

# CSF Scholarships

## Applicant Guide

[Survey Monkey Apply](#)

Revised November 2022

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## Article I) Welcome CSF Scholarship Applicant!

Welcome to the College Success Foundation Applicant Guide! You must be reading this guide because you are looking to apply for CSF scholarship programs and you want to learn more on how to understand our scholarship application platform. This guide will provide you with helpful tips and tricks to maximize the scholarship platform, ensuring a smooth application experience. Of course, you are not alone in this experience! You have a dedicated Scholarships team here at CSF here to support you throughout the application cycle.

If at any time, you have questions, please do not hesitate to contact us at [scholarshipservices@collegesuccessfoundation.org](mailto:scholarshipservices@collegesuccessfoundation.org)

Best of luck!

The Scholarships and Financial Aid Education Team

## Article II) Getting Started

### Section 2.01) College Success Foundation Scholarship Programs

Before you get started on applying for our scholarship programs, it is very important that you visit our website to learn more about our scholarship programs, their eligibility criteria and important dates to consider. You can start your learning on the [CSF scholarships page](#).

COLLEGE SUCCESS FOUNDATION

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## Scholarships

We manage and administer a variety of scholarships to help students overcome financial barriers to attend college. Use the filters below to learn more about scholarships for students in Washington state, the District of Columbia, and beyond.

Sort By

All Scholarships District of Columbia Washington State

**College Bound Scholarship (Washington State)**  
Combined with other state and financial aid, this scholarship provides financial aid to low-income students who may not consider college a possibility due to the cost. It covers tuition, some fees, and a small book allowance.

**Costco Scholarship (Washington State)**  
This scholarship brings the business community and individuals together at an annual fundraising breakfast to help underrepresented students of color at the University of Washington and Seattle University.

You can click on the links below to review the scholarship programs opening for funding for the 2023-2024 academic year. Once the scholarship application opens (on December 1, 2022), you will be able to find the links to the online scholarship application on these pages.

- [Washington State Governors' Scholarship for Foster Youth](#)
- [Leadership 1000 Scholarship](#)
- [Martin Luther King Jr. Scholarship](#)
- [Costco Employee Scholarship](#)

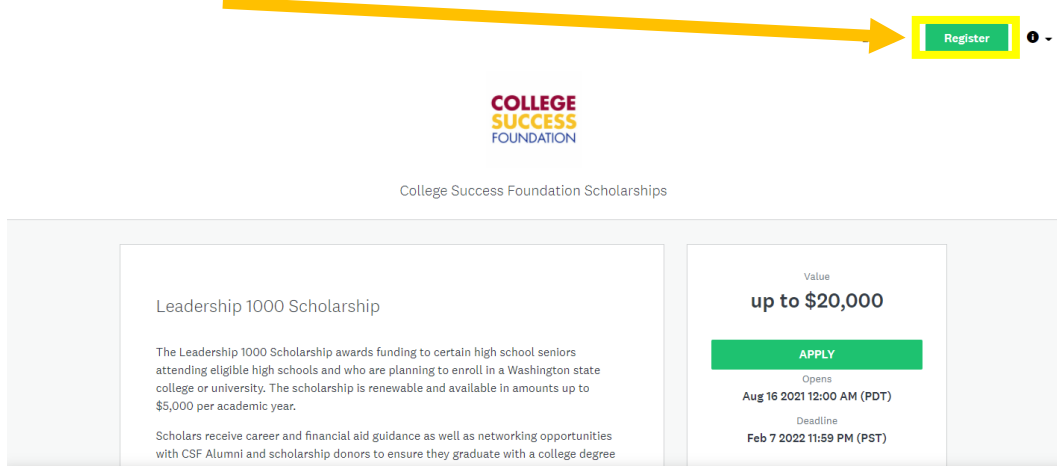
### Section 2.02) Recommended Browsers

**Survey Monkey Apply supports the following browsers: Chrome, Firefox, Safari, Microsoft Edge.** Please ensure you are using one of these browsers when you are using our platform.

### Section 2.03) Register for an account

When the scholarship opens on December 1, 2022, you will be able to access our scholarship application platform shown below. Applicants will need to register for an account, which they will use for all of their CSF scholarship applications and if selected as a scholar, for their lifetime as a CSF scholarship recipient.

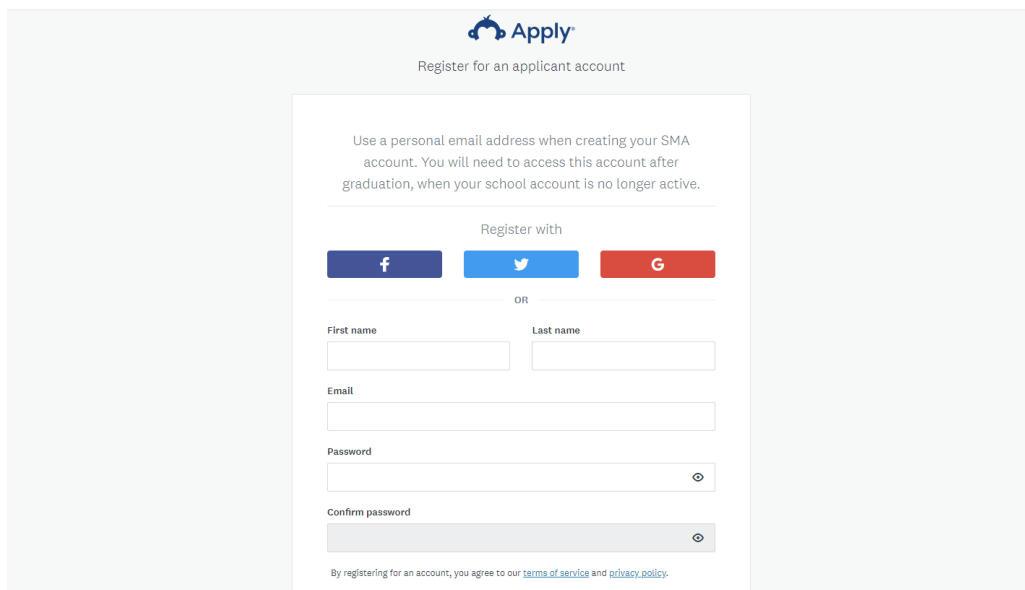
Click on the green “register” button on the top right side of the scholarship application platform. You will know if you are in the CSF application platform if the website link begins with csf.smapply.org



