The Community Foundation
OF FREDERICK COUNTY

# SCHOLARSHIP GUIDEBOOK

## 2027



# Post-Secondary Educational Scholarship Guidebook 2027

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For more information about Community Foundation scholarships and to access scholarship applications, visit www.ScholarshipsFrederickCounty.com or scan the QR code below.

## SECTION 1: About Community Foundation Scholarship Programs

Since 1986, the Community Foundation has been the leading source for post-secondary scholarship funding in Frederick County. Our programs support nearly every area of study imaginable, with scholarships funded by generous donors who believe in the value of education. Some donors want to support students aspiring to careers similar to theirs; other donors want to give back to the community that has generously given to them. Others wish to honor the legacies of their loved ones, both living and deceased.

Through this generosity, the Community Foundation currently supports the following three post-secondary scholarship opportunities:

- Trade and Certification Scholarship Program
  - For Frederick County, Maryland residents studying to enter trade and technical fields.
  - Applications are reviewed as they are received for as long as funds are available between 11/1/26 and 05/01/27 for FY27.
  - Applicants will be notified of results within 45 days after application.

- The Harold Glen and Audrey G. Benson Trumpower Foundation Scholarship Program
  - For Carroll County, Maryland residents who have either graduated from a high school located in Carroll County or are a resident of Carroll County.
  - Residents may attend any accredited school of their choosing and be at any point in their post-secondary education career including pursuing education toward associates, bachelors, masters, and doctoral degrees, as well as career readiness programs such as trade and technical schools and certification programs.
  - Application will be open 02/01/27 through 02/28/27. Late applications will not be accepted.
  - Recipients will be notified in late May-June 2027.

- Post-secondary Scholarship Program
  - Primarily for Frederick County, Maryland residents.
  - Residents may attend any accredited school of their choosing and be at any point in their post-secondary educational career, including pursuing education toward associates, bachelors, masters, and doctor's degrees, as well as career readiness programs such as trade and technical schools and certification programs.
  - Application will be open 03/01/27 through 03/31/27. Late applications will not be accepted.
  - Recipients will be notified in late May-June 2027.

*Community Impact team members are available for further questions at 301-695-7660 or* Community.Impact@FrederickCountyGives.org

## SECTION 2: Trade and Certification Scholarship

The Trade and Certification Scholarship program provides scholarships primarily for the benefit of Frederick County, Maryland residents studying to enter trade and technical fields.

These scholarships can help pay for training at an accredited trade or technical school, certification exams, tools, and other necessary supplies for study and work in the trades. Criteria for eligibility are specific to the available funds, which are listed on our website at www.ScholarshipsFrederickCounty.com. Each scholarship will remain open for the fiscal year until monies are depleted.

Students will submit one application with general information about the student, as well as qualifying questions. These questions help us match potential scholars with our various trade and certification fund criteria.

Applicants must also upload a PDF of their transcript into the application. High school students, please attach your SENIOR year, first semester transcript (PDF) which must list your cumulative GPA. All other applicants, please attach your MOST recent transcript (PDF) which must list your cumulative GPA. The name of the school must be clearly legible on the form. Both "unofficial" and "official" transcripts are acceptable.

Approximately 60% of our available scholarships consider an applicant's and/or their family's financial need. Please note that "financial need" includes both students with the least ability to pay for school as well as students who exceed the maximum income threshold for government financial aid programs but who still have financial need or lack resources to pay for their education. To be eligible for financial need-based scholarships through the Community Foundation, you must be eligible to complete the FAFSA or for tuition reduction under the Maryland Dream Act as an undocumented student. To document financial need, applicants must submit either a FAFSA Submission Summary or a Maryland Resident Income Tax Return Form 502 and complete a financial need essay.

Students may apply online at any time between 11/1/26 through 05/01/27 and will be notified of the status of their applications within 45 days of the application. Scholarships will be paid directly to a school or vendor and may not be used for reimbursement of tuition payments or purchases of exams, tools, or supplies. Scholarships must be utilized by December 31, 2027.

## SECTION 3: The Harold Glen and Audrey G. Benson Trumpower Foundation Scholarship Fund Overview

Founded by through Mr. and Mrs. Trumpower's estate provisions, The Harold Glen and Audrey G. Benson Trumpower Foundation's **primary mission is to provide scholarships and promote other educational and charitable purposes for residents of Carroll County, Maryland**. Mr. and Mrs. Trumpower cared deeply about education, and Mrs. Trumpower lived in Carroll County for most of her life. The Trumpower Foundation chose to work with The Community Foundation of Frederick County because of its expertise in awarding scholarships and its proven track record of offering scholarships in Frederick County and the surrounding areas.

