

# K-12 EITC Scholarship Application Instructions

**A separate application needs completed for each student!**

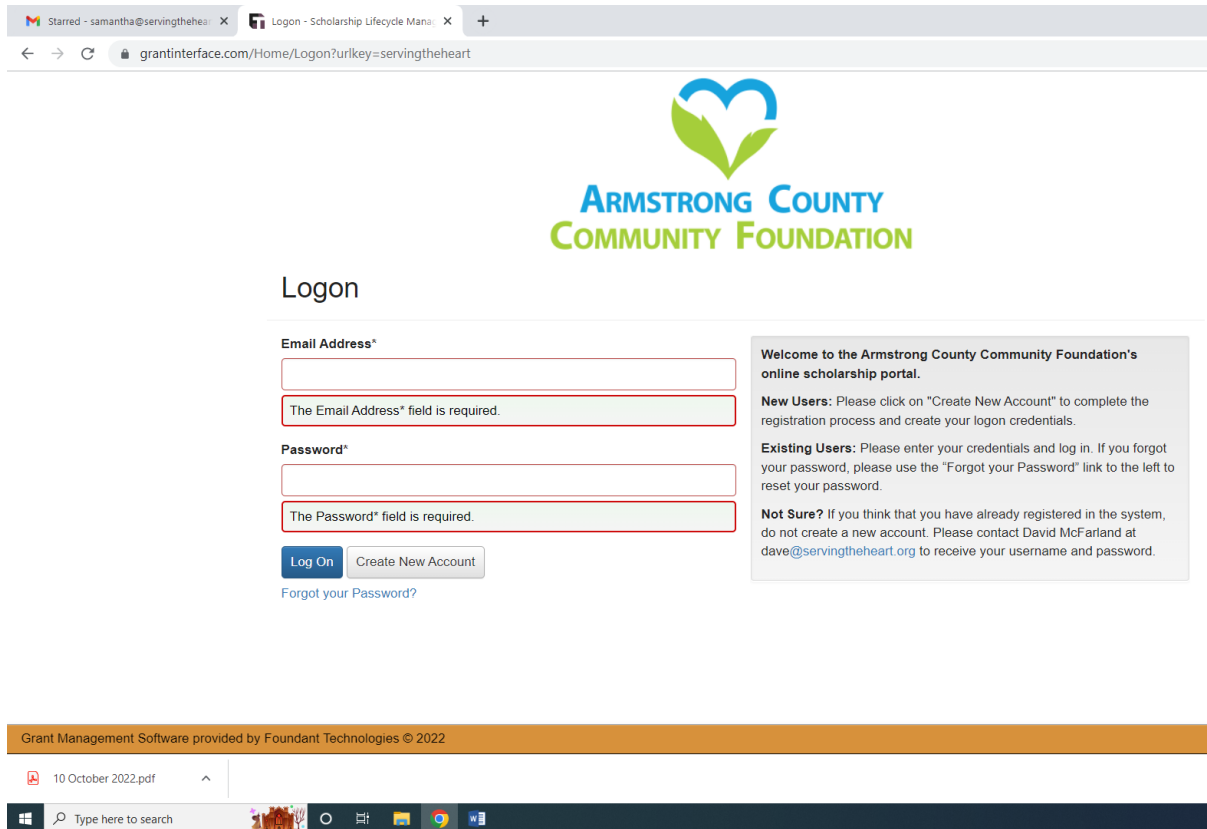
To qualify for the K-12 scholarship, the parent(s)/guardian(s) of the student must reside or work in **Armstrong or Butler County**. An eligible student is a school age student (K-12) who is a resident of Pennsylvania, enrolled in a school in this Commonwealth and a member of a household with an annual household income of not more than \$105,183, except that an additional income allowance of \$18,514 is permitted for the student and for each other dependent (as defined by the IRS) living within the same household.

## How to Apply

<https://www.grantinterface.com/Home/Logon?urlkey=servingtheheart>


Use the above web address or visit [www.servingtheheart.org](http://www.servingtheheart.org) →select Tuition Assistance from the Menu→Select How to Apply on the left side of the screen→There will be an Apply Now button to select that will take you to the below screen to login. You will need to create an account if you have not already done so.

