The Community Foundation of Middle Tennessee

Helpful Scholarship Reminders

Here are a few helpful hints to consider as you complete your Community Foundation of Middle Tennessee application. For details about a specific scholarship, please visit our website, www.cfmt.org/scholarships, for more details.

Application

- Complete only one scholarship application. The Community Foundation staff will determine if you are eligible for other scholarships based on the information in your application.
- Applications must be completely filled out in order to electronically submit.
- You will be able to SAVE DRAFT throughout the application process, should you find that you cannot complete the application at one time.
- You will need to create a survey monkey account or link it to an existing account (ex: Google, Facebook, etc.)
  - Make sure to use a PERSONAL email account.
- When you have started the application, you will receive a notification to verify your email address. This will need to be completed prior to submitting the application.

Applicant Recommendations

- ALL applicants must submit an Academic Recommendation & an Employment/Personal Recommendation.
- Recommendations are attached to your application electronically from your Recommender.
- Family members cannot submit recommendations on your behalf.

Transcripts

- High school students must submit an official high school transcript and test scores. By entering your counselors email address, you give them permission to upload these documents on your behalf.
- College students must upload an unofficial transcript from your college student portal.
- High school graduates who have never been enrolled in college must upload a high school transcript in the application portal.

Essay(s)

- The essay will be a significant part of your application, so please give it considerable thought.
- Some scholarships require an additional essay written on specific topics.

General Mistakes to Avoid

- Misspelling of words and making grammatical errors.
- Giving incorrect answers due to misreading the instructions.
- Giving your school counselor too little time to meet deadlines.
- Forgetting to check email accounts, including spam/junk, for responses and messages.
- Asking someone else to fill out the application or write the essay.

IMPORTANT DATES:

- Dec. 15th - Application Opens
- Feb. 1st - Application Closes
- April 15th - Recipients Notified