

2021 Salem Health Foundation, West Valley Foundation, & Volunteer Services Scholarship Application FAQs

Q: How much will the scholarships be?

A: Awards are subject to the number of qualified applicants and will not exceed \$2,500.

Q: Why do I need to create an account to apply for this scholarship?

A: We are using the Blackbaud Grantmaking software which requires applicants to create an account so they can save their progress as they go and receive communications and updates regarding their applications.

Q: What kinds of materials do I need to include in my application?

A: **The following items must be attached as PDF documents:**

- **Narrative essay** – not to exceed 500 words: *Why am I pursuing a career in the healthcare field?*
- **Resume** – a current resume
- **Academic transcript(s)** – a copy of the most recent high school or college academic transcript (*unofficial copies are permitted*)
- **Reference Letter** – one current, signed letter of reference from an employer, teacher or professor in your major field, preferably on letterhead
 - The reference letter must be submitted *directly* from your employer, teacher, professor, etc.

Q: Why am I not receiving emails and updates about my application?

A: All scholarship communications from our Salem Health Foundations (SHF) Scholarship portal will come from **Salem Health Foundation** <mail@grantapplication.com>. Please make sure to add this email as a contact to prevent our messages from going to your junk or spam mail folders.

Q: Why am I getting emails for a “grant application”? I applied for a scholarship.

A: Grants and scholarships are both types of gift aid, but since the program is named Grantmaking, it defaults to using the term “grant” to refer to scholarships and grants. Therefore, emails received will come from **Salem Health Foundation** <mail@grantapplication.com>.

Q: I forgot my password. What can I do?

A: You can click on the “Forgot Password?” link on the SHF scholarship portal to reset the password. Or you can contact the Salem Health Foundation at foundation@salemhealth.org to request that your password is reset. We cannot see your password, but will send you a link to reset it.

Q: What if I get interrupted and can’t finish my application in one sitting? Do I have to start over again?

A: The SHF scholarship portal allows you to save your work as you go, and pick up where you left off. Just make sure you come back to complete and submit your application before the deadline of March 31st at midnight PST.

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Q: How do I get the reference letter to you if I can't upload it myself?

A: The application process includes a step for you to enter the name and email address of your reference person/recommender. It will send an email to them from **Salem Health Foundation** <mail@grantapplication.com> asking for them to upload your reference letter in a PDF file on your behalf. The email will contain the link that connects to your application. They can only upload the file and cannot see your application. Once they upload their reference letter you can log into the Grantmaking portal to see that the reference letter has been uploaded, but will not be able to open it to read the contents.

IMPORTANT REMINDER >> *Personalize your message to your Recommender! Make sure you follow the instructions in the email prompt and include your name and contact information in the message to your recommender, otherwise they won't know who is requesting the reference letter. This can be very confusing if they have multiple students asking them for recommendation letters frequently.*

Q: I completed my application and attached all the necessary PDF documents, and the Reference letter is in too. Why is it not showing that I have completed my application?

A: The options at the bottom of the form allow you to **Save & Finish Later** or the **Review & Submit** your application. Make sure that you have clicked the **Review and Submit** button to submit your application when you have completed it.

Q: When will I know whether or not I got the scholarship?

A: All applicants will be notified of outcome by June 1st.

Q: I received a message that I have to fill out a form. What is this extra form I have to fill out?

A: Applicants who are awarded scholarships will be directed back to the SHF Scholarships portal to complete a Scholarship Response form to verify information about the school that they are attending for the 2021-2022 academic year, and provide some additional information that will enable us to make sure the scholarship funds are sent to the correct institution and applied to the correct student account. *The Scholarship Response forms must be completed by Friday, July 16, 2021.*

Q: When do I receive my scholarship funds? How are the funds applied to my student account?

A: The funds are sent directly to your institution in mid-August if you have completed the Scholarship Response form in a timely manner. The entirety of your scholarship is sent to your institution in August, and it is up to your institution to apply it to your student account. Please check with them if you have questions about how the funds are applied across the terms/semesters of your academic year.