The Harold Glen and Audrey G. Benson Trumpower Foundation Scholarship program provides scholarships to residents of Carroll County who are pursuing post-secondary education. The scholarships support students who exceed the maximum income threshold for government financial aid programs but who still have financial need or lack resources to pay for their education. Students are asked to provide proof of residency or proof of attendance in high school in Carroll County, Maryland.

- Preference is given to students who previously received the scholarship support for and may be awarded for up to an additional three years of financial support for a maximum total support of four years, pending the student maintains a 2.0 grade point average or higher and continues to meet the scholarshiprequirements.

- The scholarships are intended to include two-and four-year colleges and trade and technical schools, as well as non-credit certificate programs. These programs include but aren't limited to cybersecurity, certified clinical medical assistant, dental assistant, and emergency medical technician, among other areas ofstudy.

- Applicants must be eligible to complete the FAFSA or for tuition reduction under the Maryland Dream Act as an undocumented student. Additionally, applicants must complete an essay in the scholarship application regarding their need for financial assistance. To document financial need, applicants must submit either a FAFSA Submission Summary or a Maryland Resident Income Tax Return Form 502 and complete a financial need essay.

- Applicants must also upload a PDF of their transcript into the application. *High school students* must attach their SENIOR year, first semester transcript (PDF) which must list cumulative GPA. *All other applicants* must attach the MOST recent transcript (PDF) which must list cumulative GPA. The name of the school must be clearly legible on the form. Both "unofficial" and "official" transcripts are acceptable.

Trumpower Scholarship applications must be submitted between 02/01/27 through 02/28/27 at 11:59 p.m. Late applications will not be accepted.

Applicants will be notified in late May-June 2027 of any scholarships provided to them. Scholarship checks will be sent directly to the student's school, to be used during the 2027-2028 academic year.

## SECTION 4: Post Secondary Scholarship Overview

The Post-secondary Scholarship program provides scholarships primarily for the benefit of Frederick County, Maryland residents who are pursuing post-secondary education, including associate, undergraduate and graduate degrees, or certifications.

This scholarship program is our broadest and largest scholarship opportunity, made possible by more than 250 different scholarship funds created by generous donors who want to help students succeed. Students will submit one application with general information about the student, as well as many qualifying questions. These questions help us match potential scholars with our various fund criteria.

Applications may be submitted by students who are about to complete their senior year of high school; by students already enrolled in a trade, technical, vocational school, college or university, or certificate program; or by nontraditional students over the age of 21 who have waited a number of years before starting their post-secondary education. Scholarships are available for undergraduate, graduate, and certification study. Scholarships may be used for part-time or full- time study, depending on the criteria of each fund.

Approximately 60% of our available scholarships consider an applicant's and/or their family's financial need. Please note that "financial need" includes both students with the least ability to pay for school as well as students who exceed the maximum income threshold for government financial aid programs but who still have financial need or lack resources to pay for their education. To be eligible for financial need-based scholarships through the Community Foundation, you must be eligible to complete the FAFSA or for tuition reduction under the Maryland Dream Act as an undocumented student. To document financial need, applicants must submit either a FAFSA Submission Summary or a Maryland Resident Income Tax Return Form 502 and complete a financial need essay.

Applicants must also upload a PDF of their transcript into the application. High school students, please attach your SENIOR year, first semester transcript (PDF) which must list your cumulative GPA. All other applicants, please attach your MOST recent transcript (PDF) which must list your cumulative GPA. The name of the school must be clearly legible on the form. Both "unofficial" and "official" transcripts are acceptable.

The Post-secondary Scholarship application, only available online, must be submitted between 03/01/27 through 03/31/27 at 11:59 p.m. Late applications will not be accepted. After an application is submitted, it is screened to see if it fits the requirements for more than 250 different scholarships. If the application qualifies for any of these scholarships, the application will automatically be placed into consideration for those scholarships. Visit ScholarshipsFrederickCounty.com to learn more about all of our scholarship programs and access open applications.

Applicants will be notified in late May-June 2027 of any scholarships offered to them.

Scholarship checks will be sent directly to the student's school, to be used during the 2027-2028 academic year.

## SECTION 5: Frequently Asked Questions

**How do I apply for a scholarship with the Community Foundation?**

Every scholarship applicant must first create an online account and then submit an online application. Paper applications will not be accepted.

If you previously applied for our scholarships, you already have an account. If you have an existing account, it is IMPERATIVE that you NOT create a new account. Use the username and/or password retrieval system if you have forgotten your username orpassword.