You can select Forgot Password if you do not remember what you previously used. If needed call the Foundation office at 724-548-5897 and we can assign a new password.



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grantinterface.com/Home/Logon?urlkey=servingtheheart



### Logon

**Email Address\***

The Email Address\* field is required.

**Password\***

The Password\* field is required.

[Log On](#) [Create New Account](#)

[Forgot your Password?](#)

**Welcome to the Armstrong County Community Foundation's online scholarship portal.**

**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

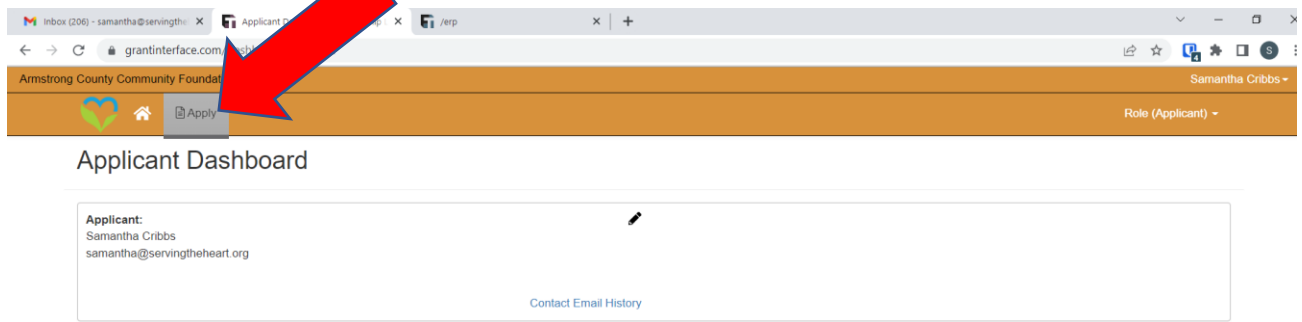
**Not Sure?** If you think that you have already registered in the system, do not create a new account. Please contact David McFarland at [dave@servingtheheart.org](mailto:dave@servingtheheart.org) to receive your username and password.

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10 October 2022.pdf

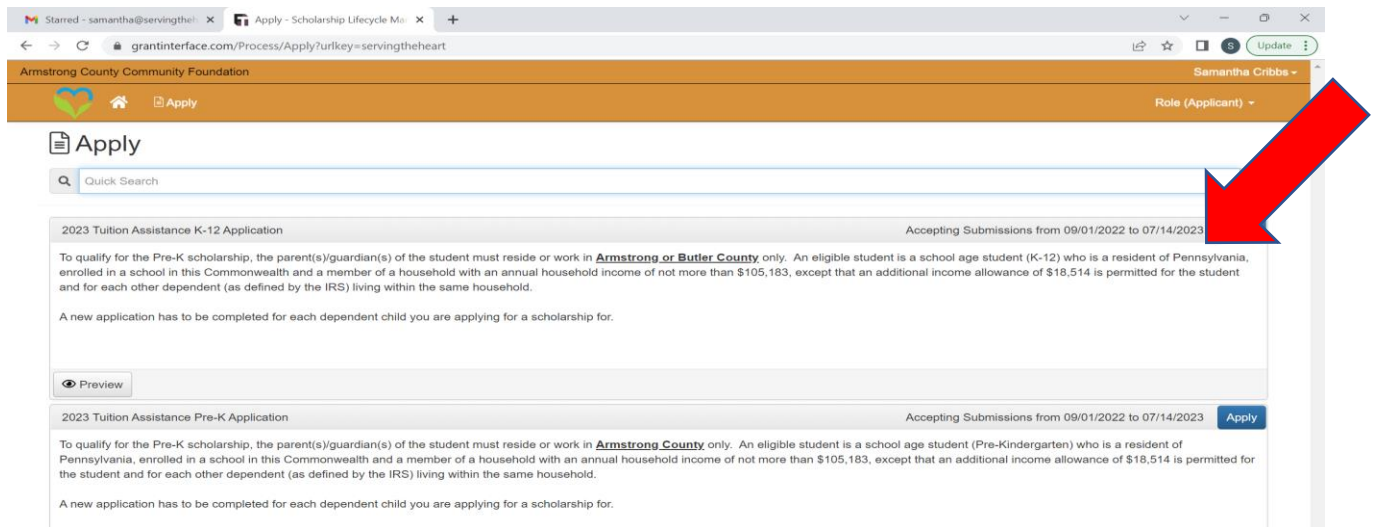
Type here to search

Once logged into your account select Apply at the top of the screen.

