2023 Legacy Universal Scholarship Program
Jodi Kateiva
Scholarship Administrator
219-736-1880
jkateiva@legacyfdn.org
Offers scholarships to Lake County students as motivation to graduate high school and attend college.

Serves as a mentor and resource center to ensure nonprofits can effectively provide services to our community.

Assists donors with planning how to invest and manage their charitable assets.

Collaborates with local leaders to solve problems and enhance residents' quality of life.

Provides grants to organizations servicing the Lake County community.
LEGACY FOUNDATION SCHOLARSHIPS

- Northwest Indiana or Lake County students
- High school seniors and current college students
- Vast criteria
- Over $1.2 million awarded last year
- Universal Application - One application for over 40 scholarships
- Scholarship Information Booklet 2022-23
- Awards are paid to the school and cover tuition, expenses and room & board OR can be used for book reimbursement
Legacy Foundation
Universal Scholarship Application
Open November 1
Deadline February 1
Deadline for 3rd Party Requests - February 15
Award Notification by May 1st
The Universal Application allows you to apply for multiple scholarships through one application.

Based on your answers, the system automatically determines what scholarships you are eligible for.

Once you submit the Universal Application, you will need to go back in and answer supplemental questions for the various scholarships qualify for.
  - This is usually an essay question(s) but may include other scholarship specific questions.
  - Don’t forget this step! If you don’t submit for each individual scholarship (opportunity), you won’t be scored for them. More is covered on slide 30.
Universal Application

Scholarship A
General Essays

Scholarship B
General Essays
Additional Questions

Scholarship C
General Essays
Unique Essay

Scholarship D
General Essays
Employer/Membership Questions

Scholarship E
Unique Essay
How do I apply? Application is online at:

www.legacyfdn.org
Legacy Foundation Universal Scholarship Application

Legacy actively administers more than 30 scholarship funds. Our application process is designed to make it easier and less time consuming for students to apply for the scholarships available through the universal online application. Eligible students may be awarded a scholarship from one or more different funds. All applications must be completed and submitted through the online scholarship system found on the Foundation website. Please review the Scholarship Information Booklet 2022-23 for detailed information for all scholarships.

The 2023 Universal Scholarship application is open! The deadline to apply is 5pm Central on February, 1, 2023.

Begin Your Application
If you have not applied for a scholarship with us before, you will need to create a new account. If you applied for the Lilly Scholarship this year or the UA last year, use your existing account.

If you forget your password, click here. Check your junk mail if you don’t get something from Foundant. Email Legacy if you are still unable to reset password.

We do MOST of our communication via email. Please check your account regularly. DO NOT use a high school issued email account!
CREATING YOUR PROFILE

Please note - this is the information that will be attached to all future applications. Make sure everything is spelled & capitalized correctly. This application must be completed by STUDENTS – NOT PARENTS!
UPDATING YOUR PROFILE

To change/update information on your profile:

• Click *Your Name* in top right corner
• Click *Edit My Profile*

*Please make sure this includes your most current contact information.*

*If you move, get a new phone number or email, please update this!*
HOW DO I APPLY?

Applicant Dashboard

Scholarship Applicants
To apply, please click on apply link above.

Scholarship Awardees:
- To accept your scholarship(s) or complete an assigned Follow Up form, click "Edit" to the right of the form name.
- If you have submitted form but it has not yet been reviewed by Legacy staff, it will show as "Submitted".
- Once it is reviewed by staff and/or processed, it will show as "Complete".
- To see your approved scholarship award amounts and anticipated payment schedule, click "View Details" on the right side under the name of the scholarship, then click into the Award Details tab.

Legacy Universal Scholarship Application
Open from November 1, 2022 to February 1, 2023
Legacy actively administers more than 30 scholarship funds. Our application process is designed to make it easier and less time consuming for students to apply for the scholarships available through Legacy Foundation. Eligible students may be awarded a scholarship from one or more different funds. All applications must be completed and submitted through the online scholarship system. Please review the 2022-23 Scholarship Information Booklet for detailed information and eligibility criteria for all scholarships.

Legacy Foundation - 2023 Universal Scholarship Application
Accepting Submissions from 11/01/2022 to 02/01/2023
This is a universal application process. You will complete common questions on your application form. When you are done you will receive a confirmation message letting you know which scholarship opportunities you are eligible to apply for and if there are any required supplemental questions you need to complete. Please note that all scholarship applications are due by February 1, 2023 at 5 pm. CST. Criteria for each scholarship can be found at https://legacyfdn.org/scholarships/apply-for-scholarships/
STUDENT VIEW: APPLICATION

You can download a PDF of the application.

