

1. Applications will open to students on November 1st. A link to online applications can be found on the “Students” page of [www.rccfonline.org](http://www.rccfonline.org).
2. The deadline to submit completed applications is February 1st, unless otherwise noted. Some scholarships have a June 1st deadline. Please review the deadlines and requirements for each scholarship.
3. Applications and/or recommendations received after the stated deadline WILL NOT be considered.
4. Scholarship awards are for tuition and/or tuition related expenses only. Students already receiving a full-tuition scholarship from a college or another source may not be eligible to receive Community Foundation scholarships.
5. Most scholarships support graduating seniors and are not renewable, unless otherwise noted.
6. Community Foundation employees, board members, selection committee volunteers, and the family members of the aforementioned individuals, are ineligible for Community Foundation scholarships. Ineligible family members include spouses, lineal descendants and their spouses. The period of ineligibility extends for 5 years after the volunteer position or employment ends.
7. Scholarship awards are mailed directly to the recipient’s selected school on or about August 1st. Student and school information MUST be submitted to the Community Foundation by June 30th.
8. It is the responsibility of the applicant to confirm that all parts of the application are accurate, completed, and submitted before the deadline. This includes, but is not limited to, submission of recommendation letters and addressing technical issues.

## **TO APPLY**

1. Visit [www.rccfonline.org](http://www.rccfonline.org), select “Students” in the menu bar at the top of the home page.
2. Select “Apply for Scholarships” to access a list of available scholarships, deadlines, and eligibility criteria therefore. **Tip:** Eligibility criteria for each scholarship can be located by clicking on the name of the Scholarship, which is in blue.
3. To access the application, select the “APPLY” button associated with the scholarship for which you want to apply, or select “Login” located in the blue menu bar at the top of the screen.
4. If you are a returning user, enter your email and password to access the online application. If you are a first time user, select “Create New Account” and follow the prompts. **Tip:** Do NOT use your high school email address since you may have to access the portal after graduation. Hang on to your password and email for logging in, you will need it again if you win an award.
5. Select the “Apply” button located next to the scholarship for which you want to apply and follow the prompts. **Tip:** If you have already submitted an application, you can clone your answers from a submitted application to an application in process. You can locate this feature in the “Choose Action” drop down box located at the top of the screen. **Tip:** DO NOT hit the back button. You will lose your progress and be automatically logged out of your account. Click the “Save”, or “Save and Return to Dashboard” buttons to save your work.

## **ESSAYS**

Essays are one way that you can set yourself apart from the other applicants. So don’t avoid a scholarship because of an essay requirement. A little extra work will be worth it if you are selected to receive a scholarship. **Tip: Draft your essay in a word document, proofread, revise, edit and spell check the essay, and then copy and paste it into your application.**

## LETTERS OF RECOMMENDATION

Choose your references wisely. Who would be most likely to give you a strong recommendation which would include details as to why you are most deserving for this scholarship? Give your recommender plenty of time to write their letter, so ask them sooner rather than later. **Tip:** Double check your recommenders email address and let them know that they will be receiving an email from [admin@communityforce.com](mailto:admin@communityforce.com) with instructions on how to submit their letter of recommendation. Login to your application to make sure that they have uploaded their letter, timely. A gentle reminder is appropriate if they forget. Be sure to thank your recommender for their help.

For assistance please contact:

Ripley County Community Foundation  
13 E. George Street, Suite B  
Batesville, IN 47006  
(812) 933-1098  
[office@rccfonline.org](mailto:office@rccfonline.org)



### CONNECT:

#### VISIT:

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