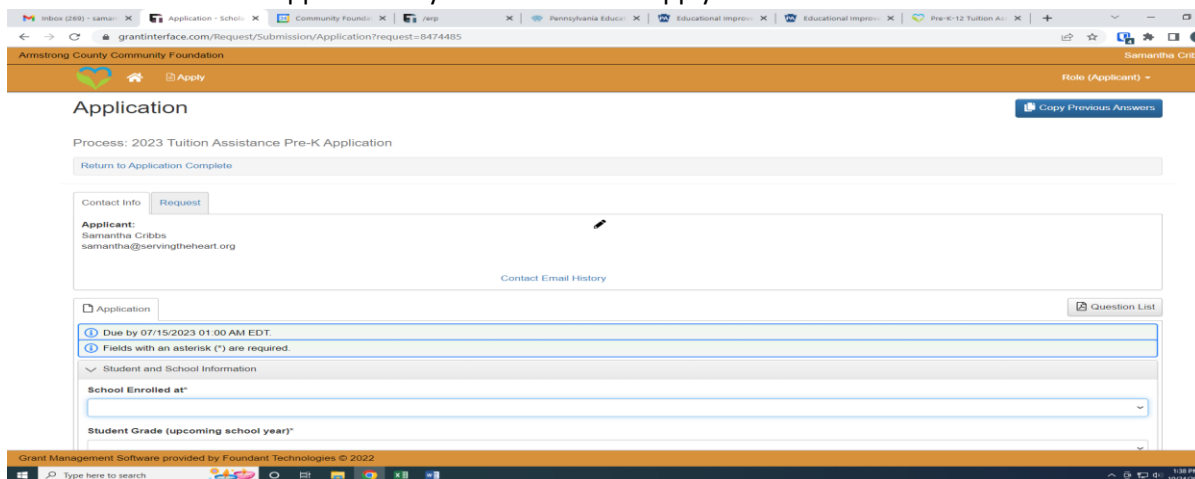


All open applications will be displayed. **Please note there are separate applications for Pre-K and K-12 and a separate application needs completed for each child.**

Select Apply



The Below Screen will appear after you have selected apply.



There will be five separate sections to complete

APPLICATION

CONTACT INFORMATION

RESIDENCY REQUIREMENT QUESTIONS-May also need to complete other county of residence section

INCOME REQUIREMENT QUESTIONS

ELECTRONIC SIGNATURES

## APPLICATION SECTION

### Student Name

### School Enrolled at

Use the dropdown arrow and select which school the child is enrolled at. If you do not see your school on the list please contact the Community Foundation to have it added (724-548-5897)

### Student Grade (upcoming school year)

Use the dropdown arrow to select the grade your student will be in for the upcoming school year

### Tuition Cost (annual)

List in dollar format the annual tuition amount for the student. Deduct any other known financial assistance ex: if the school gives a discount for multiple students deduct that discount from one of the students tuition cost

The screenshot shows a web browser window with the URL [grantinterface.com/Request/Submission/Application?request=8523925](http://grantinterface.com/Request/Submission/Application?request=8523925). The page header identifies the organization as Armstrong County Community Foundation. The main content area is titled "Application" and includes a "Question List" button. Two informational messages are displayed: "Due by 07/15/2023 01:00 AM EDT." and "Fields with an asterisk (\*) are required." The form is organized into sections, with "Student and School Information" expanded. This section contains four fields: "Student Name\*" (text input), "School Enrolled at\*" (dropdown menu), "Student Grade (upcoming school year)\*" (dropdown menu), and "Tuition Cost (annual)\*" (text input with a dollar sign prefix). Below this is a collapsed "Contact Information" section. The footer of the page states "Grant Management Software provided by Foundant Technologies © 2022" and includes a "DellCommandUpdate" notification for 3 updates ready to install.

