

## Community Foundation of Santa Cruz County Scholarship Program

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## Program Overview

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### Who is eligible to apply?

Eligibility varies by scholarship. [Click here](#) to review all of the scholarship opportunities and the eligibility criteria.

### When is the application deadline?

February 6, 2020 at 11:59 PM Pacific Time Zone

### When is the recommendation deadline?

February 6, 2020 at 11:59 PM Pacific Time Zone

### What is the Program timeline?

- Application Open: December 17, 2019
- Application Deadline: February 6, 2020
- Recommendation Deadline: February 6, 2020
- Notification of Selection Results: end of April 2020
- Funds Disbursed: mid-July 2020

### Is this award renewable?

Some scholarships are renewable, but not all. [Click here](#) to review all of the scholarship opportunities and the renewal details.

### Who administers this Program?

To maintain a high level of professionalism and security, the program is administered by International Scholarship and Tuition Services, Inc. (ISTS), a firm that specializes in managing sponsored scholarship, grant, tuition assistance, and tuition reimbursement programs.

### How are recipients selected?

Selections are made by the Community Foundation Santa Cruz County's scholarship committee and approved by the Foundation's [board of directors](#), based on the criteria outlined for each scholarship. [Click here](#) to review all of the scholarship opportunities and the eligibility criteria.

## Application Details

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### Does my transcript have to be official?

Unofficial transcripts are acceptable if they show the following:

- Your name
- Full academic history at that school. Do not provide a grade report

Most unofficial transcripts may be accessed through your school's online student portal. These pages must still be converted to one of the acceptable file formats. **Remember, unofficial transcripts must contain your name.**

### Should I submit all of my information before I request a recommendation?

You should request your recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the deadline. You do not have to wait until all other portions of your application are complete before requesting your recommendation.

You also have the option to upload a recommendation directly to the application. Select your preference on the Resume page.

### What supporting documentation is required for this application?

- ACT/SAT Test Scores: Incoming College Freshmen and Sophomores (if applicable).
- High School Transcript: Incoming College Freshmen and Sophomores.
- College/University Transcript: Incoming College Sophomores, Juniors and Seniors only.
- 2020-21 FAFSA Student Aid Report (SAR): All applicants
- Letter of Recommendation: All applicants
  - May choose to upload a letter of recommendation, or have a recommendation submitted electronically

### Where and when should I send my supporting documents?

All required supporting documents must be uploaded to your online application by the application deadline. If you do not follow the upload instructions exactly, your application may remain incomplete. Documents that meet the criteria required for this application that are uploaded by the deadline will be processed and considered on time.

## Upload FAQs

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### What should be visible on my documents?

All uploaded documents **must** show your name. If you are using an online portal to access your required documentation and all that is visible is the salutation and your first name (Example: Welcome Joe!), this will meet the name requirement.

### What are the acceptable file types?

The only acceptable file types are **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Any other formats will not be reviewed, and your application will remain incomplete. You may upload multiple files within a .zip file. All files within a .zip file must be in one of the acceptable file types listed above.

### Why can't I upload a Word document?

ISTTS does not accept any file format that is editable.

### One of the documents I uploaded has a status of Rejected. What do I do now?

Review the reason your document was rejected. Once you have corrected that issue, upload a new copy of your document.

### How do I upload more than one file at a time?

You may create a .zip file containing more than one file as long as everything included is in an acceptable file type of **.pdf, .tif, .png, .jpeg, .jpg, .bmp and .xps**. Do not upload additional documentation that is not requested. It will not be reviewed.

### How do I create a .zip file?

To use this format, follow the steps outlined below:

1. Create a new folder on your Desktop, name it the document type you will be uploading. For example, Test Scores, Transcript, or Financial Documentation.
2. Move all the files you wish to upload into the new folder.
3. Right click on the folder from your Desktop:
  - a. PC Users: select "Send to," followed by "Compressed (zipped) folder."
  - b. Mac Users: select "Compress [folder name]."
4. Your new **.zip** file will be located on your Desktop, ready to upload.

### How long does it take to process my uploaded documents?

Documents are processed daily. Your document will be processed within five (5) to seven (7) business days. If your document was uploaded prior to the deadline, it will be considered. However, it is your responsibility to monitor your **Home page** to ensure your document is **Accepted**.



### **The deadline has passed, and my documents are still Processing, what does that mean?**

All documents must be reviewed for the required information and for accuracy. All documents uploaded prior to the application deadline will be reviewed and considered. It is your responsibility to monitor your **Home page** to ensure your document is **Accepted**, and that your application status reads **Complete**.