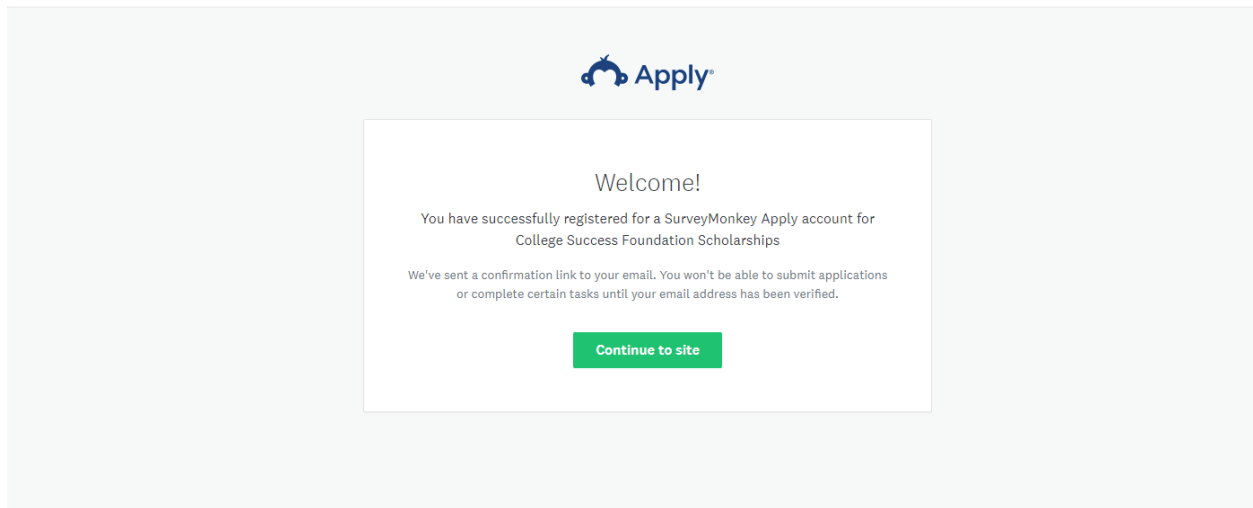
After you click “Register”, this window will pop up to invite you to register and create an account.

Input your first name, last name, create a password and complete the reCAPTCHA to confirm you are not a robot to create an account.

**\*\*\*IMPORTANT NOTE: Please do not use your high school email address when creating an account**, as you will have to access the platform after selection if selected. Also, your school email address may block important emails that we will be sending from the platform. Please use your personal email address that you check regularly when creating your account.



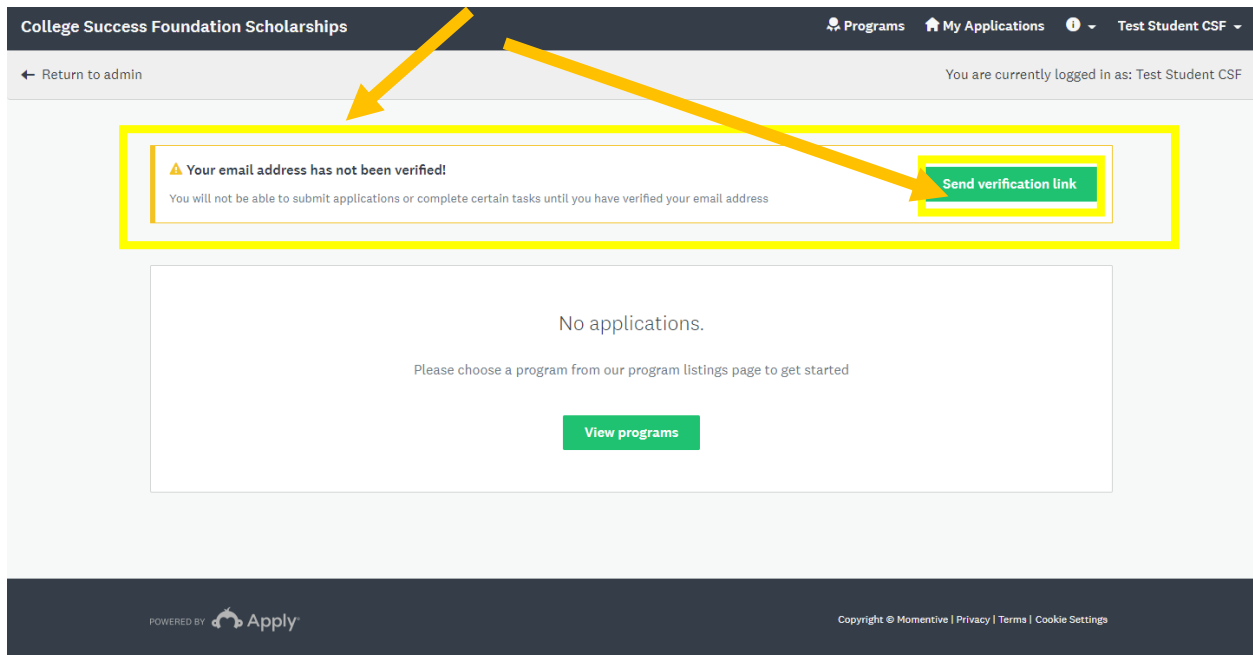
Once registered, you will see this message confirming that you have registered successfully.



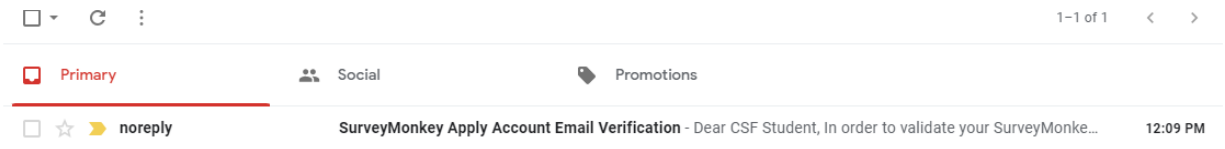
### Section 2.04) Verify your email address

After you create an account, you will need to first verify their email address. You will not be able to have full access of the platform's features and you will not be able to submit an application until you have verified your email address. The verification email will be sent to the email address that you registered with. Furthermore, every time you log into the platform, you will see a message stating you have not been verified (below) on every page of the scholarship platform.

You can click the "Send verification link" button to send the email to verify your Survey Monkey account.



You will receive an email like the email below to verify your email address.



