Where Local Good Grows
Hendricks County
Community Foundation

Applying For Scholarships at the Hendricks County Community Foundation

It is strongly recommended that you complete and submit your application early to allow for any issues and troubleshooting that may arise. Please note that late or incomplete applications WILL NOT be considered.

There are three (3) main components of the HCCF Scholarship Application Process:

1. Application: HCCF utilizes an online application through SmarterSelect to administer the many scholarships held at the Community Foundation. Step-by-step instructions can be found below.

   o Personal Statement: You will be asked to write a Personal Statement between 200 and 400 words. Please be thoughtful in your response and be sure to edit it for grammar and spelling. Essays under 200 words will not be accepted and the form will cut off any words over 400.

   o Activities Form: Applicants MUST use the form included in the application. DO NOT submit any other form including a resume. You will need to download the form, complete it, and then upload it back into the application. We recommend after downloading the form that you rename it and save it in a place you will find it. Be sure to upload the new, completed form. You can check to make sure it uploaded correctly, so please do so. Incomplete or incorrect Activities Forms will cause your application to be declined.

2. Guidance Counselor Information Request: You will request information from your guidance counselor from the application itself. Your guidance counselor's name and e-mail address should be entered in the Guidance Counselor Information Request section of the "HCCF Scholarship Application". This should be completed correctly and in its entirety BEFORE submitting your request as you will not be able to return and edit this information. (Please double check you have entered their email address correctly.)

3. Recommendations: All HCCF scholarships require two letters of recommendation. Be thoughtful of your choices, as no matter how many scholarships you apply for, you may only use the two recommenders. We recommend finding two recommenders that know you in different ways to give a well-rounded view of you and your achievements. You will need to enter your recommenders' first and last names, e-mail addresses, and their relationship to you. This should be completed in its entirety BEFORE submitting your request as you will not be able to return and edit this information.

   When you fill in the information, an email will immediately be sent to the email address provided for the recommender. (Please double check you have entered their email address correctly.) Deadlines for recommendations are the same as the deadline for the applications. We strongly suggest that you notify your recommender that they will receive an automated e-mail from automated.email@smarterselect.com requesting their response. We urge you to ask your recommenders to safe-list this address so your request doesn't enter the spam filter. You may see the status of your requests through your user account.

   It is your responsibility to make sure recommendations are submitted by the deadline as applications missing letters of recommendations are considered incomplete and will not be reviewed.

Applicants should use Google Chrome or Mozilla Firefox during the application process. Do not use Internet Explorer.

Application Instructions

1. Begin your application search by clicking on **Begin Search**.
2. Please answer the GPA question on the screen. Once you've entered your answer, please click **Search**.
3. You will then be taken to the *HCCF Scholarship Application: Program Search Results* page. Listed will be one or two programs, or scholarships, that match your profile:
    a. **Lilly Endowment Community Scholarship** (if you have a GPA of 3.5 or higher); and,
    b. **2021 HCCF Scholarship Application**; and,
4. Click the check box next to the application(s) you wish to apply to:
    a. **2021 HCCF Scholarship Application** is the core application and allows the student to apply for all HCCF scholarships except the Lilly Scholarship; and,
    b. **Lilly Endowment Community Scholarship** includes additional questions and must be completed as well as the **2021 HCCF Scholarship Application**.
5. After selecting the box for each scholarship you're interested in applying for, click **Save to My Applications** at the bottom left of the page.
6. To apply for these scholarships, you will now need to create an account. Click Create New Account and enter the information required to continue.
7. Click **Submit** to create your account.
8. You will be redirected to the *My Applications* page.

9. **You should start by clicking** HCCF Scholarship Application **and completing that application FIRST. If you plan to complete the** Lilly Endowment Community Scholarship **application as well, the information from the** HCCF Scholarship Application **will automatically fill into the** Lilly Endowment Community Scholarship **application. You may also go into the** 2021 Scholarship Application **to submit it; however, there are no additional questions for this application, and you will not be penalized if you do not do this step.**

10. General instructions for the application will appear. After reading the instructions, click **Next →**.
11. Fill out the questions on each page and click **Next →** to continue. There is a navigation list to the top right under **Pages**. You may click on the components in this list to navigate around your application once you have already visited that specific section. A section will appear red if it is not complete and requires you to enter further necessary information. You may also return to your saved application any time before the deadline to update your application.
12. To save and finish later, click **Save** at the bottom of the page. When you return you will need to click **Edit Application** in the top right of the screen.
13. When you have completed all of the required information and are ready to submit your application, click the **Submit** button. You will be taken back to the *My Applications* page.
14. If you plan to complete the Lilly Endowment Community Scholarship as well, you will need to open that application to answer any *additional* questions including two more essays. To do this, repeat steps 8 through 13. You must submit each application for which you wished to be considered. Applications that are not submitted will be considered incomplete and will not be considered.

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