### **What are the DOs and DON'Ts of uploading documents to my application?**

#### **DO:**

- Upload one of the accepted file types.
- Only upload the requested and required documents.
- Black out any Social Security Numbers. *This is not required, but highly advised.*
- Return to your **Home page** to verify your documents have been **Accepted**.

#### **DON'T:**

- Upload a Microsoft® Word document (.doc, .docx) or any other format we don't accept.
- Upload more than the requested documentation.
- Assume your documents are correct and accepted once you have uploaded them.
- Upload a document stating you are mailing your documents.
- Assume the required document does not pertain to you. If the application states the document is required, your application **will** remain incomplete if you do not provide that document. Contact us if you are having trouble providing a required document.
- Password protect your uploaded documents. Password protected documents will be rejected.
- Upload any file that has a viewing expiration date.

## Notifications

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### How will I be notified about the status of my application?

Notifications are sent primarily via email to the email you used to create your account. You may opt in to receive text notifications. **Ultimately, it is your responsibility as the applicant to verify your application status on your Home page is Complete.**

### What notifications will be sent to me?

- **Deadline Reminders:** Deadline reminder emails will be sent two (2) weeks and about one (1) week prior to the application deadline.
- **Recommendation Deadline Reminder:** You may receive a notification after the application deadline but prior to the recommendation deadline if your recommendation is still incomplete.
- **Selection Results:** Selection results notifications are sent to all **Complete** applicants.
- **Renewal Instructions:** If awarded a renewable award, you will be sent a notification when it is time to renew your award.
- **Funds Disbursed:** Once your funds have been issued, you will be notified.
- **Other Scholarships:** Occasionally, if you meet the requirements for another scholarship administered by ISTS, you will be notified. These notifications are not guaranteed.

*Your information is never sold to any third party for marketing purposes.*

### Who will notifications be sent from?

You will receive notifications from two (2) possible ISTS email addresses: [donotreply@applyISTS.com](mailto:donotreply@applyISTS.com) and [contactus@applyISTS.com](mailto:contactus@applyISTS.com). You should add both of these email addresses to your “safe senders list” to ensure important emails are not sent to your spam or junk folder.

### When will I receive notifications?

Refer to the Program timeline listed above for more specific information. Deadline reminders are sent two (2) and about one (1) week prior to the application deadline.

### Can I opt out of notifications?

While you can opt out of notifications, this is not advised. It is your responsibility as the applicant to ensure your application is **Complete**. If you opt out of notifications, you will not receive deadline reminders, selection results, or renewal instructions. **Your information is never sold to any third party.** The only emails you will receive from ISTS are directly related to your application and, *possibly*, other scholarship opportunities.



## Application Status

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### How do I know if my application is Complete?

**Complete** applications will have a green COMPLETE button, as shown below:



COMPLETE

If your application status has a grey or orange STARTED button as shown below, click the button to view the status of each individual requirement.



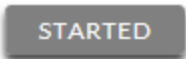
STARTED

### As the applicant, what are my responsibilities?

It is your responsibility to make sure your application is **Complete**. Your online application form must be **Submitted**, all required documents uploaded and **Accepted**, and all required supplements must be **Complete**.

### How do I use my Home page to verify my application status?


When you log in to your **Home page**, you will see your applications listed with an overall status button visible to you.



STARTED



STARTED



COMPLETE

*A grey STARTED button means you have not submitted your online form. An orange STARTED button means you have submitted the online form but you are either missing required items for the application, or your documents are still processing.*

When you click the status button, you will see the more detailed status. This will show you the status of each individual required portion of the application. For more details on your **Home page**, review the **Home Page Tutorial** section.

### The deadline is tomorrow and it takes 5-7 days to process. Will I make it?

As long as your documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

### The deadline has passed and my application status is Started, what do I do?

If your STARTED button is grey, you have unfortunately missed the deadline and your application is now read only. If your STARTED button is orange, click the button to view what is missing. Your required documents may be PROCESSING. As long as your documents were uploaded prior to the application deadline, they are considered. You should continue to monitor your **Home page** until you see the status update to ACCEPTED. If the status updates to REJECTED, contact us immediately.

## Award Details

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### What are the selection criteria?

The Foundation's scholarship committee will evaluate the Complete applications and select recipients based on the criteria outlined for each scholarship. [Click here](#) to review all of the scholarship opportunities and the eligibility criteria.

### What are the details of the award?

- Award details vary based on the scholarship opportunity. [Click here](#) to review all of the scholarship opportunities and the award details.
- Scholarship awards can be used towards tuition, fees, books, supplies required for course work, room and board and other related expenses at accredited institutions. These institutions include: two-year colleges, four-year colleges, vocational schools, technical schools.