# CONTACT INFORMATION SECTION

**Parent(s) First Name**

**Parent(s) Last Name**

**Home Address**

**Mailing Address (if different than home address)**

**City**

**State**

**Zip Code**

**Primary Phone Number**

**Alternate Phone Number**

**Email Address**

Please list an email address you check regularly. All correspondence will come through this email.

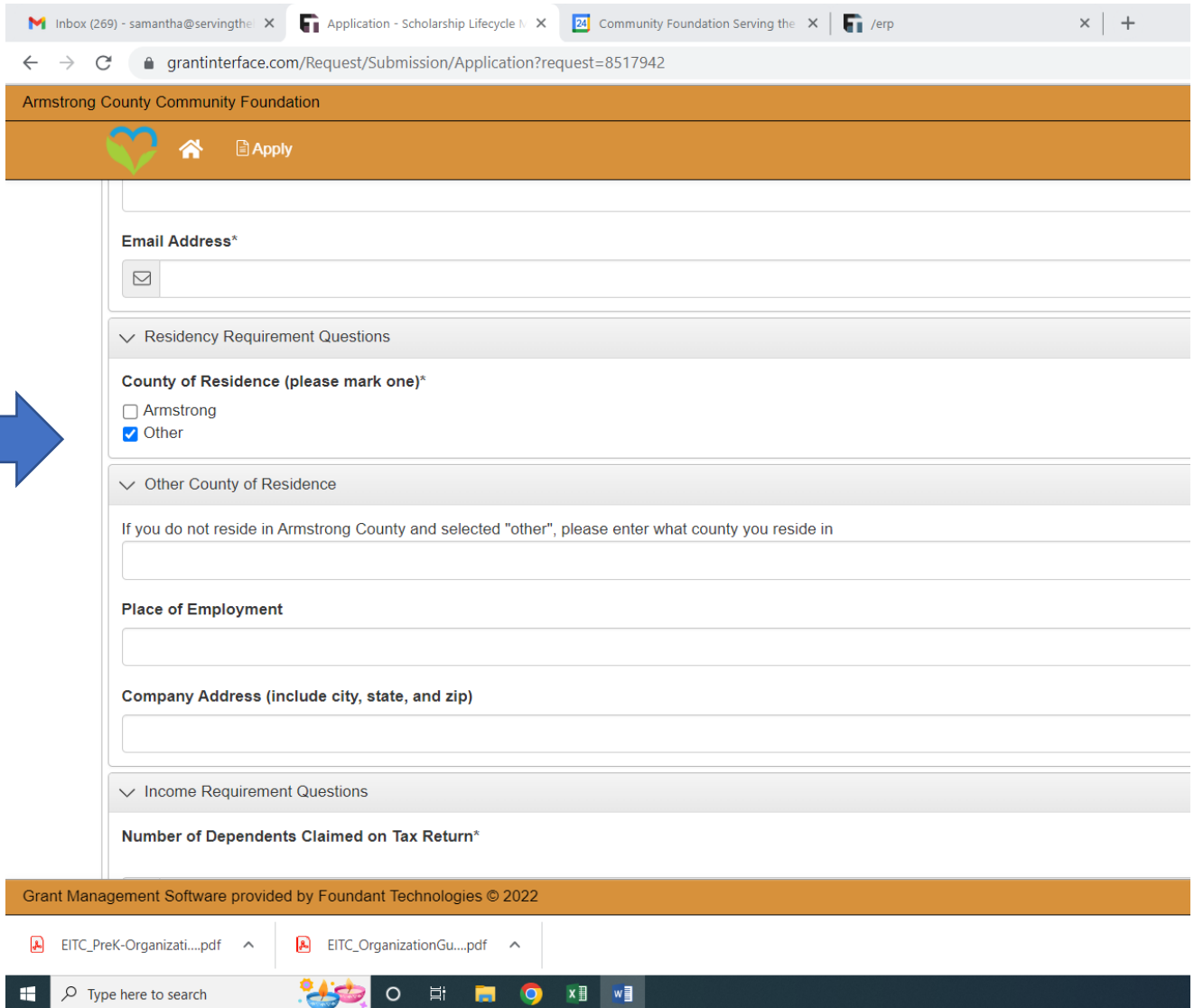
The image shows two screenshots of a web application form for the Armstrong County Community Foundation. The top screenshot displays the 'Contact Information' section, which includes fields for 'Parent(s) First Name', 'Parent(s) Last Name', 'Home Address', 'Mailing Address (if different than home address)', 'City', and 'State'. The bottom screenshot shows the 'Residency Requirement Questions' and 'Income Requirement Questions' sections. The 'Residency Requirement Questions' section includes a 'County of Residence (please mark one)' field with radio buttons for 'Armstrong' and 'Other'. The 'Income Requirement Questions' section includes a 'Number of Dependents Claimed on Tax Return' field with a '#' symbol. The form is titled 'Armstrong County Community Foundation' and has an 'Apply' button. The browser address bar shows 'grantinterface.com/Request/Submission/Application?request=8474485'. The footer of the form states 'Grant Management Software provided by Foundant Technologies © 2022'.