Once you click on the email, you should see this message. Click on the “confirm email address” button to verify your account.

Dear CSF Student,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.

Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,

The Scholarships and Financial Aid Education Team

College Success Foundation

[scholarshipservices@collegesuccessfoundation.org](mailto:scholarshipservices@collegesuccessfoundation.org)

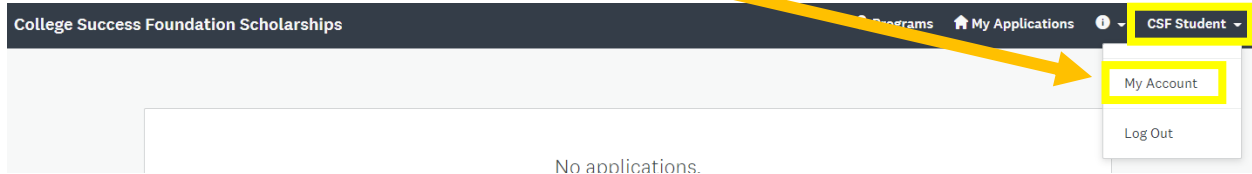
Confirm email address

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://caf.smapply.org/acc/e/25a068e6-abb9-4993-bc46-1960e26e6ac8/>

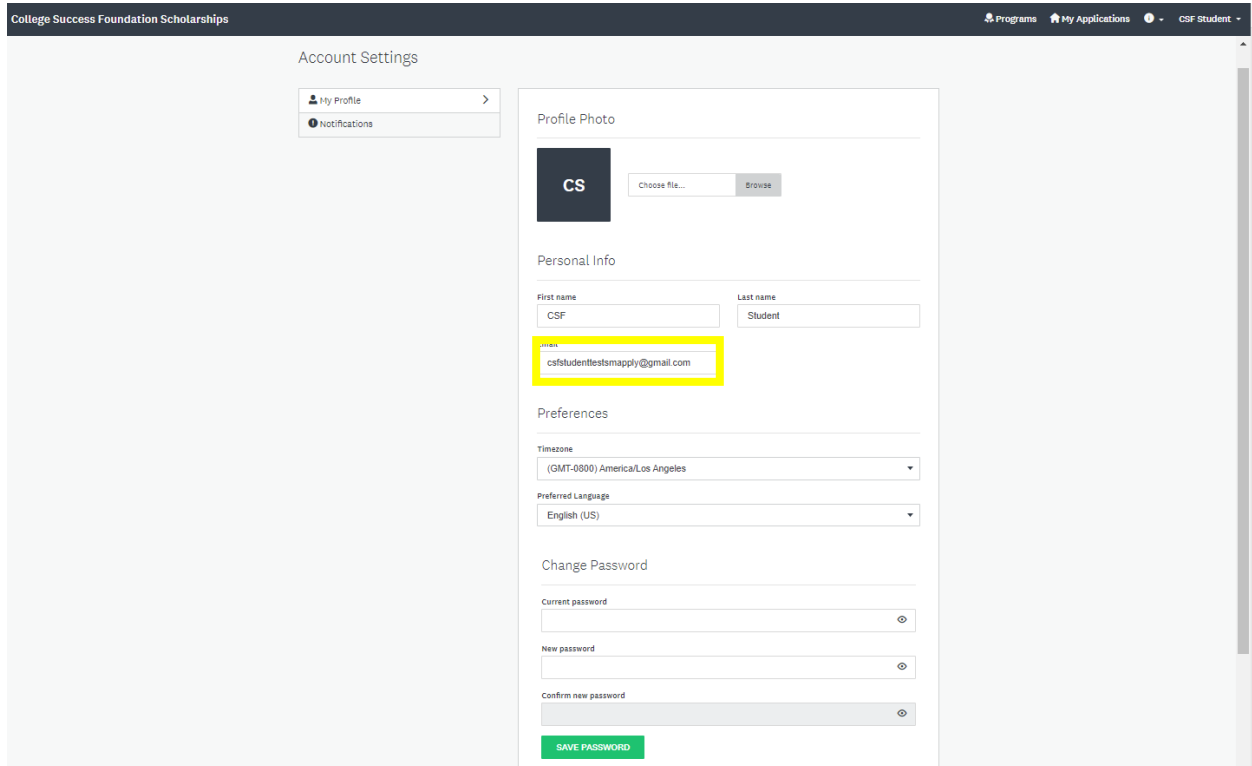
## Section 2.05) Changing your email address

If you do not see the email, **check your junk/spam folder**. If the email to verify your account is not in your email inbox or junk folder, it may be due to your email security settings, which is likely if you used a school email address to create your account. You can change their email address by clicking on your **name** on the top right corner and clicking on **“my account”**.



Change your email address once on the **“Account Settings”** page to your personal email address and resend the verification email to your new email address if you’re having difficulty verifying your account.

If you are still having trouble then, please contact help.



## Article III) Navigating the scholarship platform

### Section 3.01) Requesting Help

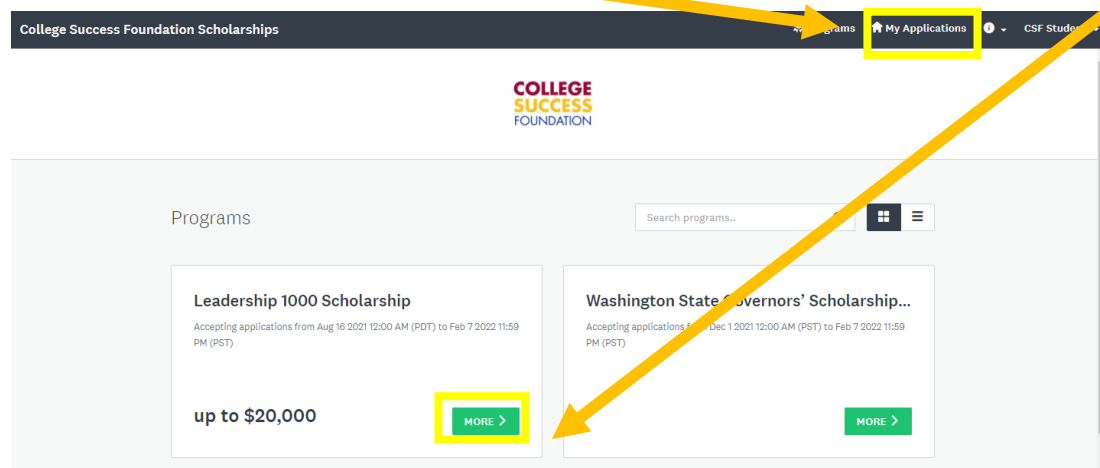
Knowing when to ask for help is an important skill! This is why we wanted to make easy for you to seek support. If at any time, you are having issues, click on the “i” icon on the top menu. You have three options to look for help.

