

Applying for Scholarships at Communities Foundation of Texas

SIGN UP OR SIGN IN

First, you will need to go online to the Communities Foundation scholarship site at:
<https://cftexas.academicworks.com/>.

If you are new to the website, you will need to click on “Sign Up” in the top right corner of the screen to create your login and password.



From there, you will need to provide an email address and password to set up your account. **Please provide an active email address**, as it will be how we contact you to let you know about the status of your application, if you have been selected for interviews (if applicable) or are selected as a scholarship recipient. Write this information down in case you need to make any changes, finish your application at a later time or return to apply to additional scholarships.

Once you have signed up, you will need to complete the General Application and Conditional Application before you can apply to your specific scholarship.

If you are a previous applicant, you will need to click on “Sign In” at the top right corner of the screen to access the log-in page.



Make sure you have selected the “Applicants and Administrators” tab and enter your email address and password.

A screenshot of a web page titled "Opportunities". At the top, there are two tabs: "Applicants and Administrators" (which is circled in red) and "References and Reviewers". Below the tabs, there is a "Welcome!" message followed by instructions to sign in with an email address and password. There are two input fields: "Email Address" (with the placeholder text "Applicant / Administrator Email Address") and "Password". At the bottom left, there is a link "Trouble signing in? • Sign Up" and at the bottom right, there is a dark red "Sign In" button.

TROUBLE SIGNING UP OR SIGNING IN

If you have signed up, but do not receive your confirmation email, first look through your junk mail to see if the email was caught in your spam filter. If you do not find it in your junk mail, you can request the confirmation email be re-sent to the email address used when registering by entering that address where requested and selecting “Trouble signing in?” from the bottom left-hand corner of the sign in window.

If you do not remember your password, you can request assistance by selecting “Trouble signing in?” from the bottom left-hand corner of the sign in window. There, you can enter the email address used for registering with the site where requested and selecting “Recover Password”. You will receive email directions for recovering your password.

COMPLETING THE GENERAL APPLICATION

As you work your way through the General Application, you may either “Save and Keep Editing” in order to save your information and complete the application at a later time or “Finish and Submit” in order to complete the application. You are welcome to return to your General Application and make any changes all the way up until the application deadline.

Save and Keep Editing

Finish and Submit

Need-Based Questions

If you would like to be considered for need-based scholarships, you must complete all of the financial need questions on the General Application (even though they are not required questions to submit your application), including providing documentation of your Student Aid Report (SAR). Your SAR is created after successful filing of your FAFSA. Because this document is required and can take up to 2 to 3 weeks to receive, **we recommend completing your FAFSA as early as possible**. The resources found on **Financial Need Tips and Resources**, which you can download at [Apply to a CFT Scholarship webpage](#), should aid you in doing so.

COMPLETING THE CONDITIONAL APPLICATION

Once you have completed the General Application, you should see a message at the top of the screen indicating the General Application was successfully saved, with a green check mark. From there, you will need to complete the Conditional Application that applies to your classification: High School Student, College Student or Adult/Non-Traditional Student (haven't been in school in past three years).

Applications **1** Opportunities References Abigail Hazlett

✔ Your general application has been successfully saved.

! You have unanswered required questions on your Conditional Application. In order to be considered you must complete all the required questions below.

General Application Progress

Profile Information

High School Student

Conditional Application Questions [Frequently Asked Questions](#)

High School Student

* Please select your high school from the list below. If not listed, please select other and be sure to list your high school in the following question.

* If you selected OTHER - NOT LISTED from the list above, please submit the name of your high school here:

* If you are in a public school, in what school district is your high school?

* In which county is your high school located?

* High School Cumulative GPA

Please enter a number. You can use a decimal, but exclude any other symbols.

You may either “Save and Keep Editing” in order to save your information and complete the application at a later time or “Finish and Submit” in order to complete the application. You are welcome to return to your General Application and make any changes all the way up until the application deadline.

You will know that you have successfully saved your Conditional Application when a green check-mark appears at the top of your screen. At that time, you can find a list of available scholarships by selecting “All” under the “Opportunities” tab to the left side of the top gray bar.

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✓ Your application to **High School Student** has been successfully updated.

 NEXT STEPS
Start Applying

General Applications
These are your basic applications. The information included will be attached to any other application that you submit.

[General Application](#)



Complete View

[High School Student](#)



Complete View

APPLYING TO SPECIFIC SCHOLARSHIPS

From the “Opportunities” page, you can search all available opportunities to review for your eligibility. When you’ve created a list of scholarships for which you are eligible, find the name of that scholarship in the list and click on the red “Apply” button to the right of the row.

All Opportunities

Name	Questions	Applications	Deadline	Award	Actions
<p>Common Cents Scholarship</p> <p>The Common Cents Scholarship provides up to two \$3,000 scholarships annually to students who have participated in the Dallas ISD Common Cents...</p>	5	0	12/01/2016	Up to 2 awards of \$3,000	Apply

Doing so will take you to a second screen, where specific details of the scholarship the scholarship can be found and additional questions can be answered and any additional documentation can be submitted.

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Common Cents Scholarship

The **Common Cents Scholarship** provides up to two \$3,000 scholarships annually to students who have participated in the Dallas ISD Common Cents philanthropy program. Scholarships may be used for tuition, books and fees for any field of study at any accredited 2-year or 4-year college, university or trade/vocational school in the U.S.

Eligibility & Selection Criteria: Eligible students must be current Juniors or Seniors at a Dallas ISD high school, and **must have participated in the Common Cents program in the year in which they are applying for the scholarship.** Selection criteria may include but are not limited to scholastic achievement, community participation and leadership skills. Financial need is not a strong selection factor for this scholarship.

Applicants are required to complete an essay and provide a letter of recommendation from a current or former Common Cents program sponsor.

Award
Up to 2 awards of \$3,000

Deadline
12/01/2016

Supplemental Questions

1. Are you a current participant (2015-2016 school year) in Dallas ISD's Common Cents philanthropy program?
2. Have you received a Common Cents Scholarship previously?
3. For how many total years have you participated in Dallas ISD's Common Cents philanthropy program?
4. Please upload a short description (in PDF format) of your activities/duties as a Common Cents Dallas Student Roundtable member. Please do not include service in other organizations, as it will not be considered.
5. Please upload a PDF containing a response in 500 words or less to the following questions: Describe how you chose your Common Cents non-profit and the specific activities you did to raise money for them. How has the Common Cents program impacted your life? Please note that the essay's spelling, grammar, punctuation and clarity of thought will be considered by the scholarship's Review Committee.

Apply

When you have completed all questions, select "Finish and Submit" in the bottom right-hand corner.



TIPS FOR A GREAT SCHOLARSHIP APPLICATION

1. Letters of Recommendation often take some time to collect, so make your requests well in advance of the scholarship deadline. To do so, you must have the email addresses of the person who will be writing your recommendation. Requesting the recommendation in person prior to making the request via the [application portal](#) is also recommended.
2. Because our scholarships can be very competitive, **the most complete and quality applications** (i.e. those with multiple letters of recommendation, well-written essay responses or those that include extra information that is not required) **will likely have an advantage before committees.** Selection committees can tell if your application was rushed, so be sure to start the process early!
3. **All document uploads MUST contain your full name and be in PDF format.** If you are having trouble creating a PDF, you can find many helpful guides via a google search.

4. All information required, including references, must be submitted PRIOR to the application deadline. ***No late documentation will be accepted.***

Best of luck to you!

The CFT Scholarship Center

For questions, please contact scholarships@cftexas.org.