# RESIDENCY SECTION

## Select County of Residence

To qualify for the K-12 scholarship, the parent(s)/guardian(s) of the student must reside or work in **Armstrong or Butler County**.

If you select Other another section will appear called Other County of Residence. You will need to list the county you live in and your place of employment including address.



The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8517942`. The page header identifies the organization as Armstrong County Community Foundation. The main content area is titled "Residency Requirement Questions" and contains several sections:

- Email Address\***: A text input field with an email icon.
- County of Residence (please mark one)\***: A section with two radio button options:  Armstrong and  Other. A blue arrow points to the "Other" option.
- Other County of Residence**: A section with a text input field and the instruction: "If you do not reside in Armstrong County and selected 'other', please enter what county you reside in".
- Place of Employment**: A text input field.
- Company Address (include city, state, and zip)**: A text input field.
- Income Requirement Questions**: A section with the label **Number of Dependents Claimed on Tax Return\*** and an associated text input field.

The footer of the page states: "Grant Management Software provided by Foundant Technologies © 2022". The Windows taskbar at the bottom shows the search bar and several application icons.

# INCOME SECTION

**Number of Dependents Claimed on Tax Return** – Information will be verified on uploaded 1040 form

**Adjusted Gross Income** – Enter the amount from the line labeled “adjusted gross income” from your 2022 1040 tax return page 1

**UPLOAD Page 1 Federal Income Tax Return 1040-** this is used to verify the number of dependents and adjusted gross income reported. If dependents do not all fit on page 1 please upload “statement 1”. Feel free to black out private information such as social security numbers and bank numbers. If no tax returns were filed you **MUST** provide proof of income you have (SSI, child support, food stamps, etc.)

**UPLOAD** Additional File Space – use if additional space is needed for income support

**UPLOAD** and document any change in financial status-Please provide any information concerning changes in your financial status since your tax return was filed. Any explanation of reduced income **MUST** be accompanied by supporting documentation.

The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8519571`. The page title is "Armstrong County Community Foundation". The main content area is titled "Income Requirement Questions" and contains the following sections:

- Number of Dependents Claimed on Tax Return\***: A text input field with a "#" placeholder.
- Adjusted Gross Income\***: A text input field with a "\$" placeholder. Below it is a note: "Please enter amount from your tax form 1040 for calendar year 2022. If Married Filing Separately include the Adjusted Gross Income from both spouses."
- Page 1 Federal Income Tax Return 1040\***: A text area with instructions: "Please upload **page 1 only** of your 2022 Federal Income Tax Return Form 1040 of the person that claims the students applying for tuition assistance. This page must show your list of dependents as well as your adjusted gross income." It also includes a note: "If you have additional dependents that did not fit on page 1 of your tax form, please include the 'statement 1', which includes the list of additional dependents." and a disclaimer: "\*Please feel free to black out private information such as social security numbers and bank account information as we do not need it. Regardless, all applications are kept securely and confidential." Below this is another note: "If no taxes were filed, you **must** provide proof of whatever income you have (SSI, Child Support, Food Stamps, etc.)" and an "Upload a file" button with "[2 MiB allowed]".
- Additional File Upload Space**: A note: "If you need to provide additional documentation, please upload your file here." and an "Upload a file" button with "[2 MiB allowed]".
- Change in Financial Status**: A text area with instructions: "Please provide any information concerning changes in your financial status since the above return was filed. Any explanation of reduced income **MUST** be accompanied by supporting documentation to be considered." Below the text area is a rich text editor toolbar with buttons for Bold (B), Italic (i), Underline (U), Bulleted List, and Numbered List.