### What are my responsibilities if I am chosen as a recipient?

[Click here](#) to review all of the scholarship opportunities and the award details and recipient responsibilities.

### How and when are funds issued?

Your funds will be issued via one (1) check in mid-July, payable to you. The check will be mailed to your home address. You will receive an email notification once your funds have been issued.

### How do I change my college choice?

Make sure your **My Profile** page indicates your final college choice. It is your responsibility to make sure your **My Profile** page is correct at least 30 days prior to the check issue date listed above. If your scholarship check needs to be reissued for any reason, a reissue fee may apply. **NOTE:** Some scholarships have specific enrollment requirements. A change in college could result in a forfeit of the award.



## Other Important Information

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### Are scholarships taxable?

Tax laws vary by country. In the United States, scholarship funds used exclusively for the payment of tuition and textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against his or her scholarship award. We recommend consulting your tax adviser for more guidance. You may also consult IRS Publication 970 for additional information.

### ISTS Self-Help Portal

For more helpful information about scholarships plus answers to common inquiries related to ISTS' technology and processes, visit our Self-Help Portal at [ISTSprogramsupport.com](https://www.istsprogramsupport.com).

### Contact Information

ISTS office hours are Monday through Friday from 8:00 AM to 5:00 PM Central. Agents are available via live chat and email during these hours. Use the green **Help** button (as shown below) at the bottom right corner of your screen to contact us. You can even schedule a callback!



## Home Page Tutorial

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Your ISTS **Home page** is located at <https://aim.applyISTS.net>. This will show you all of your applications and their overall status. It is your responsibility as the applicant to monitor your **Home page** to ensure your application is **Complete**.

## Help and My Profile

In the top right corner of the page, you'll find the HELP link to the ISTS Help Portal and your **My Profile** page.

Home

Help

Log Off



YOUR NAME  
*my profile*

## How to Apply

To start an application, click ADD NEW APPLICATION. You will then be asked for the Program Key. If you do not know the Program Key, try the name of the company or organization offering the award.

ADD NEW APPLICATION

FILL OUT A SUPPLEMENT

As the applicant, you will not click FILL OUT A SUPPLEMENT. This will be used only by a third party, if you elect to have your recommendation submitted electronically.

## Applications View

The application will have its own box. You will see the program name, application link, application deadline, and **Status Button**.

### Applications

Program Name

[Application Form](#)

Due 12/31/2018

STARTED

## Application Status Buttons

The application will have one of the following Status Buttons:



If your status button is grey, it means you have not yet clicked the **Submit** button on the last page of your application. If your status button is orange, it means you have clicked Submit, but you are missing one or more required documents or supplements for that application.

For a detailed status of the application requirement, click the **Status Button**.

## Detailed Status View

Once you click the **Status Button**, your detailed status view will appear. Below is an example. Next, we'll review what each of these statuses mean.

Application Form SUBMITTED  
Started: 8/22/2018 Due: 12/31/2018

Additional status information about your form is shown below.

[GO TO FORM](#)

Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	COMPLETE

Attachments

Type	Filename	Status
ACT/SAT Test scores		NOT RECEIVED
High School Transcript	Transcript.pdf	PROCESSING
College/University Transcript		REJECTED
FAFSA Student Aid Report	FAFSA SAR.pdf	ACCEPTED

Rejected Attachments

Type	Filename	Reason	Time
College/University Transcript	College Transcript.pdf	Missing Student Name	8/22/2018 1:59 PM

## Application Form Section

This top section shows you the date you started the application, application deadline date, status of your form, and provides a button to return to your application.

### Application Form

**Started:** 8/22/2018 **Due:** 12/31/2018

STARTED

Additional status information about your form is shown below.

GO TO FORM

If you have submitted your online application form, the status would read:

### Application Form

**Started:** 8/22/2018 **Due:** 12/31/2018

SUBMITTED

Additional status information about your form is shown below.

GO TO FORM

## Supplements Section

This section allows you to track the progress of your letter of recommendation, if you choose to have your recommendation submitted electronically. If you are uploading your recommendation letter, you will not see the status of the form. Below are details for a recommendation letter being submitted electronically.

When your supplement has been requested but not started, you will see the status NOT STARTED:

### Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	NOT STARTED

Once the supplement has been started, you will see the status STARTED:

### Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	STARTED

Once the supplement form is submitted, you will see the status COMPLETE:

### Supplements

Form Name	Email Address	Status
Recommendation Form	recommender@email.com	COMPLETE

## Attachments Section

This section allows you to track the status of each required attachment or supporting document(s) for your application.

