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## Scholarship Application Instructions

### Using the Foundant Grant Lifecycle Manager (GLM) Portal

The Children's Foundation of Michigan uses **Foundant Grant Lifecycle Manager (GLM)** to accept and manage scholarship applications. Please follow the instructions below to create your account, complete your application, upload required materials, and submit your application.

#### 1. Access the Foundant GLM Portal

Use the scholarship application link provided by The Children's Foundation of Michigan.

The link will take you to our Foundant GLM application portal. We recommend completing your application on a **desktop or laptop computer** when possible.

#### 2. Create an Account or Log In

##### New Applicants

If this is your first time using the Foundant GLM portal:

1. Select **Create New Account**.
2. Enter the requested contact information.
  1. For the **mailing address**, please enter your home address.
  2. For the **Job Title** field, enter "Student"
3. Create your login credentials. Your username will be your email.
4. Provide a personal email address that you check regularly. Important information about your application may be sent to this address.
5. Save your username and password for future access.

#### 3. Locate the Scholarship Application

After logging in, locate the appropriate scholarship application and select **Apply**.

Please make sure you complete the application for the **correct scholarship and application year** before beginning.



#### 4. Complete the Application

Carefully complete each section of the application.

You will be asked to provide information such as:

- Contact information
- College or university
- Degree or program of study
- Academic information
- Extracurricular, volunteer, or community involvement
- Career goals
- Essay or short-answer responses
- Financial or scholarship-related information
- Supporting documents

Read each question carefully and pay attention to any **required fields, word limits, or special instructions**.

#### 5. Save Your Work

You **do not need to complete the application in one sitting**.

Use the **Save Application** option as you work. You can log out and return to your application later before the deadline.

We strongly recommend saving your work frequently, particularly when completing longer written responses.

#### 6. Upload Required Documents

Your scholarship may require supporting materials such as:

- Academic transcripts
- Resume or CV
- Letters of recommendation
- Proof of enrollment
- Essays or personal statements



- Other documents identified in the application

Before uploading a document:

1. Make sure it is the correct and most current version.
2. Give the file a clear name, such as **LastName\_FirstName\_Transcript.pdf**.
3. Make sure the document is readable and uploaded in an accepted file format (**PDF and Word**).
4. Confirm that the correct file appears in the application after uploading.

Do not wait until the final minutes before the deadline to upload your documents.

## 7. Review Your Application

Before submitting, review the **entire application**.

Check that:

- All required questions have been answered.
- Your contact information is correct.
- Essay responses are complete.
- All required documents have been uploaded.
- You selected the correct files when uploading documents.
- Your application is free of obvious spelling or formatting errors.

The system will typically identify required fields that have not been completed, but **you are responsible for making sure your application is complete and accurate**.

## 8. Submit Your Application

When you have reviewed your application and are ready to submit, select **Submit Application**.

Your application is **not complete until it has been submitted through Foundant**.

After submitting, look for confirmation within the Foundant GLM portal and/or by email. We recommend keeping the confirmation for your records.

### Important

**Saving your application is not the same as submitting it.**

Applications that remain in draft status after the scholarship deadline will not be considered.



## 9. After You Submit

Continue monitoring the email address associated with your Foundant account.

The Children's Foundation of Michigan may contact you regarding:

- Application updates
- Additional information or documentation
- Scholarship decisions
- Award requirements
- Renewal requirements, if applicable

Please also check your spam or junk folder periodically so you do not miss important communications.

### Technical Tips

For the best experience:

- Use a reliable internet connection.
- Complete the application on a computer when possible.
- Save your work regularly.
- Keep copies of all documents you upload.
- Draft longer responses outside of Foundant before entering them into the application.
- Avoid waiting until the application deadline to submit.
- If the portal is not working correctly, try refreshing your browser or using another supported browser.

### Need Assistance?

If you experience a technical issue or have a question about the scholarship requirements, contact **Jocelynn Inge** at [jinge@yourchildrensfoundation.org](mailto:jinge@yourchildrensfoundation.org) using the contact information provided with the scholarship application.

When requesting assistance, please include:

- Your name
- The scholarship you are applying for



- A brief description of the issue
- A screenshot of the error message, if applicable

Please reach out as early as possible. Questions or technical issues submitted immediately before the deadline may not be able to be resolved before the application closes.

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### **Final Checklist**

Before submitting your scholarship application:

- ☐ I completed all required questions.
- ☐ I reviewed my essay/short-answer responses.
- ☐ I uploaded all required documents.
- ☐ I confirmed that my contact information is correct.
- ☐ I reviewed my entire application.
- ☐ I clicked **Submit Application** before the deadline.
- ☐ I received or verified confirmation that my application was submitted.

**Remember: Your application must be submitted through Foundant GLM by the stated deadline to be considered.**

