

User Guide: Applying for Scholarships

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IMPORTANT INFORMATION

Please note the following must be completed by 11:59 PM CT on Tuesday, March 25, 2025:

- / Once your general application is submitted, you may have supplemental questions to answer for some opportunities that you are eligible for.** Please review the “Supplemental Applications” section of this guide for information on this process. Ensure these supplemental questions are submitted by the deadline of March 25, 2025.
- / A few opportunities may require you to submit a letter of recommendation from a teacher, counselor, coach or mentor once you have been considered eligible. **Make sure that you email your selected recommender from within the supplemental application form in the online portal.**** The application will prompt you to enter an email address for someone who will complete a Letter of Recommendation Form within our system. This is NOT a file upload.
 - / We strongly recommend that you speak with your recommender outside of the system to ensure they know to receive an email from administrator@grantinterface.com.** Their submission is required for your application to be considered complete.
 - / Please only enter one email address into this field.** The form will automatically send a unique link to your recommender. If your recommender is unable to complete the form, please reach out to scholarships@austincf.org.

We strongly recommend that you complete the general application ahead of the March 25th timeline to allow time to complete any additional supplemental questions.

New User—Create Account

- / First, visit the [Austin Community Foundation Scholarship Portal](#)
- / Click on “**Create New Account**” to create your log in and password.
- / Next, complete the user registration form and provide an email address and password to set up your account.

Please provide a **permanent email address** that you check regularly, as it will be how we contact you to let you know about the status of your application. We advise you **not** to use your school email address.

Austin Community FOUNDATION | **SCHOLARSHIPS PORTAL**

Logon

Email Address*
example@austincf.org

Password*
.....

Log On **Create New Account**

[Forgot your Password?](#)

Welcome to the Austin Community Foundation's Online Scholarship Portal!

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password. The reset email will come from the system at Administrator@grantinterface.com

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact our team at scholarships@austincf.org.

You may find more information about our scholarships and timeline on our website.

Returning User—Log In

- / Begin by entering your username and password, and then click the “**Log on**” button at the bottom left-right corner of the screen to access the portal.

Email Address*
example@acf.org

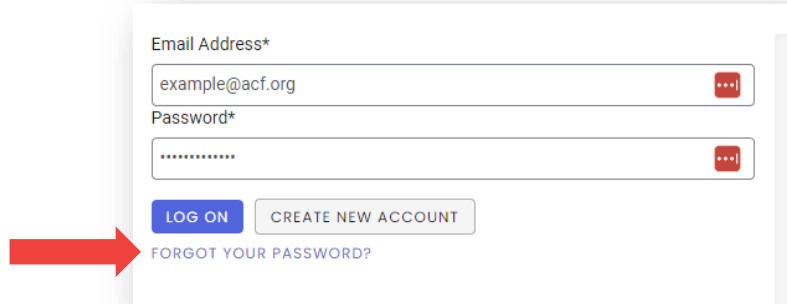
Password*
.....

LOG ON **CREATE NEW ACCOUNT**

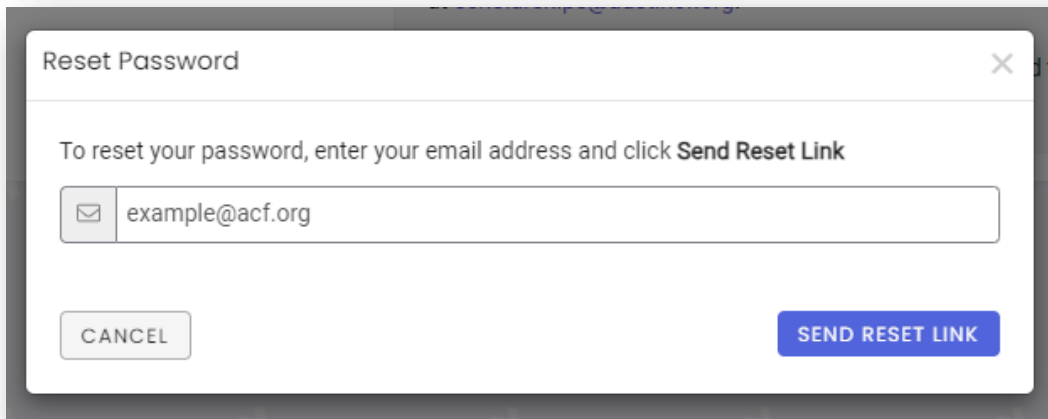
[FORGOT YOUR PASSWORD?](#)

Reset Password

- / If you are having trouble logging in, click on the “**Forgot your Password?**” link.
- / Enter the email address you used to create the account and select the “**Send Reset Link**” button in the pop-up screen.