Students can expand/close each of the sections.
WHAT QUESTIONS WILL BE ASKED?

- Demographic information
- Scholastic Information (grades, ACT/SAT if applicable)
- Major/Minor (current or intended)
- College choice (applied to, intended or current)
- Extra Curricular activities (school-affiliated activities)
- Volunteer Activities (church, political, nonprofit work, etc.)
- Employment history
- Essay(s)
- Recommendation Contacts
- Special Criteria Scholarship questions- there are a series of yes/no questions. This helps the system sort students into the correct scholarships.
  - Specific major questions
  - Employer/membership questions
  - Intended (or current) college or college location
We ask these questions for tracking purposes. Reviewers DO NOT see this. We want to ensure that we are reaching a diverse community of students reflective of Northwest Indiana.
STUDENT TYPE

• Please note- the application will self populate sections after you select *Student Type*
• The Activities & Academic sections will look different for each category of student.
• If you are a high school senior who is taking dual credit classes or obtaining your AA while in high school, please select HIGH SCHOOL STUDENT.
GENERAL INFORMATION

➢ Make sure to review our Scholarship Booklet for description of each award & eligibility criteria.

➢ View the video tutorial for more questions about the system.

REMEMBER: Application MUST be SUBMITTED by February 1 at 6pm CT. You will not be able to edit or submit the application after that time.

Legacy Foundation offers a wide range of scholarships. Each applicant will be considered for all available scholarships, relative to eligibility. All applicants are required to fill out the application as thoroughly and accurately as possible. Any omissions or distortion of the truth will result in disqualification. Click here to access our Scholarship Information Booklet.

Please review our Frequently Asked Scholarship Questions on our website prior to filling out the application.

Your answers will be auto saved as you complete each section. You do not need to complete in one session. You can close it and work on it later.

Once completed, press the SUBMIT button at the end of this application. You will then receive a confirmation message letting you know which scholarship opportunities you are eligible to apply for and if there are any required supplemental questions you need to complete. Make sure EACH INDIVIDUAL opportunity shows as submitted. Once you have completed all supplemental questions, you will be brought back to your original application.

For a video tutorial on how to use our scholarship platform, click here. For other questions contact jkateiva@legacyfdn.org.

Please note:
- Scholarship awards will only be paid to schools, not to individuals or bookstores.
- Scholarships are for tuition, room & board and qualified expenses to be paid directly to the school.
- Scholarship awards may be used for book reimbursement - the student purchases required books and is then reimbursed for those costs.
- You must be a full time student unless otherwise indicated in the individual scholarship requirements.
- Scholarships do not cover Graduate School unless stated in Scholarship Booklet.
- Awards are paid towards the Fall 2023 & Spring 2024 Semesters.
If you are waiting for your EFC, hold off on submitting until you have that information. If you don’t receive your EFC before deadline, you may submit but please reach out to me at jkateiva@legacyfdn.org or 219-736-1880.
Federal Student Aid
An Office of the U.S. Department of Education

2020-2021

Electronic Student Aid Report (SAR)

The SAR summarizes the information you submitted on your 2020-2021 Free Application for Federal Student Aid (FAFSA)

<table>
<thead>
<tr>
<th>Application Receipt Date:</th>
<th>10/11/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed Date:</td>
<td>10/11/2019</td>
</tr>
</tbody>
</table>

XXX-XX-1234 JO 01

EFC: 7256

DRN: 4557

Comments About Your Information

Learn about federal tax benefits for education, including the American Opportunity Tax Credit (AOTC).

Based on the information we have on record for you, your EFC is 7256. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study, and possible funding from your state and school.

There is a limit to the total amount of Federal Pell Grants that a student may receive, which is equivalent to 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.

WHAT YOU MUST DO NOW (Use the list below to make sure that all of your issues are resolved.)

Is there an asterisk here? If so, your SAR requires further verification.
Please include both your ACT and SAT scores if you have taken them.

**SAT Score**
You may use a super score.

**ACT Score**
You may use a superscore.

**ACT Verification**
Please upload a file that verifies your ACT score (if applicable).

**SAT Verification**
Please upload a file that verifies your SAT score (if applicable).
### Extra Curricular Table

#### High School Senior

<table>
<thead>
<tr>
<th>Extracurricular Activities</th>
<th>Name of Activity</th>
<th>Number of Years</th>
<th>Number of months &amp; hours per week</th>
<th>Leadership Roles/Special Recognition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 1</td>
<td>A</td>
<td>#</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Activity 2</td>
<td>A</td>
<td>#</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Activity 3</td>
<td>A</td>
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<td>Activity 4</td>
<td>A</td>
<td>#</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Activity 5</td>
<td>A</td>
<td>#</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

#### Other Information:
If there is something from above that you wanted to elaborate on, you may do so here. This is optional.