At the bottom of the page, there is a footer: "Grant Management Software provided by Foundant Technologies © 2022". The Windows taskbar is visible at the very bottom of the screenshot.

# ELECTRONIC SIGNATURE

Enter your full name to acknowledge that the information you provided is accurate and true to the best of your knowledge. Also, to acknowledge that you understand all communication relating to this application will be done via email and through the online portal you are using to apply.

Electronic Signature

**Electronic Signature\***

Please enter your full name below, acknowledging that the information you provided is accurate and true to the best of your knowledge.  
All communication relating to this application will be done via email and through this online portal.

Due by 07/15/2023 01:00 AM EDT.

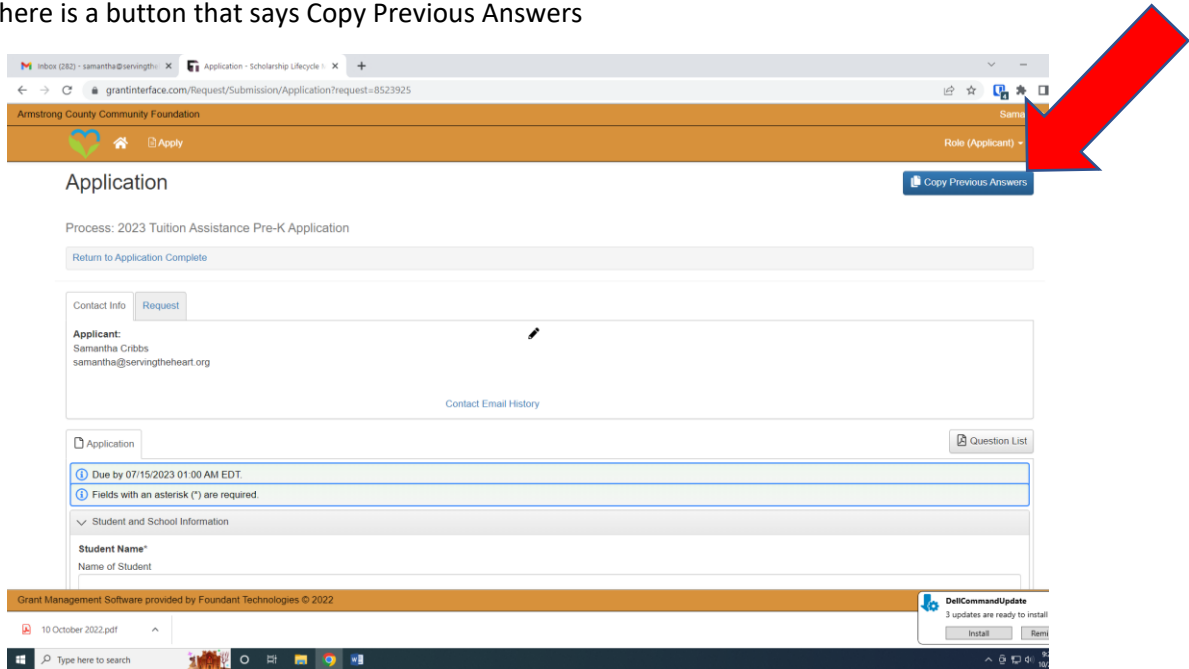
Abandon Request Save Application Submit Application