1. Click “Questions about a program or information on this site?” to email the Scholarships team at College Success Foundation.
2. Click “Need help with using SurveyMonkey Apply” to read the applicant FAQ to learn more about the site. The [FAQ](#) answers the following questions:
  - a. How do I create a new application?
  - b. How do I delete my application?
  - c. How do I preview my application
  - d. Can I print/download my online application?
  - e. How do I edit a completed task?
  - f. Why can't I edit my task?
  - g. I get an error when uploading a file
  - h. “Whoops! We couldn't find what you're looking for”
  - i. The deadline has passed, what can I do?
  - j. Why is my application locked?
  - k. I submitted my application but didn't receive a confirmation email
  - l. How do I electronically sign a form?
  - m. My recommender hasn't received their email, what should I do?
  - n. My recommendation task says “in progress”
  - o. I want to change the information of my recommender
  - p. How do I change my email preferences?
  - q. Why am I not receiving an email from the site?
3. And lastly, click “Having technical issues with the site?” if you are having difficulty with the scholarship platform. This will direct you submit a request Survey Monkey Apply's customer support.



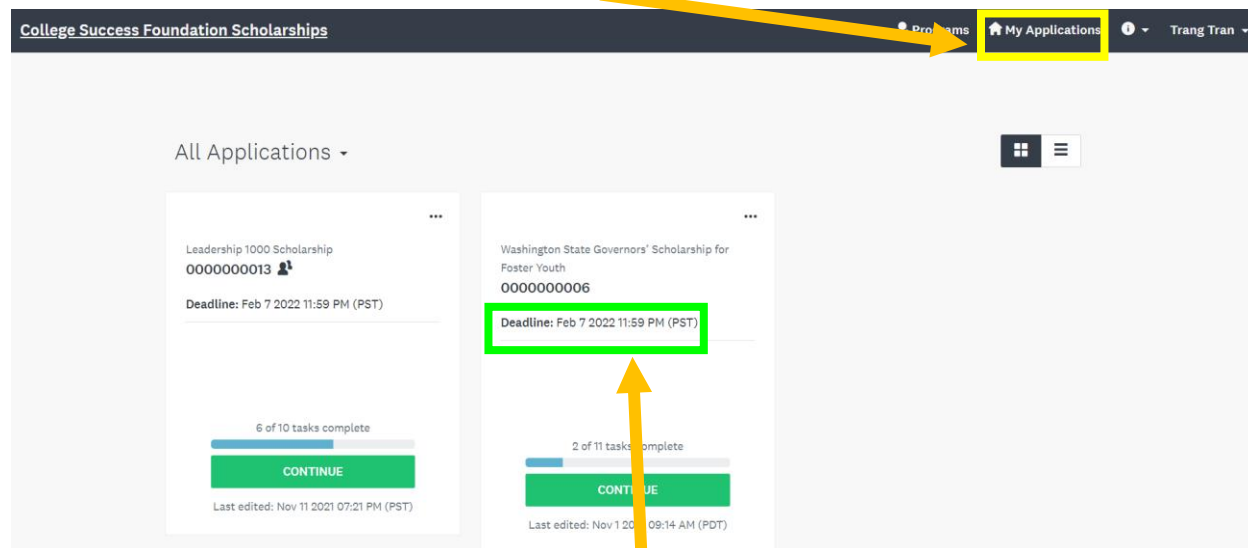
### Section 3.02) Viewing Open Scholarships

To view all scholarship applications currently open, click on “**programs**” on the top right side of the menu on the page. Once you click “**programs**”, you will be directed to the page below. Click on “**more**” to access the scholarship application for a particular scholarship.



### Section 3.03) Viewing Your Applications

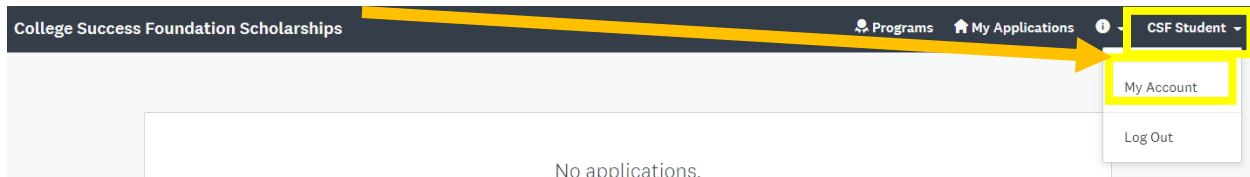
Once you start an application, you can view all the applications that you have started by clicking on “**my applications**”. When you click on “**my applications**”, you will see the page below. You can also see your application progress, and when you last edited your scholarship application.



**\*\*\*IMPORTANT NOTE:** On this page, it shows the **deadline** of the application. This is not the application deadline. Our applications will close on January 31, 2023. The February 7, 2023 deadline is the deadline to submit documents and recommendation. Please keep this in mind, as all tasks aside from documents will close on January 31<sup>st</sup>. Please refer to our [website](#) to view the application timelines for our scholarship applications.