The screenshot shows a login form with two input fields: "Email Address*" containing "example@acf.org" and "Password*" containing ".....". Below the fields are two buttons: "LOG ON" (blue) and "CREATE NEW ACCOUNT" (grey). A red arrow points to the text "FORGOT YOUR PASSWORD?" located below the "LOG ON" button.



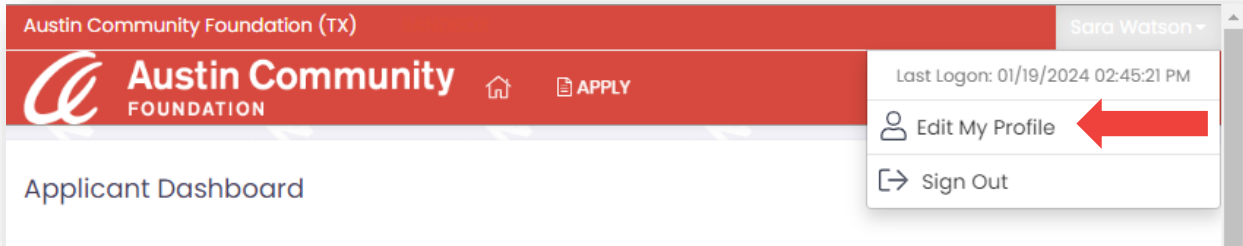
The screenshot shows a "Reset Password" pop-up window. It contains the text "To reset your password, enter your email address and click **Send Reset Link**". Below this is an input field with an envelope icon and the email address "example@acf.org". At the bottom, there are two buttons: "CANCEL" (grey) and "SEND RESET LINK" (blue).

The email to reset your password will come from Administrator@grantinterface.com. Please add this email address to your contacts list to ensure you receive any emails generated from the system.

If you are unsure that your account setup was successful, or if you are unable to access your account, please email scholarships@austincf.org to verify.

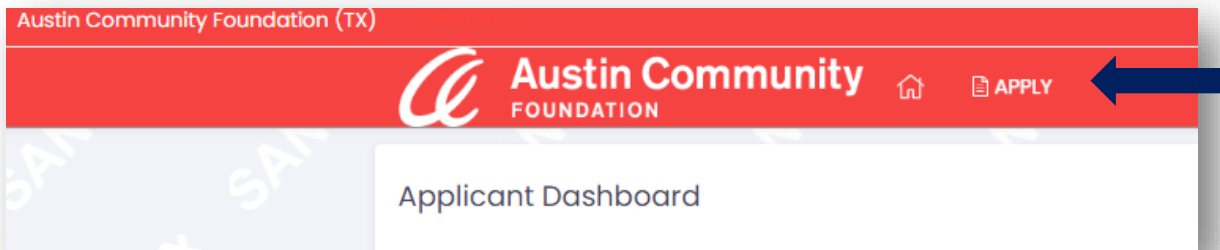
Update Contact Information

- / Log on to your account and select your name in the top right menu. Then click “**Edit My Profile**”.
- / Update the desired information and click the “**Save**” button in the bottom right corner.



Completing the General Application

- / After creating an account, click “**Apply**” at the top of the screen. This will bring you to the Apply page, where the General Application will be listed.



- / Click the blue “**Apply**” button to the right of the screen to access the application.


Austin Community Foundation Scholarship Application 2023-2024 Accepting Submissions from 02/01/2023 to 04/15/2024 [APPLY](#)

Welcome to Austin Community Foundation's Scholarship Application Portal!

The Austin Community Foundation's scholarship program provides additional opportunities to community members pursuing their educational goals. Since 1996, the Foundation has awarded \$8.2 million in scholarships. Each year, we award approximately 300 scholarships totaling more than \$600,000. A majority of our scholarships support students from Central Texas or students at local educational institutions. After completing the general application, each applicant is **automatically matched to scholarship opportunities** of which they qualify for. **Some opportunities may ask you to answer additional questions that must be completed and submitted to be considered.**


Scholarship payments for the Fall semester will be sent mid-July.

[PREVIEW](#)



- / Begin by answering all questions to the best of your ability on the General Application. You may click **“Save Application”** at the bottom of the application to save your information and complete the form at a later time.
- / To access a previously started application, first, navigate to your homepage by clicking on the **Home** icon on the top menu. Then, select the **“Edit Application”** link.