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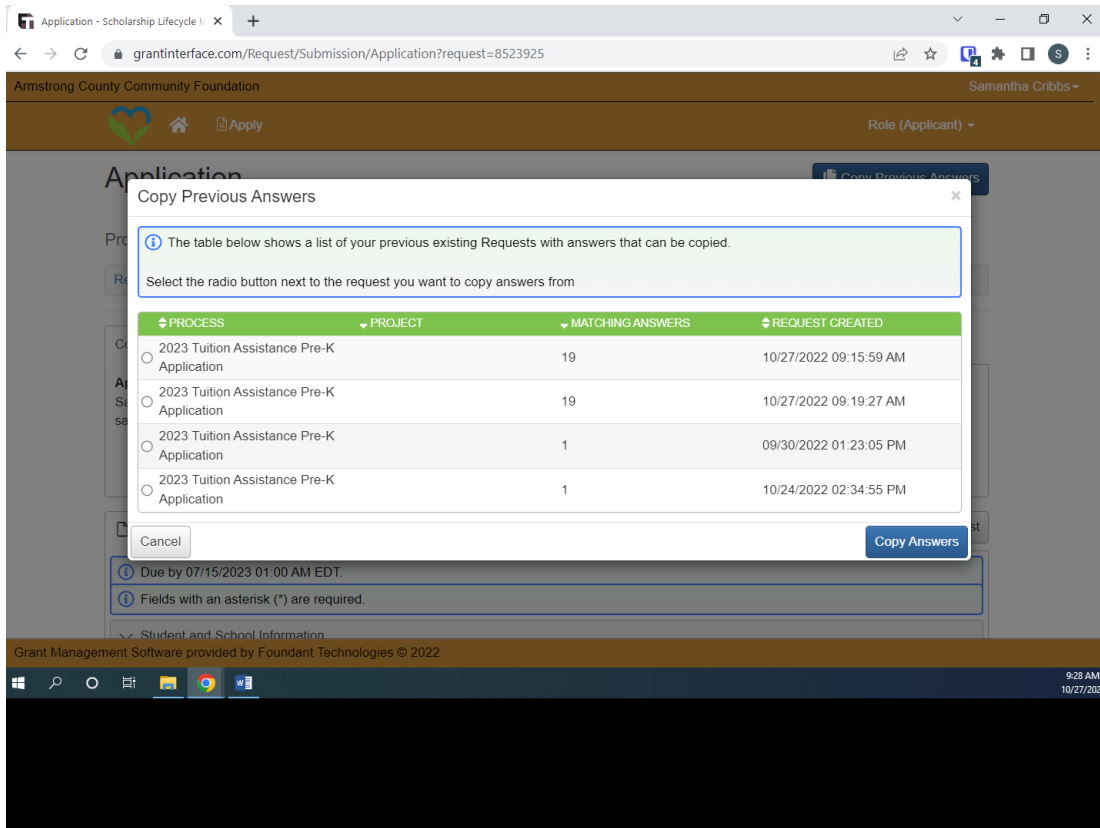
Once complete, select the Submit Application button at the end of the application. Your application will be listed in a “draft” status until the Submit Application button is selected. Any application in a draft status at the application deadline will not be considered for tuition assistance.

# APPLYING FOR MULTIPLE STUDENTS

If you have multiple students when you go to start the next students application in the upper right hand corner there is a button that says Copy Previous Answers