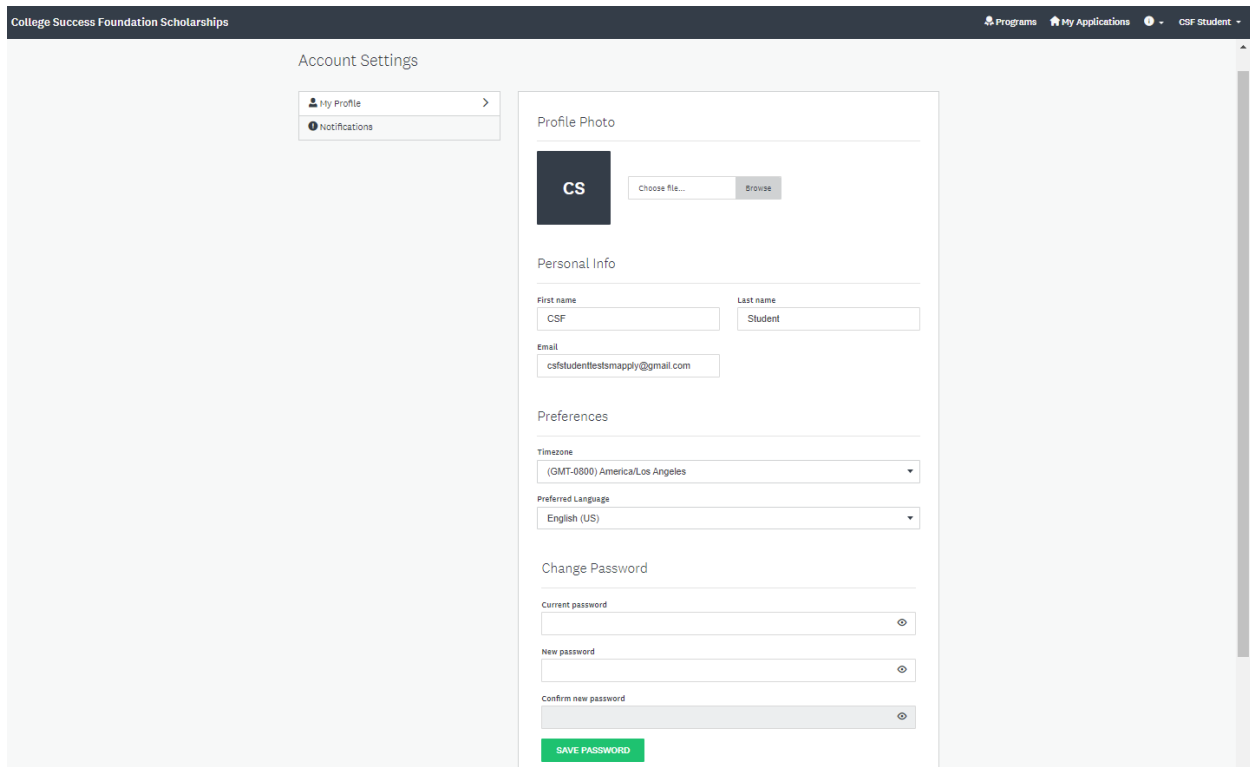
### Section 3.04) Account Settings

To access account settings, click on **your name** on the far top right corner of the page. A drop down menu will show. Select **"My Account"** to navigate to the account settings page.



Once on the account setting page, you can manage your profile. On this page, you can:

- Change your name
- Change your email address
- Change your time zone
- Change your password

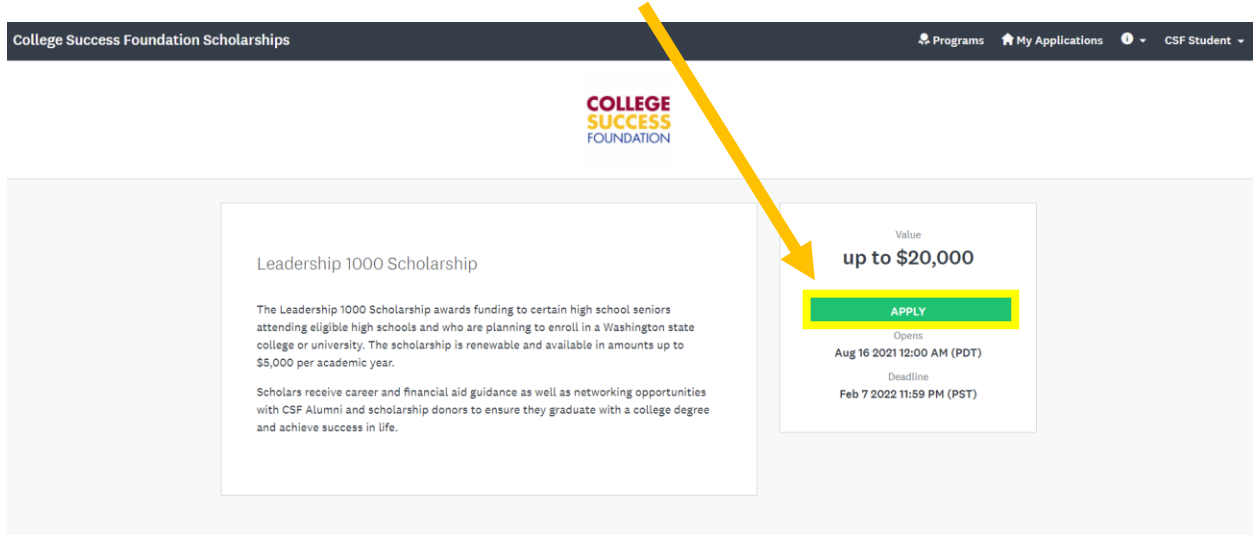


## Article IV) Navigating CSF scholarship applications

### Section 4.01) Starting an Application

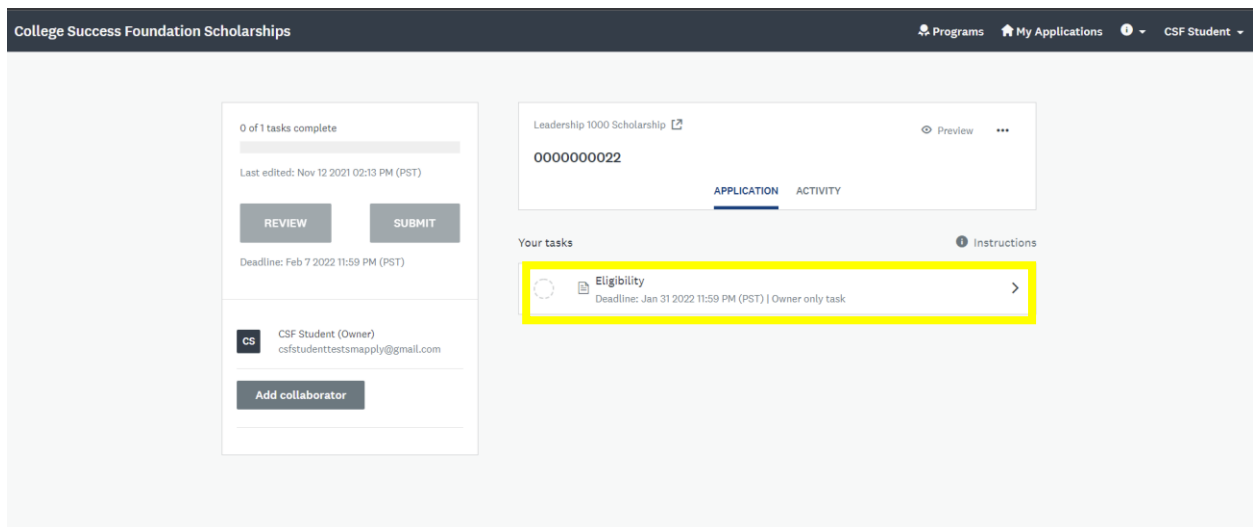
To start an application, go to the scholarship program page either by using the “Apply Now” link on our website, [www.CollegeSuccessFoundation.org](http://www.CollegeSuccessFoundation.org), or by going to “Programs” and selecting the scholarship you’d like to apply for.