Austin Community Foundation (TX)

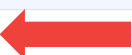
 [Home](#) [APPLY](#) ROLE (APPLICANT) ▾

Applicant Dashboard

Active Requests **4** | Historical Requests **0**

▼ Austin Community Foundation Scholarship Application 2023-2024

Application	Draft	01/19/2024	Due by 04/01/2024 10:59 PM CDT	Edit Application	Third Parties: 0/0
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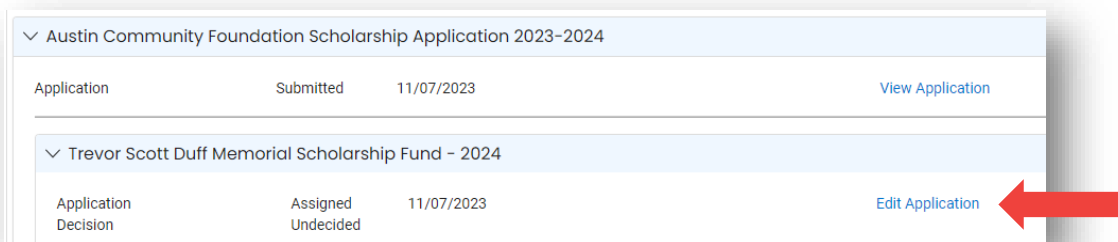
Once you have completed all required fields in the general application, you must hit “Submit Application”. Once submitted, you will be routed to a confirmation page that lists the specific scholarship opportunities you have qualified for. This page details which opportunities require additional information.

The screenshot shows the Austin Community Foundation application confirmation page. The header includes the Austin Community Foundation logo, a home icon, an 'APPLY' button, and a 'ROLE (APPLICANT)' dropdown menu. The main content area is titled 'Confirmation' and features a green checkmark icon with the text 'Your Application has been submitted.' Below this, it states 'Based on your answers, you are eligible for the following:' followed by a red-bordered box containing the text: 'All scholarship opportunities you qualify for will be listed here. Unless they are also listed below, no additional information is needed, and you have successfully applied for these opportunities.' Further down, it says 'We will ask for supplemental information for the following:' followed by another red-bordered box containing the text: 'Opportunities that you may qualify for, but require additional information, will be listed here. These opportunities require supplemental information to complete an application. Once you hit “Continue”, you will be directed to these additional questions. Please complete and “Submit” for each of the opportunities. (You may also choose to edit and submit these forms at a later time. Please see details below on how to access your supplemental questions.)' A blue 'CONTINUE' button is located on the right side of the page.

Supplemental Applications

Once your general application is submitted, each of the opportunities you qualify for will populate on your homepage of the dashboard.

- / First, navigate to your homepage by clicking on the **Home** icon on the top menu.
- / The general application will be listed at the top of your dashboard, and individual opportunities will be listed in a drop-down fashion. Be sure to click the arrow to the left of the application name to reveal all of your eligible opportunities. **To edit and submit opportunities with supplemental questions, click the “Edit application” link to the right of the opportunity name.**