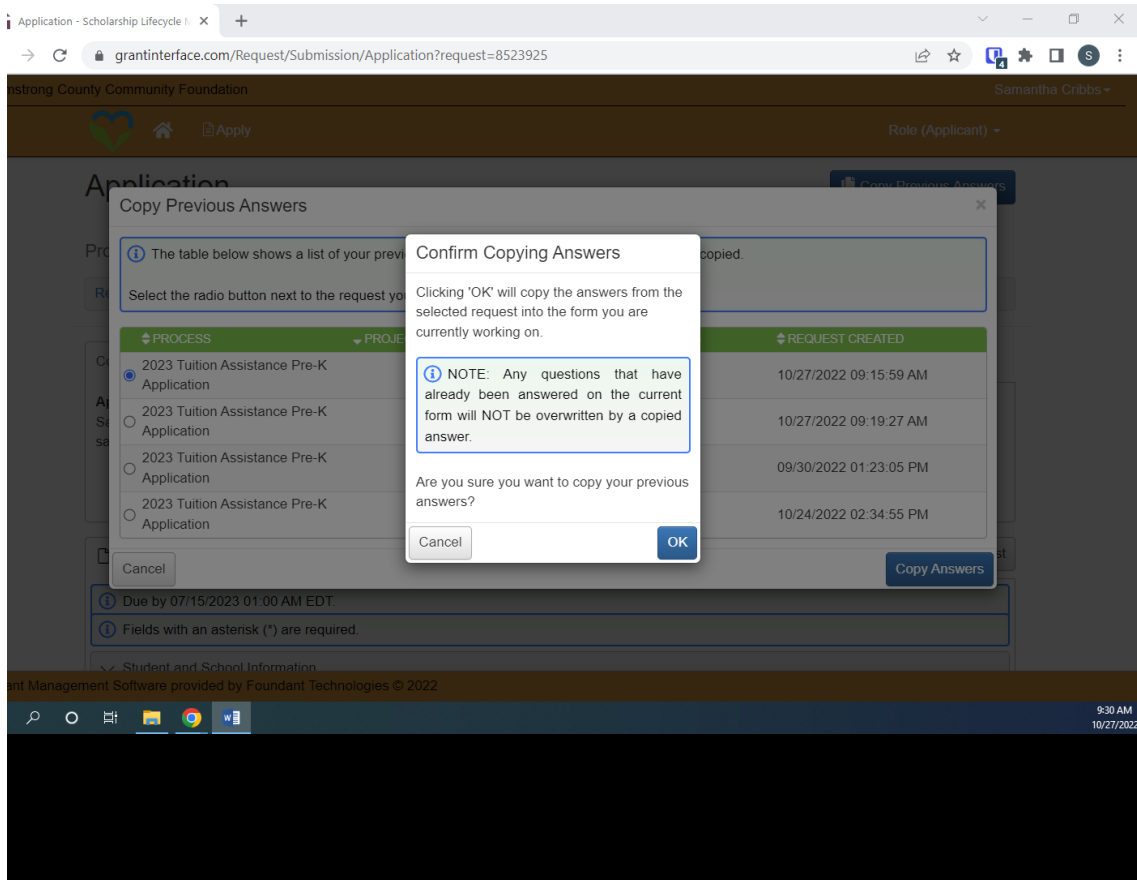


A screen will appear allowing you to select the Process (Application) you would like to copy.

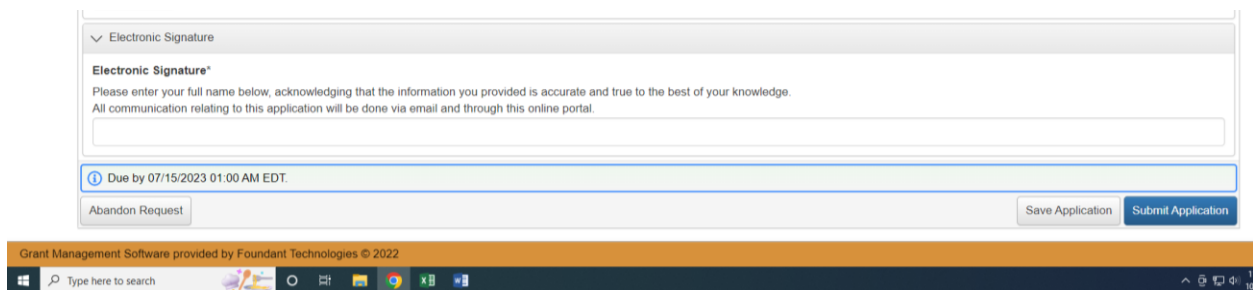




A prompt will appear asking you to Confirm Copying Answers. Please read the prompt carefully and select OK if you agree.



A new application will now appear and you will need to change any information that is different from your previous application.



Once complete, select the Submit Application Button at the end of the application. Your application will be listed in a "draft" status until the Submit Application button is selected. Any application in a draft status at the application deadline will not be considered for tuition assistance.

## ITEMS TO CONSIDER WHEN COMPLETING APPLICATION

- Once you start an application you can save the application and return to complete it later.
- Page 1 of your 1040 tax return and/or proof of income or change in financial status must be attached for consideration.
- You may black out any sensitive information on the 1040 including social security numbers and banking information.
- All communication will be through the online portal and/or email regarding your student's tuition assistance.
- Emails will come from Armstrong County Community Foundation ([administrator@grantinterface.com](mailto:administrator@grantinterface.com) **THIS IS A NO REPLY EMAIL ADDRESS**)  
If you select reply the email will come directly to [samantha@servingtheheart.org](mailto:samantha@servingtheheart.org). Please check your spam/trash folder to make sure messages are not automatically placed there.
- Contact your school for assistance in completing the form if needed