

# CALIFORNIA COMMUNITY FOUNDATION

## ADIBA SHABY SCHOLARSHIP

### GUIDE FOR APPLICANTS

The Adiba Shaby Scholarship was established in 1997 as a means to support students from economically disadvantaged communities in Los Angeles. Preference is given to students from Venice High School, Westchester High School, and West LA College. Administered by the California Community Foundation (“the Foundation”), the Adiba Shaby Scholarship provides recipients with a one-time awards to support the cost of tuitions, fees, books, and supplies. Past recipients are eligible to reapply for the scholarship each year while still pursuing their course of study. The opportunity requires that you submit an application that is representative of your accomplishments, goals and challenges you have faced.

#### REGISTER

### Profile

**Account Information**

First Name  \*      Last Name  \*

Email Address  \*


Portal Access\*

<input checked="" type="checkbox"/>	Scholarship Applicant	(Denied)	Apply for scholarships.
<input type="checkbox"/>	Grant Applicant	(Approved)	Apply for grants as an employee or grantwriter for a registered 501c3 public charity or school only. Orgs pending 501c3 status not eligible.
<input type="checkbox"/>	Organization Admin	(Denied)	Control the level of access for other users within your 501c3 organization. Orgs pending 501c3 status not eligible.
<input type="checkbox"/>	Reviewer	(Denied)	Review grant and/or scholarship applications
<input type="checkbox"/>	Vendor		For NSI contractors Only

\*Some access requires approval. Please do not select access that you do not need!

Once you click the **Register** link on the log in portal, you will be prompted to create a profile, including contact information, password and portal access. After filling out the information and accepting the terms and conditions, click **Register**. You will receive an email confirming successful registration with our site (see below). Once you have registered, you will be able to access the application through your secure portal log in.

California Community Foundation - Welcome

 grantsmanager@callfund.org  
Thu 2/10/2022 3:44 PM  
To: De La Torre, Fausto  
Hello fausto  
Thank you for taking the time to register on our web portal.  
You can log in any time by going to <https://applyforgrants.callfund.org/SpectrumWebPortal/Accounts/Login>

Thanks  
CCF Grants Management  
Phone (213) 239-2330  
Emails:  
grantsmanager@callfund.org  
scholarships@callfund.org  
[www.callfund.org/](http://www.callfund.org/)

#### APPLICATION

The application is by invitation only. In order to apply, you must first receive an invitation to apply by

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designated staff at Venice High School, Westchester High School, and West LA College, a past recipient, or be a past recipient yourself. The password for the 2022 scholarship year is [Adiba2022](#).

Upon logging in, select the **Adiba Shaby Scholarship** application.

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#### Adiba Shaby Scholarship

Now

INVITE ONLY: The Adiba Shaby Scholarship Foundation was established in 1997 as means to support students from economically disadvantaged communities in Los Angeles. In 2004, the scholarship program found its home at the California Community Foundation and has continued to support students since her death in 2006. Preference will be given to students from Venice High School, Westchester High School, and West LA College. However, selection is not limited to these populations.

You will be asked to submit the application password: [Adiba2022](#)

## Application Password

Enter the application password

Enter Password

Upon accessing the application, you will be prompted to navigate through various tabs which include:

- Adiba Shaby Scholarship
- Applicant Information
- Educational Plans & Short Answer
- Financial Information
- Personal Statements & Attachments

To navigate through the various tabs, click the navigation buttons located on the bottom of the application screen (see below).

Next

Save

Submit

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In order to successfully submit your application, you must provide 1) all required information 2) all required attachments and 3) when your application has been finalized you must agree to all terms and select **submit** on the **Personal Statements & Attachments** tab.

By entering my name into the field below I certify that the information provided is complete and accurate to the best of my knowledge and that I agree to the Foundation's scholarship terms.

#### Scholarship Terms

- I understand this scholarship is for a one year award for the upcoming academic year. If I am interested in receiving another scholarship next year, I must submit a new application next year by the deadline. I understand that if my enrollment status changes, including the university to which I am enrolled, my scholarship may be forfeited or reduced.
- I understand that it is my responsibility to ensure the application submitted is complete and includes all required attachments in their final form.
- I am/will be 18 years old and a high school graduate by the start of the academic year.
- I understand that if awarded, I will use the award from the Adiba Shaby Scholarship Fund for tuition, fees, books, and supplies only.
- If requested, I agree to provide additional information for verification purposes.



Previous

Save

Submit

**Note:** It is recommended that you click save at the bottom of the screen every 15 minutes while making changes to your application. You may select to start an application then save and return to the application. To do so, you may click the **Save** button at either the top or bottom of the screen (see below).

[Exit](#)   [Save](#)   [Save and Exit](#)   [Printer Friendly Version](#)

**Note:** Throughout the application additional guidance and information may be provided in the form of a help-let. Help-lets are identified by blue question marks.

#### ACCESSING YOUR SAVED/SUBMITTED APPLICATION

To access a saved application, navigate to **My Saved Applications** and select the application you wish to access. You may elect to continue a saved application and submit or review a previously submitted application. Note: The Foundation will only accept one application per applicant. You may only submit an application once per application period.

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Saved Applications

## Saved Applications

Sort

Adiba Shaby Scholarship

Status: CREATED

Stage: MAIN

2/14/2022

Delete

### SUCCESSFUL SUBMISSION OF YOUR APPLICATION

Upon providing all the required information and ensuring all attachments are correct and in their final form navigate to the **Attachments** tab and click **submit**. Once submitted you should receive a message from our site similar to the one shown below.

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Additionally, you will receive an email to the email address you provided upon registering with our website. If the email is not in your inbox, be sure to check the SPAM folder and add [grantsmanager@calfund.org](mailto:grantsmanager@calfund.org) and [scholarships@calfund.org](mailto:scholarships@calfund.org) as a contact.

#### AWARD NOTIFICATIONS & ACCEPTANCE OF THE AWARD

Applicants who are selected to receive a scholarship will be notified via email and will be provided with instructions on how to accept the award. Acceptance of the award will require that you log in to the Foundation's website and navigate to **My Awards**, so be sure to remember your log-in username (email provided upon registering with our site) and password.

#### Tips:

- Your application contact information is used to notify you of your award and provide instructions on how to claim your award upon graduation. It is the Foundation's preference that you provide an email that 1) you will continue to have access to post graduation and 2) you check regularly. Hotmail and Yahoo accounts have SPAM filters that often direct the Foundation's emails to a SPAM folder. If you do not have a Gmail account, be sure to check your SPAM folder regularly to make sure you receive the Foundation's emails/instructions. Please **avoid** providing a school-associated e-mail address if you will be graduating or transferring schools.
- We may need to send you information by mail. Be sure to include your full mailing address which should include your street address (ex. 2000 Smith Street), your city (ex. Los Angeles), your five digit postal zip code (ex. 90012), and if applicable an apartment or unit number.
- It is permissible to consult an adult and seek guidance on the essay portion of the application. It is the committee's expectation that you are the sole author of your essay and that you have not received assistance in editing your essay by an adult or peer. If you are quoting another individual, be sure to properly cite and identify direct quotes using quotation marks.
- Letters of recommendation provide the committee with insight on your academic and leadership potential. Be sure to request letters of recommendation from appropriate individuals with whom you have worked closely. Request the letter early and make sure to communicate a deadline to receive the letter that allows you sufficient time to submit your application.
- If you have any clarifying questions, seek guidance from a counselor or teacher. If they are unable to assist you – contact the Foundation at [scholarships@calfund.org](mailto:scholarships@calfund.org) and we will do our best to address your question in a timely fashion.