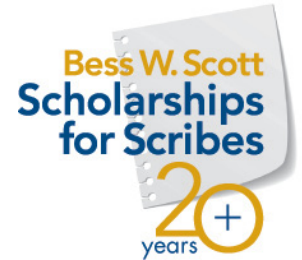


# APPLICATION INSTRUCTIONS

## Bess Whitehead Scott Scholarships Journalism | Scribes (40 and older)



### How to Submit Online Applications to the Austin Community Foundation

1. **CREATE AN ACCOUNT.** Apply for scholarships using the following link at the Austin Community Foundation (ACF) website: <https://austincf.academicworks.com/>. First, create an account. Be sure to use a current and accessible email address. All scholarship communications will be sent to the email address associated with your account.
2. **GENERAL APPLICATION MUST BE COMPLETE TO ACCESS BESS W. SCOTT APPLICATION.** Once you sign in and/or sign up, complete the general application. Notice that the general application has some questions that may not apply to you or your education. On those, you may choose "not applicable". Don't be discouraged if you answer "not applicable" to multiple questions. Some of the general application questions are not pertinent for Bess W. Scott scholarships.
3. **REVIEW THE GENERAL APPLICATION.** Answer all required questions to the best of your ability. Please review the answers for accuracy. Your answers on the general application will be used by ACF's online scholarship system to match you to eligible scholarships.
4. **SAVE THE GENERAL APPLICATION.** After answering all required questions, save your general application. Only after completing all required questions and saving your application will you be able to access the supplemental questions that are specific to the Bess W. Scott scholarships.
5. **NAVIGATE TO NEXT STEP.** Near the top of your screen, click Opportunities, then click Recommended. Here you will find a list of scholarships for which you are eligible, based on the information provided on your general application. If you believe you are eligible for scholarships not shown on the list, email [scholarships@austincf.org](mailto:scholarships@austincf.org).
6. **REVIEW THE AVAILABLE SCHOLARSHIPS.** Click the Apply link to the right of the Bess W. Scott Scholarships. If you see other scholarships listed here, please explore and apply. Based on the information entered on your general application, you are eligible for all scholarships listed under the recommended section of your portal.
7. **REMEMBER THAT SUPPLEMENTAL QUESTIONS ARE KEY.** When completing supplemental questions for a Bess W. Scott scholarship, read all the information and answer questions to the best of your ability.
8. **REVIEW ONCE MORE.** Double-check all answers and email addresses before submitting. Read the "Help" text before submitting your answers.

*Note: At any point in the application process you may save your answers and return to the site later to continue work on the application.*

*These questions will carry the **most** weight with the Bess W. Scott Scholarship Committee. Read every question carefully and give thoughtful answers.*

If you have questions while completing your application, email Shelby Bowman, Program Associate, Austin Community Foundation, at [scholarships@austincf.org](mailto:scholarships@austincf.org).