

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

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.

Create a Profile

Account Information

First Name	<input type="text" value="Jane"/>	*	Last Name	<input type="text" value="Doe"/>	*
Email Address	<input type="text" value="calfundscholarships@gmail.com"/>				
Password	<input type="password" value="*****"/>				
Re-enter your Password	<input type="password" value="*****"/>				
Password Hint	<input type="text" value="The password I use for scholarships"/>				
	<input checked="" type="checkbox"/> I accept the terms & conditions *				
Portal Access*	<input checked="" type="checkbox"/> Scholarship Applicant	Apply for scholarships			
	<input type="checkbox"/> Grant Applicant	Apply for grants on behalf of a 501c3 public charity organization			
	<input type="checkbox"/> Organization Admin	Control the level of access for portal users who register with the organization			

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


Personal Information

Address (line 1)	<input type="text" value="221 S. Figueroa Suite 400"/>				*
Address (line 2)	<input type="text"/>				
City	<input type="text" value="Los Angeles"/>	*	State	<input type="text" value="California"/>	*
State	<input type="text" value="California"/>	*	Zip	<input type="text" value="90012"/>	*
Primary Phone #	<input type="text" value="213-239-2330"/>	*	Phone Type	<input type="text" value="Work"/>	*
Secondary Phone #	<input type="text"/>		Phone Type	<input type="text"/>	

Use this link to [Log In](#)

Note: Asterisks indicate **required fields**. Provide an email address you **check often** as award information will be communicated via email. When registering, select **SCHOLARSHIP APPLICANT**.

California Community Foundation - Welcome Inbox x

 **grantsmanager@calfund.org**
to me ▾

Hello Jane

Thank you for taking the time to register on our web portal.

You can log in any time by going to <https://applyforgrants.calfund.org/SpectrumWebPortal/Accounts/Logon>.

Thanks
CCF Grants Management Group
 Email: grantsmanager@calfund.org
www.calfund.org/

APPLICATION

The application is by invitation only. In order to apply, you must first receive an invitation to apply by 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 2023 scholarship year is **Adiba2024**. **The application deadline for this year is May 6th, 2024.**

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

Scholarship

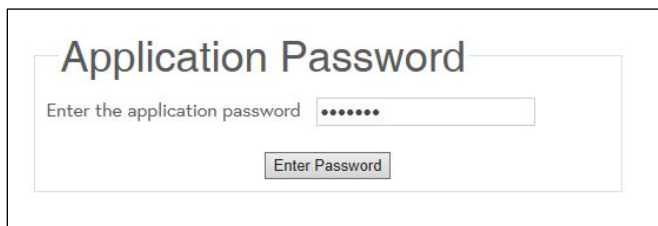
Adiba Shaby Scholarship

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.

Accepting Applications

Now

You will be asked to submit the application password: **Adiba2024**



The screenshot shows a web form titled "Application Password". It contains a text input field with the placeholder text "Enter the application password" and a password mask of seven dots. Below the input field is a button labeled "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).

[Previous](#) [Next](#) [Save](#)

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 2018-2019 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 2018-2019 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).

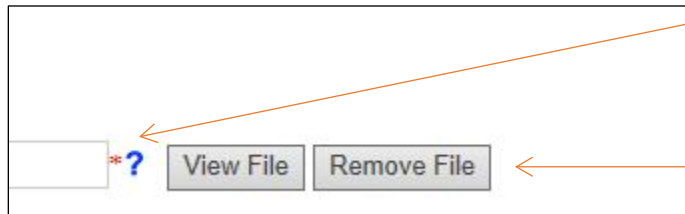
Top of Screen Option

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

Bottom of Screen Option



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.



The blue question mark shown below provides additional guidance on application requirements. Attachments may be reviewed by selecting “view file” or removed by selecting “remove

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.

Welcome Jane

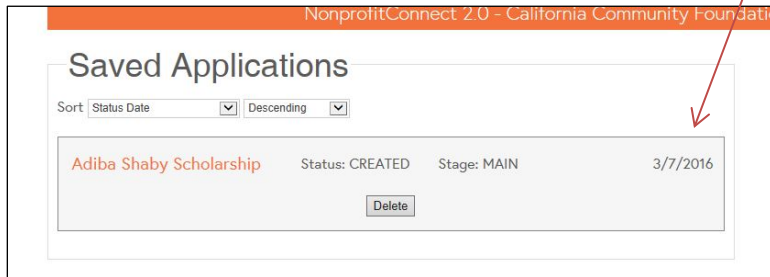
SCHOLARSHIP APPLICANT

FIND SCHOLARSHIPS
MY SAVED APPLICATIONS
MY AWARDS
REFERENCES

MY PROFILE

LOG OUT

Access saved applications by clicking the MY SAVED APPLICATIONS link. By doing so, you should see a list of your saved applications by the date they were saved (see below).



NonprofitConnect 2.0 - California Community Foundation

Saved Applications

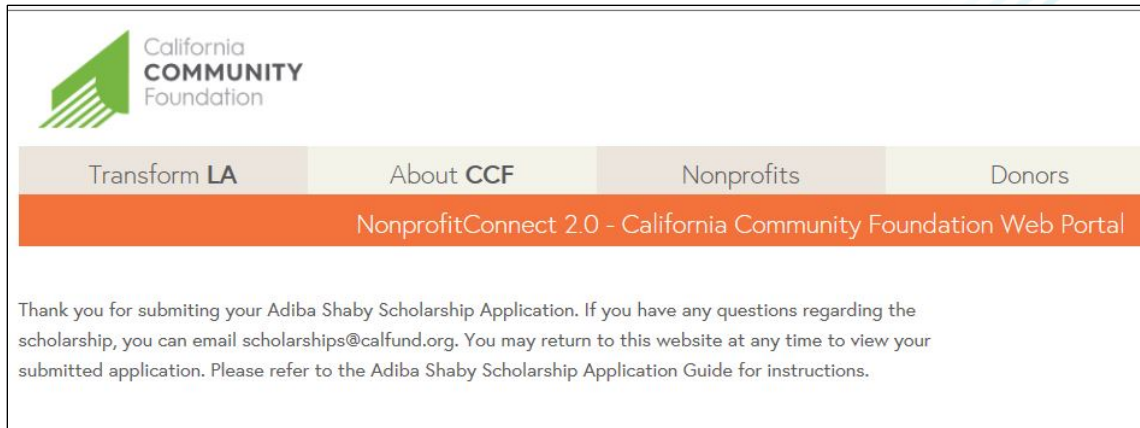
Sort: Status Date | Descending

Adiba Shaby Scholarship	Status: CREATED	Stage: MAIN	3/7/2016
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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.



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 and 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 and we will do our best to address your question in a timely fashion.

Helpful Resources:

Essay Writing

<http://www.studentscholarshipsearch.com/tips/scholarship-essay-tips.php>

<http://www.usnews.com/education/blogs/the-scholarship-coach/2013/01/31/4-ways-to-make-your-scholarship-essay-stand-out>

Letters of Recommendation

<https://www.scholarships.com/financial-aid/college-scholarships/scholarship-application-strategies/the-scholarship-letter-of-recommendation/>