Once on the scholarship program page, select the “Apply” button.



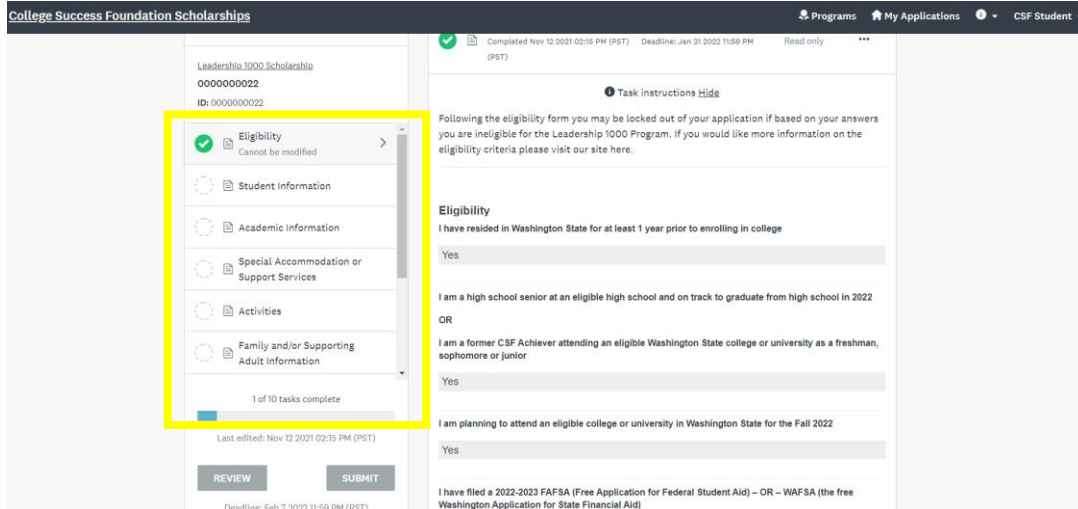
The screenshot shows the College Success Foundation Scholarships website. The header includes the site name and navigation links for Programs, My Applications, and CSF Student. The main content area features the Leadership 1000 Scholarship details, including a description and a value of up to \$20,000. A prominent green 'APPLY' button is highlighted with a yellow box, and a yellow arrow points to it from the text above.

When you begin the application, you will need to complete the “eligibility” section first. To access the full scholarship application, you will need to be eligible for the scholarship.




The screenshot shows the application interface for the Leadership 1000 Scholarship. The left sidebar displays the user's profile as 'CSF Student (Owner)' and provides options to 'REVIEW', 'SUBMIT', and 'Add collaborator'. The main content area shows the application details, including the scholarship name, ID number '0000000022', and tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'Your tasks' section, the 'Eligibility' task is highlighted with a yellow box, indicating it is the first step to complete.


If you meet scholarship eligibility requirements, you will see all of the other scholarship tasks. You can complete tasks in any order, so feel free to jump around and complete different pieces of the application. Please note, the deadline for all tasks aside from the recommendation and transcript upload is January 31, 2023 at 11:59 PST. Please make sure you complete all tasks by then.



## Section 4.02) Application Progress

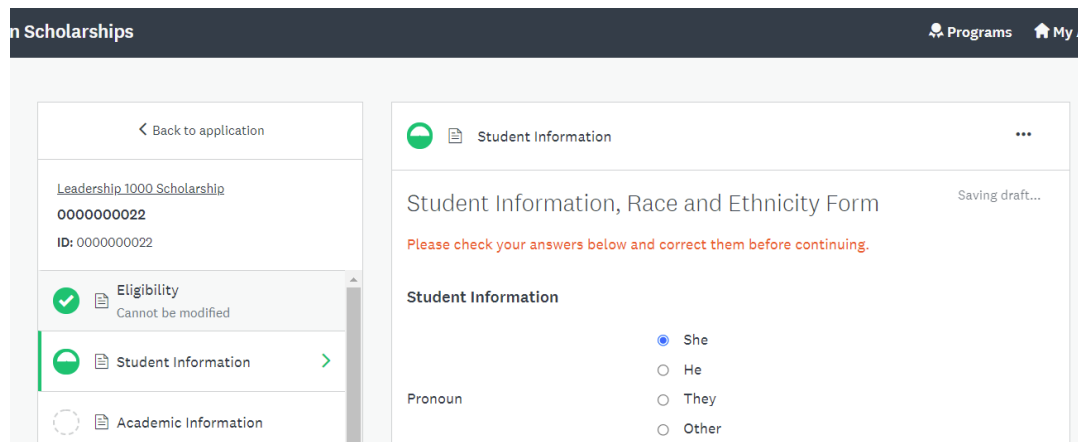
You can monitor your application progress in two ways. First, to see your progress on the application tasks, view the icon by each task.

 The green circle with a check mark indicates that the task indicates you have marked the task as complete. See section 4.04 for more information.

 The half white, half green circle indicates that you have started this task, but have not completed the task.

 The white circle with a gray, dashed outline indicates you have not started on this task.

See below, this application as completed the eligibility section, started on the student information section, and has not started the academic information section.



You can also track your progress on the entire scholarship application by looking at the **completion bar** below. It will tell you how many tasks you have completed.

The screenshot shows a web application interface for a scholarship application. On the left is a sidebar with a list of tasks: Eligibility (checked), Student Information (highlighted with a green bar and a right arrow), Academic Information, Special Accommodation or Support Services, Activities, and Family and/or Supporting Adult Information. At the bottom of the sidebar is a completion bar showing "1 of 10 tasks complete" with a blue progress indicator and the text "Last edited: Nov 12 2021 02:22 PM (PST)". The main content area is titled "Student Information, Race and Ethnicity Form" and includes a "Draft saved" indicator. It contains sections for "Student Information" (Pronoun, First Name, Middle Name, Last Name) and "Address Information" (Mailing address). A yellow arrow points from the "completion bar" text in the first paragraph to the completion bar in the sidebar.