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### College Student Activities

While in college, you may have participated in student activities, clubs, athletics, etc. Please list the activities you participated in with a brief description of each. If there was anything notable about your experience, please also indicate it. Be sure to identify any leadership roles. If you are new to college and want to include high school activities, please do so.

(If you have no activities you wish to include, enter "none.")
You may upload a resume instead of entering the information separately. There is NO need to do both. If you are uploading a resume, make sure you include hours per week.
ESSAY(S)

• There is 1 mandatory essay that ALL applicants must complete. Once you submit the Universal Application, you will be asked to complete more essays for specific scholarships.

  Mandatory Essay
  What are your future career goals? Where do you see yourself in ten years? Essay should be no more than 500 words.
SUPPLEMENTAL ESSAYS

MOST (but not all) scholarships will ask you to complete these additional scholarship questions. You might have several scholarships that require these. Once you enter it into one scholarship, it will auto-populate for the other scholarships, so you do NOT need to enter it multiple times.

General Essay Questions:
Many scholarships require you to complete the two (2) General Essay Questions. Essays should each be 350-500 words. You can use the same essays for each scholarship. Once you write the essay and submit for the individual scholarship, the essays will auto-populate for any additional scholarships. Just make sure you submit at the bottom of the page for each scholarship.

You must answer 2 of the following:

1. As a Community Foundation, we value the importance of community. Describe a community in which you live and how it has influenced the person you have become. You may define what community you are referring to. It could be geographic, religious, cultural, school community, etc.

2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?

3. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. Please share this information with our selection committee.

4. Describe a time you worked hard towards a goal and what you learned from that experience? How did you grow? How will this help you in the future?

5. Describe how you have demonstrated leadership inside or outside of school.
TRANSCRIPT &
RECOMMENDATION PROFILE
3RD PARTY REQUESTS

• Transcripts:
  • High School Seniors will need to have School Guidance upload their
    transcripts through a 3rd Party Request.
  • Current college students may upload their own transcripts.

• Recommendation Profiles
  • Legacy’s version of a Recommendation Letter (see next page for example)
  • ALL applicants will need to have 2 people complete Recommendation Profile
    in support of their application.
    • You will need to enter the name and email of 2 people into the system.
    • You will also send them an email them through the system.
  • These requests are due February 15th. This allows the individuals 2 weeks
    after the application deadline to complete them.
  • Please DO NOT email until you are sure you will submit your application. We
    do not want to waste people’s time!
  • Let both people know that you have sent this request so they can check their
    email; it might end up in junk or a spam folder!
  • It is YOUR responsibility to log back into your application to see if these have
    been completed.
  • We DO NOT accept written letters of recommendation.
You will be asked to provide emails for:
- Your Guidance Counselor or School Personnel responsible for uploading your High School Transcript.
- Two (2) individuals who will complete a Recommendation Questionnaire (our version of a letter of Recommendation) in support of your application.

After entering their email addresses, the system will immediately and automatically send an additional email to the individual you identified with instructions. You must compose a personal email in addition to the automatic and immediate email sent through the application. Consider using the sample language provided. You may also compose your own message.

You DO NOT need to wait until these are received to submit your application. They have until February 15th get these in for you.

Subject: Please Upload my Transcript for my Legacy Foundation Scholarship Application

"Hello, I am applying for a scholarship and I have been asked to have my transcript uploaded from my school. Would you be so kind as to complete this for me? The request will come to you automatically from this email address: administrator@grantinterface.com. For more information on how to add this domain to your Safe Senders List, click here.

The deadline for submission is February 15, 2023. If you are unable to provide this, please let me know."

Subject: Please Complete a Recommendation Form for my Legacy Foundation Scholarship Application

"Hello, I am applying for a scholarship and I have been asked to complete a recommendation profile form. Would you be so kind as to complete this for me? The request will come to you automatically from this email address: administrator@grantinterface.com. For more information on how to add this domain to your Safe Senders List, click here.

The deadline for submission is February 15, 2023. If you are unable to provide this, please let me know."

These items must be completed by February 16, 2023. It is YOUR RESPONSIBILITY to make follow up with outstanding requests. Please DO NOT send these emails until you are ready to submit your application.
Subject: Please Complete a Recommendation Form for my Legacy Foundation Scholarship Application

"Hello, I am applying for a scholarship and I have been asked to complete a recommendation profile form. Would you be so kind as to complete this for me? The request will come to you automatically from this email address: administrator@grantinterface.com. For more information on how to add this domain to your Safe Senders List, click here.

