GNWKCF Scholarship Portal FAQ

A quick guide for 2027 applications



START HERE: Visit **https://gnwkcf.org/scholarships/** and click **Apply Now**.

Use a personal, non-school email address so you can receive portal updates after graduation.

1. How do I log in?

New applicants: Select Create New Account.

Returning applicants: Select Log On. If you forgot your password, select Forgot Your Password to reset it.

2. Where do I find applications?

The House icon in the upper-left corner returns you to the main dashboard. Select the Apply button beside it to open the applications page.

Universal Application: Pre-Application In-Take Form (leading to open scholarship opportunities)

Other public scholarships: Listed when available, with an active Apply button.

Invitation-only scholarships: Enter the Access Code you were given in the search/access-code box, then press Enter. Select Apply when the scholarship appears.

3. How do I complete the Universal Application?

1. **Read the instructions first.** The in-take form helps match you to scholarship opportunities. **Complete it carefully and accurately; answers determine which scholarship opportunities will be displayed. Answers cannot be easily changed after submission.**
2. **Save or submit.** Select Save Application at the bottom to return later or Submit Application when it is complete.
3. **Review your eligible scholarships.** After submitting the in-take form application, review the scholarship opportunities listed and select Continue. If an expected scholarship is missing, contact scholarships@gnwkcf.org before continuing.
4. **Complete the supplemental questions for EACH scholarship opportunity.** Answer the additional questions for every scholarship you are eligible for and **select Submit for each question group**. (Before submitting, you may save and return later.)
5. **Follow up with your references** if required so that they complete the reference before the deadline. If required and not completed, your application will not be eligible.
6. **Don't miss the deadline! Late applications will not be considered.** Russell County students – deadline is February 15; all other scholarships are due March 15 unless specified otherwise.

4. What if a question appears in more than one scholarship?

Some additional questions may be shared across scholarships. If a question is already answered, do not change the answer—changing it may update that answer everywhere it appears. Complete any blank questions, then select Submit.

5. How do I return to my applications?

Select the House icon in the upper-left corner to return to the main dashboard at any time.

Assigned to You	Tasks that need to be completed
Action Needed	Applications that still require action
No Action	Applications already submitted; no action required
Completed / Historical	Applications with decisions made and no further action required

6. How do I get technical support?

Contact your local community foundation executive director or Greater Northwest Kansas Community Foundation Scholarship Department.

Common questions

Use these answers as you work through the portal.

How do I return to the main dashboard?

Select the House icon in the upper-left corner. Select Apply beside it to return to available applications.

Can I stop and come back later?

Yes. Select SAVE APPLICATION before leaving. When an application is complete, select SUBMIT APPLICATION. Saving is not the same as submitting.

What if a scholarship I expected is missing?

Before continuing, email scholarships@gnwkcf.org. Include your name and the scholarship you expected to see.

Why do some questions appear more than once?

A question may be shared by several scholarships. If it is already answered, do not change it because the change will apply everywhere. Complete only blank questions, then select Submit.

How do I apply for public scholarships outside the Universal Application?

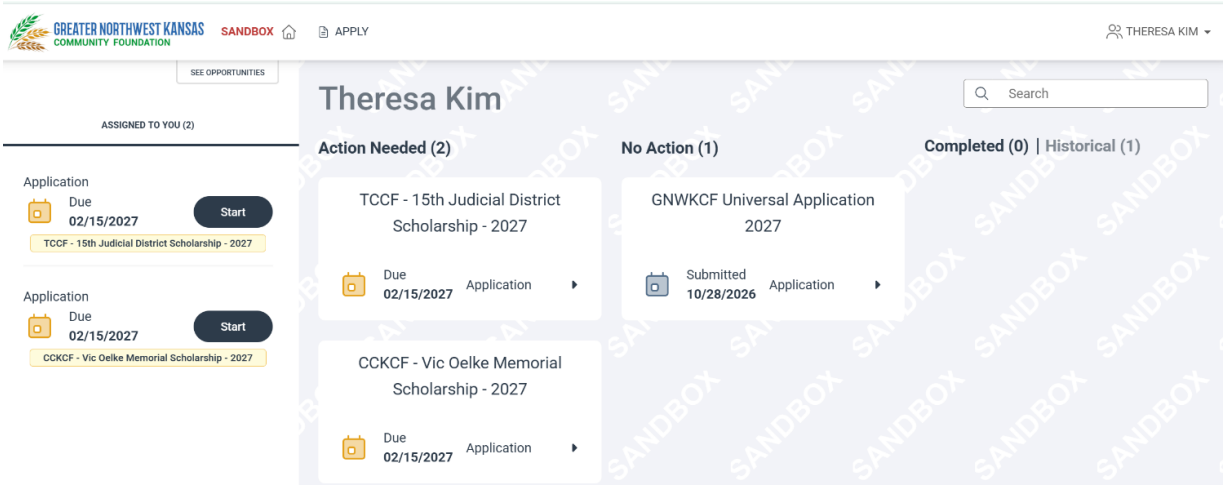
From the dashboard, select Apply. Any currently open public scholarship will appear with an active Apply button.

How do I use an invitation-only Access Code?

From the dashboard, select Apply. Enter the code in the Search or enter Access Code box and press Enter. The private application should appear with an active Apply button.

Understand your dashboard

Assigned to You	Tasks that still need to be completed.
Action Needed	Applications that still require action.
No Action	Submitted applications that require no action now.
Completed / Historical	Applications with decisions made and no further action required.



FINAL CHECK: Every matched scholarship must show as submitted. Review Action Needed before the deadline.