There are four (4) attachment statuses:

### Attachments

Type	Filename	Status
ACT/SAT Test scores		NOT RECEIVED
High School Transcript	Transcript.pdf	PROCESSING
College/University Transcript		REJECTED
FAFSA Student Aid Report	FAFSA SAR.pdf	ACCEPTED

NOT  
RECEIVED

This means you have not yet uploaded this attachment and it is required for your application be considered **Complete**.

PROCESSING

This means your attachment has been uploaded and is currently pending review by ISTS. Attachments are processed within 5-7 business days. All documents uploaded prior to the application deadline will be considered.

REJECTED

This means the document you uploaded was not acceptable. Below the attachment section is the Rejected Attachment section. This will tell you why your attachment was rejected.

ACCEPTED

This attachment has been reviewed by ISTS and has been verified as meeting all of the requirements needed for that attachment.

## Rejected Attachments Section

If you have uploaded a document that does not meet the minimum requirements for the application, your document will be rejected. Your attachment status will read:

REJECTED

You will see the attachment type, file name, the reason for rejection, and the date/time your document was rejected.

### Rejected Attachments

Type	Filename	Reason	Time
College/University Transcript	College Transcript.pdf	Missing Student Name	8/22/2018 1:59 PM

To upload a corrected document, simply click GO TO FORM and upload your document. Make sure you have fixed any of the issues noted in the reason for rejection so that your document is not rejected a second time.

GO TO FORM

If the application deadline has passed and your application is not **Complete** because your document was rejected after the application deadline it is important that you contact us immediately so that we can assist you. Most programs allow ISTS to help you correct a rejected document within the 5-7 business day processing time after the deadline. However, this is **not guaranteed**. Make sure you follow the Upload Instructions within your application to ensure your document meets all minimum criteria.

### Contact Information

ISTS office hours are Monday through Friday from 8:00 AM to 5:00 PM Central. Agents are available via live chat and email during these hours. Use the green **Help** button (as shown below) at the bottom right corner of your screen to contact us. You can even request a callback!

? Help



## 2020-21 Scholarship Listing

Community Foundation donors have established the following scholarships for Santa Cruz County students. These scholarships are intended to help students with their undergraduate studies or vocational training.

Review the eligibility criteria for all scholarships to determine which may be right for you. **Only one application is needed to apply for any or all of the academic scholarships for which you are eligible.**

Scholarship awards are subject to change from year to year. Scholarships may range in amount from \$1,000 - \$5,000 and include both one-time awards and renewable awards.

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### Judy Anton Woman of Valor/Lupita Loves to Read Project Scholarship

#### Eligibility

- Female Latina
- Graduates or current graduating seniors of any high school in Santa Cruz County **OR** a student of Cabrillo College
- Reside in Live Oak or Watsonville area at the time of application
- Must demonstrate financial need

#### Award Details

- One award of at least \$1,000 which is renewable for up to three additional years based on continued enrollment.
  - Recipient may attend part-time or full-time with no minimum credits required.
  - Enrollment at an accredited college or vocational school.
- Priority will be given to a student whose parents are not eligible for public assistance.



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## R.H. Beel Memorial Scholarship Eligibility

- Graduating seniors from Santa Cruz High School
- Must be a U.S. Citizen
- Must demonstrate academic achievement
- Must show history of service activities or volunteer work
- Must demonstrate financial need
  - Applicant must contribute personally to their educational costs

### Award Details

- Two awards, renewable for up to three additional years, based on academic performance, continued enrollment and continued personal contribution to educational costs.
  - Award amounts vary based on funding available.
  - Students must enroll full-time at an accredited two- or four-year college or university.
    - *At the discretion of the Community Foundation's Scholarship Committee, scholarships may be awarded to students planning to attend accredited vocational schools located in California and in particular Santa Cruz County.*
  - Enrollment must be continuous for the entire academic year.
- Priority will be given to students who do not receive other scholarships.

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## Ernest V. Cowell Scholarships

### Eligibility

- Graduates or current graduating seniors of public high schools in the Santa Cruz City Schools District.
  - *If there are no qualified applicants, seniors graduating from other high schools in Santa Cruz County may be considered.*
- Must demonstrate financial need.

### Award Details

- One award will be granted and is not renewable.
    - The award amount will vary based on funding available.
  - Recipient must attend a University of California campus in the fall following graduation.
  - Recipient may attend part-time or full-time with no minimum credits required.
  - Recipient is requested to repay their award as soon as they are able after graduating from college.
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## Jack DeBord Memorial Scholarship Fund

### Eligibility

- Graduating seniors from San Lorenzo Valley High School.
- Have a minimum GPA of 3.0.
- Must demonstrate financial need
- Have participated in a Varsity or Junior Varsity team sport at San Lorenzo Valley High School.
- Must provide **two** letters of recommendation:
  - One letter from a coach or member of the athletic program at San Lorenzo Valley High School, and
  - One letter of recommendation regarding applicant's academic performance.

