

Instructions for Applying for a Scholarship from The Selma J. Hartke Community Foundation

First Step: Read and review the statement describing the history of the Foundation and the guidelines used by the Board of Directors to award a scholarship. Pay careful attention to the guidelines while you are filling out your Application and writing your short essay.

Second Step: Go on the Internet and find the form entitled “Free Application for Federal Student Aid” (“FAFSA”). With the assistance of your parents or guardians complete the form and submit it in a timely manner to the U.S. Department of Education. The web page for the form is www.fafsa.ed.gov.

Third Step: Carefully read over the Application and thoroughly answer each of the questions, especially those about your financial situation. After completing the Application, write a short essay (300-500 words) which describes your goals and ambitions.

Fourth Step: The final step is to submit to the Foundation the documents:

- (1) Your completed Application with the essay attached;
- (2) Your high school transcript and if you are currently in college, a copy of your current college transcript; and
- (3) Your FAFSA and any response thereto.

These items should be delivered to:

The Selma J. Hartke Community Foundation
P.O. Box 2459
Springfield, IL 62705-2459

Applications and supporting material must be postmarked no later than February 28, 2019.