

Small & Diverse Education Fund Scholarship Quick Reference Card

Tips for Applying

- Submit your application well in advance of the deadline
- Be sure to complete the [General Application](#) and the Supplemental Application (listed under “Opportunities” on the scholarship portal)
- Allow yourself enough time to formulate quality answers
- Review key application dates
- Monitor your scholarship application progress and be attentive to email notifications
- Setup calendar reminders to allow enough time to complete the application

Selection Criteria

- Applicants should answer each question in an essay-like format. A quality answer should have approximately 300 words per question.
- Each question should be answered thoughtfully and applicants should not feel limited by the essay questions
- Explain why you should be a scholarship recipient
 - ✓ What sets you apart from other applicants?
 - ✓ What is your impact or your company’s impact on the community?
- Include details explaining your professional goals and your plans to achieve them
 - ✓ What is your plan to grow as a leader?
 - ✓ How will this scholarship and chosen program help you achieve your goals?
- Include examples of how you would use and/or benefit from the award
- Your answer should include, not just the WHAT, but also the HOW
 - ✓ How will you create a business plan to demonstrate application of program?

FAQ

- Is there a minimum or maximum number of words required?
 - ✓ There is not a minimum count, however a maximum word count is set at 350 words
- Can I save my answers without submitting the entire application?
 - ✓ Yes. You can save your application prior to submission
- How long will the application take to complete?
 - ✓ The average applicant spends 20 minutes per question
- When will I hear if I am selected for an award?
 - ✓ Please refer to the [Timeline](#) for important application dates
- Who can I contact if I have questions or need technical help?
 - ✓ Please contact Katie Kuehl at Communities Foundation of Texas at kkuehl@cftexas.org