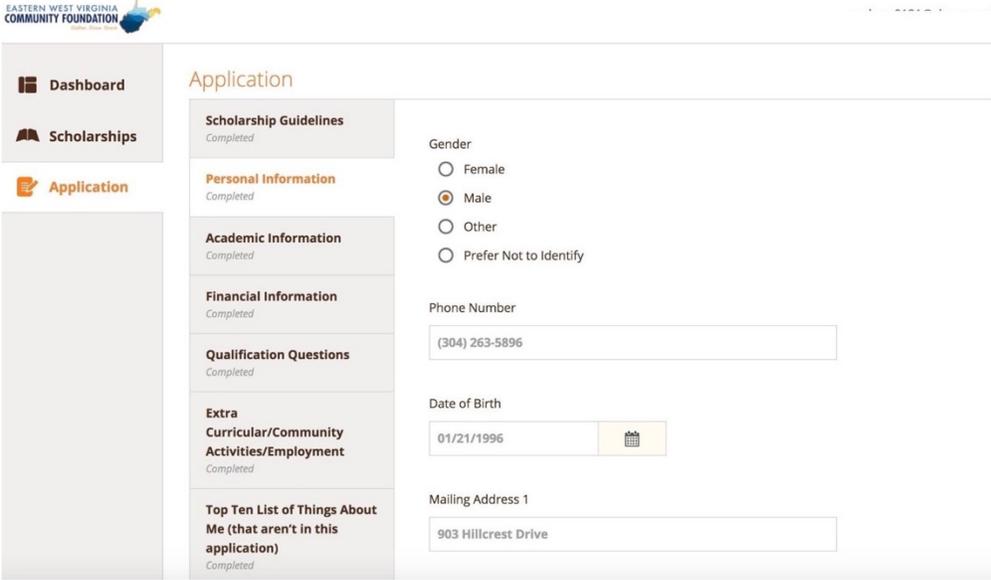
Previous Step

Next Step

Submit Application

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

There are several tabs that make up the entire application. You do not need to complete them in the order they appear. However, all fields under each tab must be completed before you can submit your application.



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

Please use the following fields to send this Scholarship Recommendation Form to your chosen source. This can be a counselor, coach, neighbor, employer, pastor, et. al. and the person must be an adult cannot be related to you in any way.

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

**B** *I* U

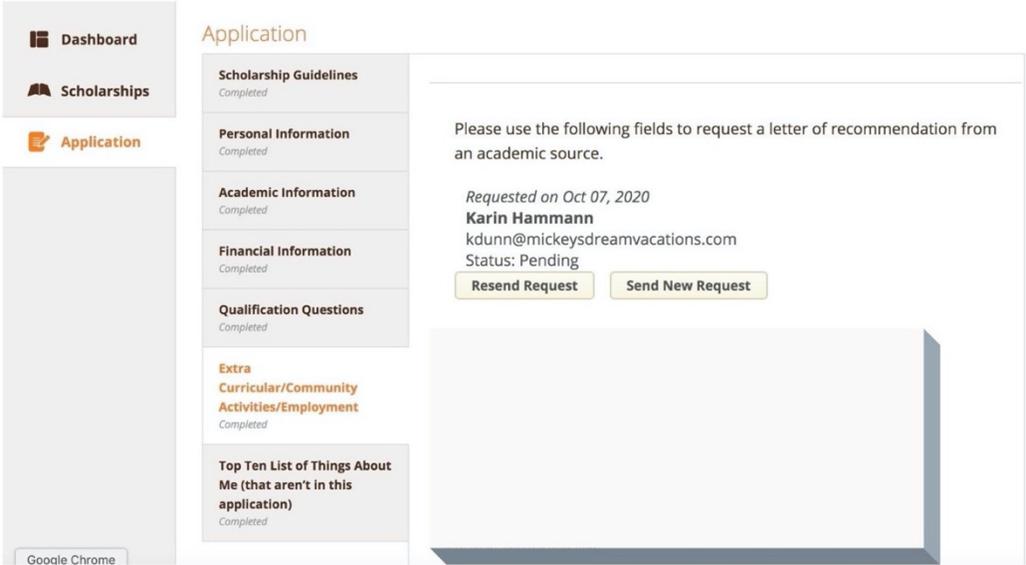
I am applying for a scholarship through Eastern West Virginia Community Foundation, Hampshire County Community Foundation, or Hardy County Community Foundation. I am required to send this form to someone to complete. Your responses will help the scholarship committee review and score my application. Thank you in advance for your assistance.

