LEHIGH VALLEY
Community Foundation
CONNECT. GROW. FUND.

Scholarship Application
Frequently Asked Questions

Q: How do I access the online application?

A: Visit the Scholarship Grant page on the Lehigh Valley Community Foundation website at http://www.lehighvalleyfoundation.org/grants/scholarships/lvcf-scholarship-applications to access the Foundation's online grants portal.

Q: What internet browser do you recommend I use?

A: Google Chrome 14 or higher, or Safari 4 or higher. You may use Internet Explorer or Firefox, but you may experience some technical issues.

Q: How do I start the application process?

A: To start the process, you will need to select 'create new account' on the log on page of the grants portal.

Q: What information do I need to create a new account?

A: You will need the following to get started:

- A username that is an email address
- Your contact information

Q: What other information will I need to complete the application?

A: You will need to provide information about yourself such as your current GPA, your intended major, the post-secondary schools to which you have applied or are currently attending, and your extra-curricular activities. You will also be required to provide information about your parents and/or guardians including financial information from the most recent federal tax return they filed.

Q: Do I have to complete my application all at once?

A: No. At the bottom of the application is a "Save as Draft" button. We recommend you save your application often and before logging out. You can log in at a later time to continue working on your application.

Q: Why am I losing my application edits?

A: There are a few common reasons why this can happen:

- If you stay on one page for an extended period of time without saving, your account may "time out" without warning.
- A weak internet connection may momentarily disconnect your computer while you are working on the application.

As a safeguard, we recommend that you:

- Save your application often
- Cut and paste your application answers after each question into a Word document to save as backup.

To restore your edits, try:

- Re-loading your internet page, as sometimes the browser will cache an older version of your page.
- Logging out, wait a few minutes, and then log back in and re-open your application.

Q: How do I print my application for my records?

A: To print or save a paper copy of your application for your own records, login to the application portal and choose the Application Packet link. This will create a PDF of your application. You can print or save this document. You will always have access to your application by logging back into the application portal, even after you submit it.

Questions:

For more information, contact Megan Briggs, Director of Community Investments, at 610 351-5353, ext. 11 or email: meganb@lvcfoundation.org