### Section 4.03) Saving your application

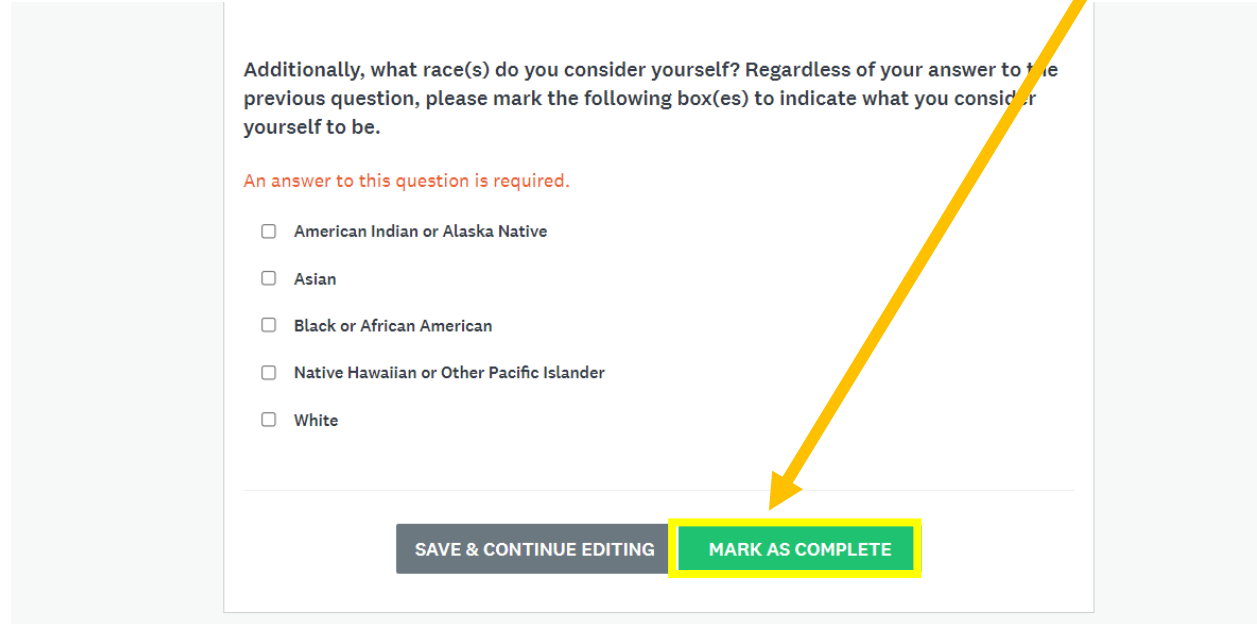
To save the progress on your application, make sure you scroll down to the bottom of the page and click **"save and continue editing"**

The screenshot shows a form question: "Additionally, what race(s) do you consider yourself? Regardless of your answer to the previous question, please mark the following box(es) to indicate what you consider yourself to be." Below the question is a red error message: "An answer to this question is required." There are five radio button options: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. At the bottom of the form are two buttons: "SAVE & CONTINUE EDITING" (highlighted with a yellow box) and "MARK AS COMPLETE" (green box). A yellow arrow points from the "save and continue editing" text in the second paragraph to the "SAVE & CONTINUE EDITING" button.

#### Section 4.04) Mark tasks as complete

When you are done with a task on the application, please make sure you “mark the task as complete” for the task to register as complete. Otherwise, it will be marked as started, but not completed.

This is for you to submit that task once you are sure you are complete.



Additionally, what race(s) do you consider yourself? Regardless of your answer to the previous question, please mark the following box(es) to indicate what you consider yourself to be.

An answer to this question is required.

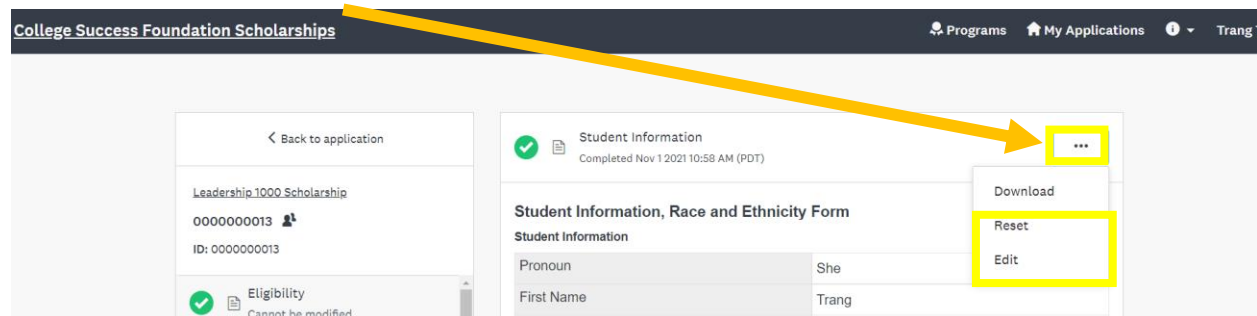
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

SAVE & CONTINUE EDITING    MARK AS COMPLETE

#### Section 4.05) Resetting/Editing Complete Tasks

If at any point, you want to edit any tasks that you marked as complete, select the task that you want to edit or reset. Once on that page, click on the elipses “...” and you will see a drop down menu. Select edit or reset depending on what you want to do. Resetting will completely clear any information you inputted on that particular section.