[Send Request](#)

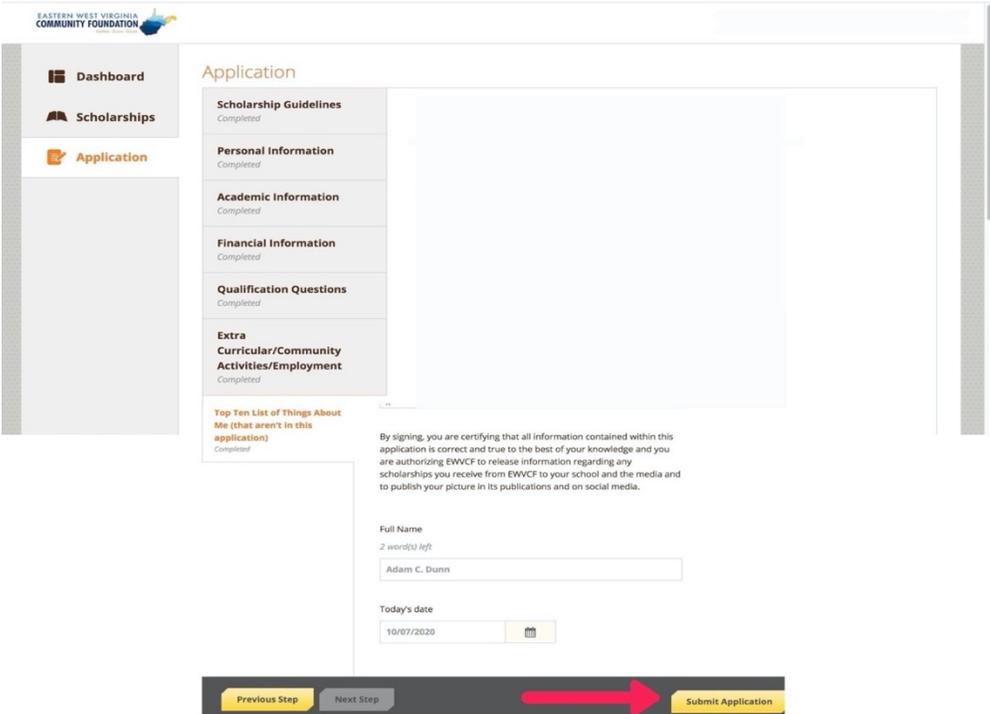
will be asked to provide the name and email address of a reference (a teacher, coach, pastor, friend – **no relatives**) who you have selected to complete your Scholarship Recommendation Form. Please notify the individual you have asked to serve as your reference that he/she will be receiving an email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



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

Dashboard Scholarships Application

Scholarships Filter

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

EASTERN WEST VIRGINIA COMMUNITY FOUNDATION

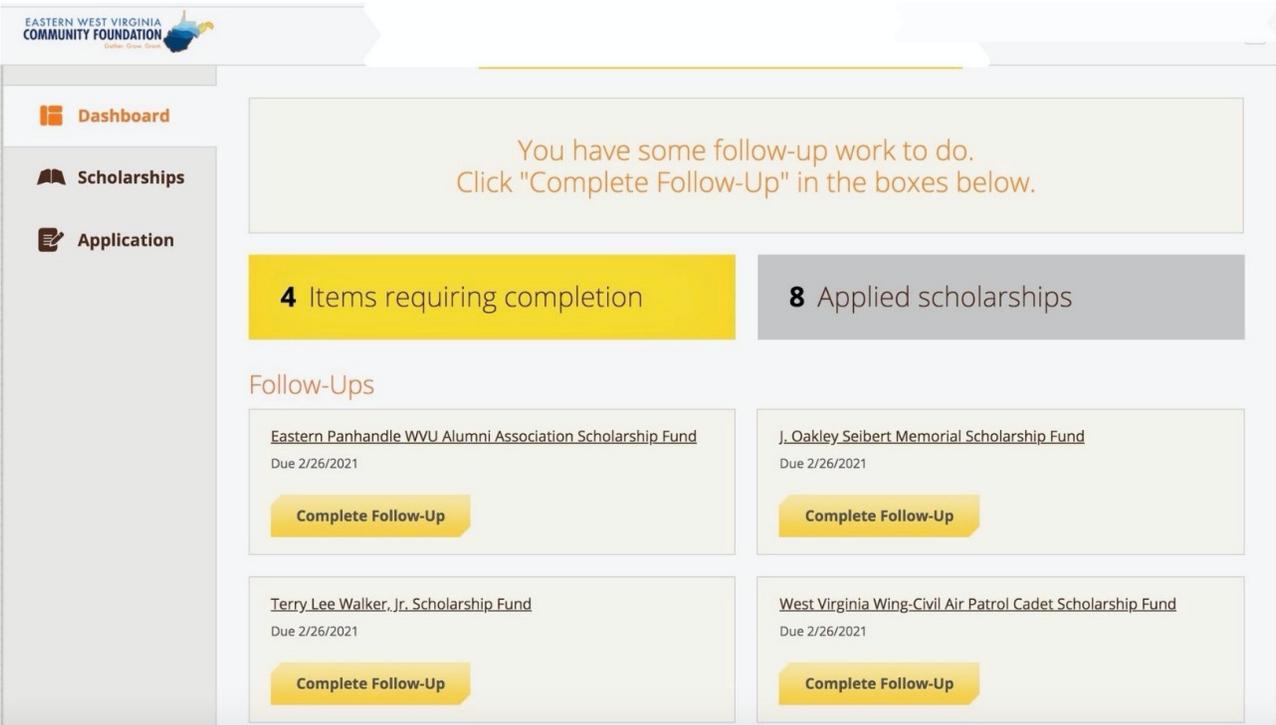
Dashboard Scholarships Application

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.