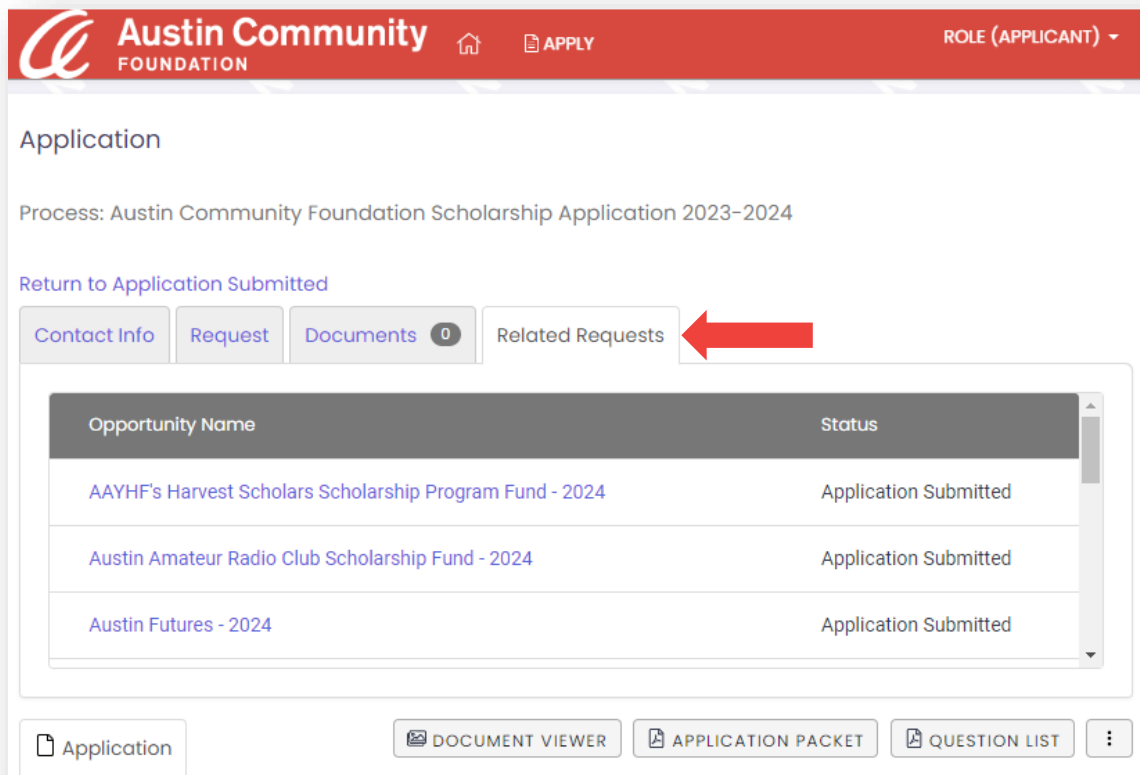


▼ Austin Community Foundation Scholarship Application 2023-2024			
Application	Submitted	11/07/2023	View Application
▼ Trevor Scott Duff Memorial Scholarship Fund - 2024			
Application	Assigned	11/07/2023	Edit Application
Decision	Undecided		

*The option to “**View Application**” means the form has been successfully submitted and there is no more required information. **Any opportunity that says “Edit Application” is considered incomplete.***

To Confirm Which Supplemental Opportunities You've Completed

- / From the homepage of your dashboard, you may select “**View Application**” for the General Application.
- / On your dashboard tab under “**Related Requests**”, you will see a list of all qualified opportunities and the submission status.



Austin Community FOUNDATION

ROLE (APPLICANT) ▾

Application

Process: Austin Community Foundation Scholarship Application 2023-2024

[Return to Application Submitted](#)

[Contact Info](#) [Request](#) [Documents 0](#) [Related Requests](#) ←

Opportunity Name	Status
AAYHF's Harvest Scholars Scholarship Program Fund - 2024	Application Submitted
Austin Amateur Radio Club Scholarship Fund - 2024	Application Submitted
Austin Futures - 2024	Application Submitted

[Application](#) [DOCUMENT VIEWER](#) [APPLICATION PACKET](#) [QUESTION LIST](#) ⋮

Upload Documents

- / To upload documents, navigate to the transcript section of the application. Select the “**Upload A File**” button AND “**Browse**” button next to the empty text box.
- / Then, search your computer for the file you wish to upload. **All document uploads MUST contain your full name.** To verify uploaded documents from your dashboard, select the document viewer in the top right corner of the application form.

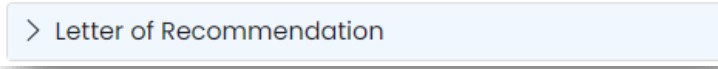
Transcript*

Please upload a copy of your most recent transcript or GED Certificate. *Preference is for an official transcript, but if you do not have easy access, please upload any documentation you are able to provide.*

[UPLOAD A FILE](#) [5 MIB allowed]

Letter of Recommendation Request

- / Navigate to the Letter of Recommendation section of the application. Click the arrow on the left to open the section.
- / Add the recommender's email address and click "**Compose Email**". You will be prompted to enter a subject line and type the message of the email. After you review, click "**Send**".



> Letter of Recommendation

- / You can check if your recommender has completed the letter in your application's view status. **If you need to update your recommender information before the application deadline, please return to the letter of recommendation section and follow the steps above.** If the application deadline has passed, please email scholarships@austincf.org.

*Please note: Not all opportunities require a letter of recommendation. For the ones that do, our letter of recommendation is a form that the recommender will be guided to complete, rather than a document upload. **We recommend sending this email request to your recommender as soon as possible to allow them plenty of time to complete the request.***

Questions?

If you have a question about applying for a scholarship, please email scholarships@austincf.org.