Note: there will be tasks that you are not able to edit. If you completed the section incorrectly and would like for us to unlock the task for you, please email us at [scholarshipservices@collegesuccessfoundation.org](mailto:scholarshipservices@collegesuccessfoundation.org)



College Success Foundation Scholarships    Programs    My Applications    Trang

< Back to application

Leadership1000 Scholarship  
000000013  
ID: 000000013

Eligibility  
Cannot be modified

Student Information  
Completed Nov 1 2021 10:58 AM (PDT)

Student Information, Race and Ethnicity Form

Pronoun	She
First Name	Trang

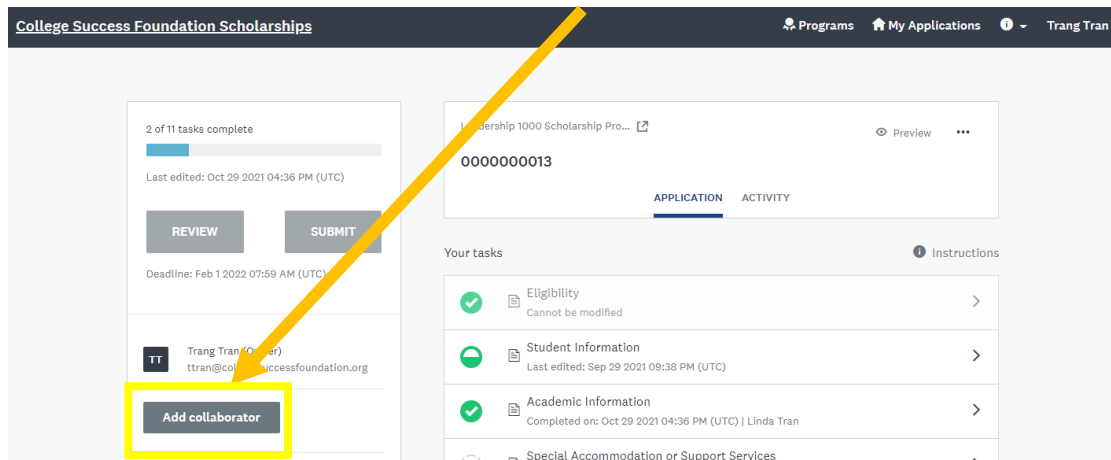
Download  
Reset  
Edit

## Section 4.06) Adding a collaborator to your application

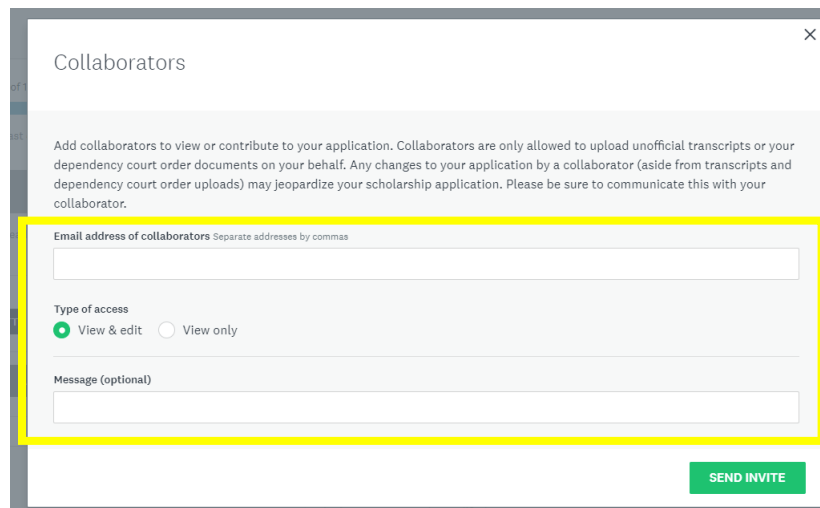
On the scholarship application program page, you can also invite someone to collaborate on your application. You can give a collaborator access to view and/or edit your application.

**\*\*\*IMPORTANT NOTE:** We have enabled the collaborator function to edit your application only for collaborators to upload documents on your behalf. This means, collaborators are only allowed to edit your transcript or dependency court document tasks. We can view if any additional changes have been made by collaborators on your applications, and any action on your application aside from document uploads will jeopardize your application. **It is your responsibility to communicate this with anyone you invite to collaborate on your invitation**

To add a collaborator to your application, select **“add collaborator”**



The window below will pop up. You will type the email address of who'd you like to collaborate on your application and select what permission you'd like to give your collaborator to either view and edit, or view only.

A screenshot of the 'Collaborators' pop-up window. The window title is 'Collaborators'. Below the title, there is a paragraph of text explaining the collaborator function. A yellow box highlights the 'Email address of collaborators' field, which has a placeholder text 'Separate addresses by commas'. Below this field, there is a 'Type of access' section with two radio buttons: 'View & edit' (selected) and 'View only'. There is also a 'Message (optional)' field. At the bottom right of the window, there is a green 'SEND INVITE' button.

We have a collaborator guide available for your collaborator to use. Please refer to our website to send the document to your collaborator.

## Section 4.07) Review your application

Once you complete your tasks, you can review your scholarship application by selecting “review”

College Success Foundation Scholarships

Programs My Applications Trang Tran

TASK INSTRUCTIONS [HIDE](#)

ID: 000000013

- Academic Information
- Special Accommodation or Support Services
- Activities
- Family and/or Supporting Adult Information
- Essay Questions
- Agreement/Consent

10 of 10 tasks complete

Last edited: Nov 12 2021 02:55 PM (PST)

**REVIEW** SUBMIT

Deadline: Feb 7 2022 11:59 PM (PST)

Following the eligibility form you may be locked out of your application if based on your answers you are ineligible for the Leadership 1000 Program. If you would like more information on the eligibility criteria please visit our site here.

**Eligibility**

I have resided in Washington State for at least 1 year prior to enrolling in college

Yes

I am a high school senior at an eligible high school and on track to graduate from high school in 2022

OR

I am a former CSF Achiever attending an eligible Washington State college or university as a freshman, sophomore or junior

Yes

I am planning to attend an eligible college or university in Washington State for the Fall 2022

Yes

I have filed a 2022-2023 FAFSA (Free Application for Federal Student Aid) – OR – WAFAA (the free Washington Application for State Financial Aid)

When your application is complete, do not forget to click “submit” to complete your scholarship application. When you click submit, you will not be able to edit your application. So make sure to review your application to ensure it meets your expectations.

Your application should show as “submitted” when on the “My applications” page.

College Success Foundation Scholarships

Programs My Applications Trang Tran

All Applications

Leadership 1000 Scholarship  
000000013

**SUBMITTED**

VIEW

Submitted on: Nov 12 2021 04:15 PM (PST)

Washington State Governors' Scholarship for Foster Youth  
000000006

Deadline: Feb 7 2022 11:59 PM (PST)

2 of 11 tasks complete

**CONTINUE**

Last edited: Nov 1 2021 09:14 AM (PDT)

## Article V) Best of Luck!

We wish you the very best of luck on your scholarship applications! Remember, we are rooting for you! If you have any questions, do not hesitate to contact us at any time.

The Scholarships and Financial Aid Education Team

[scholarshipservices@collegesuccessfoundation.org](mailto:scholarshipservices@collegesuccessfoundation.org)