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.

The screenshot shows a web interface for the Eastern West Virginia Community Foundation. The top left corner features the organization's logo. A navigation sidebar on the left includes links for 'Dashboard', 'Scholarships', and 'Application'. The main content area is titled 'Scholarships - Eastern Panhandle WVU Alumni Association Scholarship Fund' and includes a 'Submit Application' button. The 'Overview' section provides details about the scholarship, including its founder and eligibility criteria. A 'Quick Facts' box lists the application deadline and the award amount. Below this, a 'Qualifications' section lists five requirements with checkmarks. An orange banner prompts the user to 'Apply for this Scholarship'. Underneath, there is a text input field with a character count of '10 word(s) left' and a 'Submit Application' button.

**EASTERN WEST VIRGINIA COMMUNITY FOUNDATION**

**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!

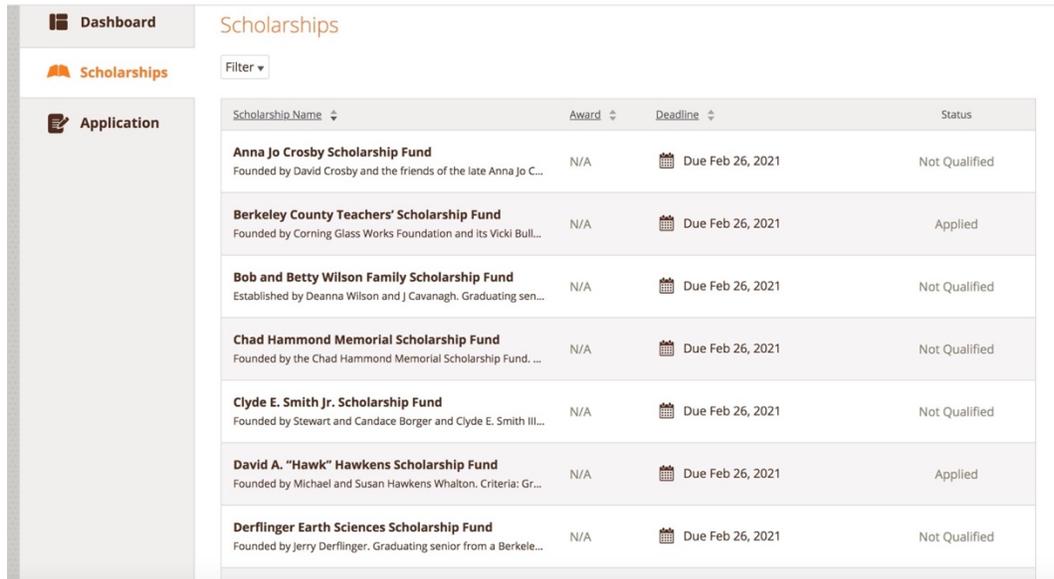
**0** Items requiring completion

**3** Applied scholarships

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

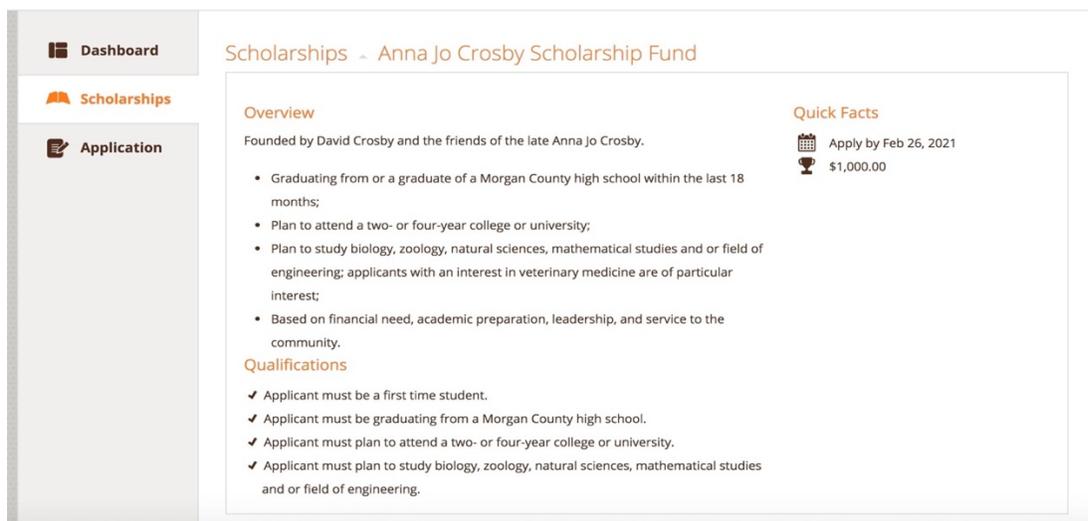
The application site includes information you may find useful.

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.



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 Whatlon. 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.