

KALAMAZOO COMMUNITY FOUNDATION EGRANT APPLICATION CHECKLIST



For good. For ever.™

In addition to the eGRANT application, some of our scholarships require you to turn in letters of recommendation and/or other forms. If any of these documents are required for the scholarships you are applying for, your eGRANT application isn't considered complete until we have them. Use this checklist to make sure you've done everything you need to do to make sure your application is complete.

- I submitted my eGRANT application and attachments before midnight of the deadline.

ATTACHMENT REQUIRED FOR ALL SCHOLARSHIPS

- **Activities & Employment History Form**

OTHER ATTACHMENTS THAT MIGHT BE REQUIRED

- **Other Forms**
- **Scholarship Recommendation Form**
If recommendations are required, download copies of the form from our website and give them to the

QUESTIONS?

269.381.4416
scholarships@kalfound.org
www.kalfound.org

people you've asked for letters of recommendation.

- **Financial Information Summary Form** If this form is required, download copies from our website and mail them to the financial aid offices of the schools you have been or are likely to be accepted by.

- I mailed or delivered a copy of my official high school (including ACT/SAT scores) or college transcript to the Community Foundation. *For scholarships with spring deadlines, the transcript must include the fall semester/trimester.*
- For the scholarships that require recommendations, I provided copies of the Scholarship Recommendation Form to the people writing letters of recommendation for me. I understand it is my responsibility to make sure they are returned to the Community Foundation by the deadline.
- For the scholarships that require it, I submitted the Free Application for Federal Student Aid (FAFSA) to the Federal Processing Center by March 1. *Do not send a copy of your FAFSA to the Community Foundation.*
- For the scholarships that require the Financial Information Summary Form, I sent copies to the financial aid offices of the schools I have been or am likely to be accepted by. *You only need to complete the top part of the form before sending it to the schools' Financial Aid Office.*