



Scholarship Follow Ups Process

Date Created: 01/15/2020

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This is an overview of how to complete required follow ups for a scholarship award through Greater Northwest Kansas Community Foundation.

NOTE: The online scholarship portal works best in **CHROME browsers**. The following internet browsers are supported by the vendor for this website: Chrome, FireFox or Internet Explorer. If you are using other browsers and encounter issues, please switch to one of these supported browsers to complete your application. This site is not completely compatible with Safari (Mac / Apple browsers).

Scholarship Portal: <https://www.grantinterface.com/Home/Logon?urlkey=gnwkscholarship>

- Login using the username (email address) and password created when you applied for the scholarship.

If you forgot your **password**, click “Forgot Password?” hyperlink to reset.

If you forgot your **email address** used or your email address is no longer valid, call GNWKCF at 785-734-2406 for assistance.

Follow Up Action:

- It is important for you to complete follow ups in a timely manner to ensure your scholarship award is paid. **Failure to complete follow ups could result in forfeiting your scholarship.**
- After you are awarded your scholarship, you can access the online scholarship system to start the acceptance process.
 1. Sign the online Acceptance Letter.
 2. Provide your first semester schedule (required) and a copy of your college acceptance letter (optional).
- If the scholarship is for more than one semester, you will need to return to the scholarship portal **at the end of each semester** to provide the following:
 1. Copy of college transcript showing cumulative GPA at the end of the current semester.
 2. Copy of your upcoming semester class schedule.
- Once your scholarship has been completed in full, you will no longer need to check the Dashboard.

Follow Up Forms are available in the Dashboard:

1. Click the Arrow to Expand the information for the scholarship.
2. Look for the Follow Up Forms Section.
3. Click on EDIT next to the forms that require action.
 - **Scholarship Agreement** – must be completed prior to first payment
 - **College Acceptance and Initial Class Schedule** – must be completed prior to first payment
 - **Second Semester (Subsequent Semesters) Requirements** – must be completed prior to the next semester’s payment being released. *(The number of semesters is determined by the terms of the scholarship agreement. Some scholarships are one time payments, two semesters, four semesters or eight semesters.)*

Applicant Dashboard

Applicant:
 Mickey Mouse
 info@gnwkcf.org
 123-123-1234
 123 Bird
 Bird City, KS 67731
[Contact Email History](#)

Active Requests **2** | Historical Requests **0**

Eligibility Quizzes

| Eligibility - School Type, District, and Major | Submitted | 12/10/2019 | View Eligibility Quiz |
|---|-----------|------------|---------------------------------------|
| <input checked="" type="checkbox"/> Mickey M Mouse Process: Edgar & Mabel Robertson Scholarship Application Submitted 12/04/2019 View Application Third Parties: 0/3 Decision Undecided | | | 3 |

Follow Up Forms

| FORM NAME | ASSIGNED TO | AWARD / INSTALLMENT | DUE DATE | STATUS | EDIT/VIEW |
|---|--------------|---------------------|-------------------------|----------|---------------|
| Scholarship Agreement - Edgar & Mabel Robertson Scholarship | Mickey Mouse | Overall Award | 07/15/2020 11:59 PM CDT | Assigned | 3 Edit |
| College Acceptance and Initial Class Schedule - Edgar & Mabel Robertson Scholarship | Mickey Mouse | Overall Award | 07/15/2020 11:59 PM CDT | Assigned | Edit |
| Second Semester Requirements - Edgar & Mabel Robertson Scholarship | Mickey Mouse | Overall Award | 01/01/2021 11:59 PM CST | Assigned | |
| Third Semester Requirements - Edgar & Mabel Robertson Scholarship | Mickey Mouse | Overall Award | 07/15/2021 11:59 PM CDT | Assigned | |
| Fourth Semester Requirements - Edgar & Mabel Robertson Scholarship | Mickey Mouse | Overall Award | 01/01/2022 11:59 PM CST | Assigned | |

1. Read all of the information in the follow up form.
2. Respond to all questions.
3. Submit Follow Up
4. Repeat for each Follow Up form required

Agreement with Terms and Conditions*
 I have read and understand this Acceptance Agreement for the Edgar & Mabel Robertson Scholarship and the conditions contained within, and I agree to comply with these conditions for the duration of this scholarship award.
 I Agree To The Above

Acceptance of Scholarship*
 I hereby accept the Edgar & Mabel Robertson Scholarship Award from the Bird City Century II Development Foundation, an affiliate of Greater Northwest Kansas Community Foundation, a Kansas non-profit corporation, subject to the conditions set forth in this Letter of Acceptance.
 I Accept Scholarship Terms and Conditions
 I Decline Scholarship Terms and Conditions

Electronic Signature*
 By entering your full name below you are agreeing to to the scholarship contract as described above.

Date*

Due on 07/15/2020 11:59 PM CDT.

[Save Follow Up](#) [Submit Follow Up](#)

GNWKCF Staff are available Monday – Thursday from 8:30 a.m. – 4:30 p.m. Central Time to assist by calling 785-734-2406 or by emailing scholarships@gnwkcf.org.