### Award Details

- One award of \$5,000 will be granted and will be renewable for up to three additional years based on continued enrollment.

Recipient may attend any accredited community, vocational, or two or four-year college.

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## Emmett and Elsie Geiser Scholarship

### Eligibility

- Graduating seniors from Watsonville, Pajaro Valley or Aptos High Schools.
- Have earned at least one letter in an athletic program.
- Financial need is considered but is not required.

### Award Details

- One award will be granted per high school and is renewable for up to three additional years based on academic performance and continued enrollment.
    - Must maintain a minimum GPA of 2.0.
    - The award amount will vary based on funding available.
- 

## Louis J. and Mary Ellen Schultz Scholarship

### Eligibility

- Graduates or current graduating seniors of any high school in Santa Cruz County.
- Must demonstrate financial need.

### Award Details

- The number of awards and award amount will vary based on funding available.
  - The award is renewable for up to three years based on continued enrollment.
    - Recipient must enroll full-time at any accredited college, university or vocational school.
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## Simunovich Family Agriculture Scholarship

### Eligibility

- Graduates or current graduating seniors of any high school in Santa Cruz County or the Pajaro Valley **OR** students of Cabrillo College or Hartnell Community College who were residents of Santa Cruz County or the Pajaro Valley at least two years prior to their Cabrillo or Hartnell registration.
- Must plan to study agriculture.

### Award Details

- The number of awards will vary based on funding available, award amount will be at least \$1,000.
  - The award is renewable for up to three years based on academic performance, program of study and continued enrollment.
    - Recipient must enroll at any accredited four-year college/university.
    - Recipient must remain enrolled in the field of agriculture.
- 

## Barbara J. Thompson Scholarship

### Eligibility

- Graduates or current graduating seniors of any accredited high school physically located within the Santa Cruz County School District.
  - Current graduating seniors must have a minimum GPA of 3.0, if applicable.
- Must have participated in three of the following during their high school years:
  - Employment
  - Family Care
  - Community Involvement
  - Volunteer Work
  - Sports
- Must have lived in Santa Cruz Country for three of the past four years.
- Must be a U.S. Citizen.

### Award Details

- Up to one award will be granted per high school and is not renewable.
    - The award amount will vary based on funding available.
  - Recipient may attend an accredited college, university or vocational school.
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## John L. Turner Scholarship

### Eligibility

- Graduating seniors from a public school serving the City of Watsonville.
- Have a minimum GPA of 2.0.
- Must be a U.S. Citizen.
- Must demonstrate financial need.

### Award Details

- One award of \$1,000 will be awarded and is not renewable.
- Recipient may attend a college, university or vocational school.
- Priority will be given to a student who were involved in activities, worked part-time or assisted with family care while in high school.

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## The Burton Scholarship

### Eligibility

- Graduates or current graduating seniors of any high school in Santa Cruz County.
- Must have minimum 3.0 GPA on a 4.0 scale for two consecutive years.
- Must be a U.S. Citizen.
- Must demonstrate financial need.

### Award Details

- Two awards of \$5,000 will be awarded, and are renewable for up to three additional years based on academic achievements and continued financial need.
  - Must maintain a minimum 3.0 GPA.
- Recipient must enroll full-time at any accredited two- or four-year college/university.

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## The Bob and Betsy Darrow Scholarship

### Eligibility

- Current graduating seniors of any high school in Santa Cruz County.
- Must have a minimum 2.0 GPA.
- Must demonstrate financial need.

### Award Details

- At least \$2,000 will be awarded each year. *The number of awards and award amounts will vary based on funding available.*
- Recipient must enroll full-time at an accredited college, university or vocational school.

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## **Hank Garcia Jr. and Family Scholarship**

### **Eligibility**

- Graduating seniors from Aptos High School, Monte Vista High School, Pajaro High School, St. Francis High School, or Watsonville High School.
- Must have a minimum 3.5 GPA.
- Must be a U.S. Citizen.
- Must demonstrate financial need.

### **Award Details**

- One award of \$2,000 will be awarded per high school and is renewable for up to three additional years based on continued enrollment.
    - If there is no eligible applicant from one school, that award may be allocated to another eligible student from another school.
  - Recipients may attend any accredited college, university or vocational school.
-