The deadline for submission is February 15, 2023. If you are unable to provide this, please let me know.

Your reference must provide the answers to the reference questions by February 15, 2023. It is YOUR RESPONSIBILITY to make sure your reference submits before the deadline. Please DO NOT send these emails until you are ready to submit your application."
Please answer the following questions about the applicant. Information provided in the recommendation section will NOT be visible to the applicant at any point during the review process. Please answer questions as accurately as possible.

Please list three adjectives that best describe the applicant.

How would you rate the student's potential for success in college or university in terms of the following:

- 5 = Outstanding
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Very Weak

N/A 1 2 3 4 5

Honesty & Integrity

N/A 1 2 3 4 5

Academic Ability

N/A 1 2 3 4 5

Comment on academic ability:

Motivation to Succeed

N/A 1 2 3 4 5

Comment on motivation to succeed:

Leadership Ability

N/A 1 2 3 4 5

Comment on leadership ability:

Dependability

N/A 1 2 3 4 5
You will NOT be able to make changes to your application after you submit. You may print your application to review beforehand. 
Open ALL TABS, right click> print> save as PDF.
After submitting your universal application, it will list all the scholarships you are eligible for. These additional scholarships will require supplemental information. Usually an essay(s) or other questions.

You will need to open each scholarship (from the Opportunity Name) and submit for each of them. Make sure you submit for ALL scholarships that you meet criteria for. If you do not submit, you will NOT be considered for those awards!

Click on the name of the scholarship to open and view questions.

All high school senior scholarships have the same General Essay questions. Once you cut and paste the essay into one application, it will flow through to all other scholarships that require it. You DO NOT need to retype or rewrite new essays.
If you log off and then log back in, your page will look like this. Simple click “Edit Application” (that means it is still in draft) and it will bring you to the supplemental questions.

To check the status of your 3rd Party Requests, look at this screen. It will show 3/3 (for high school seniors) or 2/2 for other applicants.

Be sure to SUBMIT at the bottom of each application.
SCHOLARSHIP TIPS

• Brag about yourself!
• Take time to write down all of your activities, goals, and what sets you apart. This information can be used for college applications & all of the scholarships you will apply for.
• Capitalization & spelling counts.
• Answer all of the questions completely.
• Type the essay in Word first, then paste into the online application.
  • Make sure you address the question the essay is asking.
• Print your application out and read it aloud. This will help you hear errors that you don’t always see.
  • Find a reviewer. They catch things you might miss.
• Give your references ample time to complete forms.
• Verify - Make sure you have uploaded the correct documents.
• Take your time.
• Do not wait until the last minute to complete or submit! Computers have glitches. Don't let a computer issue ruin your day- or your chances of getting an awesome scholarship!
Essay Tips: DO’s

1. **Read the Instructions!**
   a. Are there any limits on the essay? I.e. words, spacing, pages, etc.
   b. Answer the question(s) asked.

2. **Plan in advance:**
   a. Develop a list of your school & community activities.
   b. Write down the three accomplishments of which you are the most proud.
   c. Write down your career goals, or your reason for wanting to attend college.

3. **Write in a clear, “plain” style.** Avoid “flowery” language. Throw out your Thesaurus. Readers are more impressed by the quality of your ideas than your use of multi-syllabic terms. Especially if they are used incorrectly!

4. **Choose Proper Type, Style and Format.** A good essay is not about style and formatting, of course, but style influences the first impression your paper makes.

5. **Make it personal and passionate:**
   a. **Help US get to know YOU.** Spend some time going below the surface and share something about who you are.
      i. If you are writing about your desire to become a biologist, explain that your passion began when your father bought you a microscope when you were five years old.
      ii. Don't just mention that you work with disadvantaged kids; tell them how your love of art got you into working with those kids.
      iii. Focusing on specific examples of your life will help readers relate to your experiences and ensure that you are memorable.
   b. **Use specific statements instead of generalizing.** Don't just write, "Education is the key to success." Instead, show how education has impacted your life.

6. **Find an editor:** Family members, teachers, or advisors all make great editors. Some editors catch grammar and spelling mistakes; others give advice on making the substance of your essay better. Find both types of editors. Be careful that they do not alter your work so much that your voice is lost. Editing is essential, but your writing should always be your own.

7. **Read your essay aloud to yourself so you can hear how it flows.**
QUESTIONS?