Click here to create an account or to log in to the system:
https://frederickcountygives.scholarships.ngwebsolutions.com/scholarx_studentportal.aspx

**When are the Community Foundation's scholarship applications available?**

- The Post-secondary Scholarship Program application will be open 03/01/27 through 03/31/27. Late applications will not be accepted.
- The Harold Glen and Audrey G. Benson Trumpower Foundation Scholarship Program application will be open 02/01/27 through 02/28/27. Late applications will not be accepted.
- Trade and Certification Scholarship Program applications are reviewed as they are received for as long as funds are available between 11/1/26 through 05/01/27 for FY27.

**Am I required to complete a new scholarship application every year?**

YES. A new scholarship application must be completed each year. This includes renewable scholarships. We must have updated information in our system to renew scholarships from the previous academic year.

**Why do I see multiple scholarship applications when I log on?**

We offer multiple separate and distinct scholarship applications each year. All applications have distinct eligibility criteria and separate application processes. Individuals may apply for different applications throughout the year so the system may show all of the applications you have submitted when you sign in.

**Do I need to obtain letters of reference?**

Letters of reference are not required for the majority of our scholarships; however, some music-related scholarships available in our Post-secondary Scholarship program may require a letter of recommendation.

**Can I submit a paper application?**

No. Only applications submitted online through the website will be considered.

**How does a first-time user log into the online application system?**

All applicants that have never used our online system must create a new account to log into the system. Go to http://www.ScholarshipsFrederickCounty.com. Click on the Apply for Scholarships button and follow the prompts to create an account.

Be sure to keep your password in a safe place as you will need this throughout the year if you receive scholarship(s). Also make note of the answer to your "Secret Question" as the answer is case-sensitive, and you will need this answer to retrieve your password should you forget it.

**Why is my email address so important to my application?**

The email address that you use to create your account is essentially your "username." If you change your email address, be sure to update your online scholarship account with your new email address. We communicate with applicants and awardees exclusively through email, including notifications of scholarships awarded, necessary documentation, and invitations to scholarship events. If any of our email notifications to your account email "bounces" back to us or is undeliverable, your scholarship will be awarded to the runner-up. We cannot stress how important it is that you notify us of any change to your email address. It is the "lifeline" between the Community Foundation and the scholarship applicant. We recommend using a personal email address (no school or work emails).

**What do I do if I forget my password or username?**

If you have forgotten your password, please click on the "Forgot your password?" link on the Sign In page. The system will ask you to enter the email address registered to your account. Next, you will need to answer your secret question for which the answer is case-sensitive. A temporary password will be sent to your email account. This email will come from the email address notify@ngwebsolutions.com (User Recovery). If you forget your username, use this same procedure to retrieve it as well.

**Can I create a new account instead of retrieving my username or password?**

Absolutely not! Do NOT create a new account if you have forgotten your password or username. Use the online password/username retrieval system, which only takes a couple of extra seconds. You can only create one account using one email address; multiple accounts using different email addresses will invalidate your application. If you have a renewable scholarship, you will forfeit the renewable portion of your scholarship if you create a new account. You need to log on to your existing account to meet your renewal scholarship requirements.

**Will the Community Foundation have access to my password?**

No. The Community Foundation staff will not have access to your secure password if you forget or lose the information.

**Can I make changes to my application?**

Prior to submitting the application, you may make edits/changes/updates as often as you like. However, once your application is submitted, modifications cannot be made.

**Will I know if I have errors on my application before I submit it?**

When you complete a page and hit the “save and continue” button, you will receive immediate notification if a field requires attention. You will have to correct the data before you are able to save and continue to the next application page. The errors will appear under each required question field with a note that reads “*Answer Required.”

**How will I know my completed application was received?**

Once you submit your completed application, you will see a “Congratulations!” message and a green check mark and message stating, “Your online application has been submitted!” You will also receive an email confirmation. Please note: Volume is expected to be high on the last days of the Post-secondary Scholarship and Trumpower Scholarship application periods, which may cause delays or perhaps the inability to submit your application. We strongly recommend that you submit these applications as soon as possible!

**How do I submit my required transcript?**

High school students, please attach your SENIOR year, first semester transcript (PDF) which must list your cumulative GPA. All other applicants, please attach your MOST recent transcript (PDF) which must list your cumulative GPA. The name of the school must be clearly legible on the form. Both "unofficial" and "official" transcripts are acceptable. ONLY PDF documents will be allowable this year. Other formats are not acceptable (ex: WORD, TIF, XLS,) and will disqualify your application. The quality of the scanned document must be readable and clear.

**What if my college uses a transcript service?**

Do not upload the link to the transcript provider. The Community Foundation will not log in to retrieve your transcript. You are required to secure a copy from the transcript service, scan the transcript, and upload into your scholarship application. Uploading only the link will disqualify your application.

**What if my transcript service won’t send a copy of my transcript to me?**

Students must be allowed access to their transcripts. Contact your school or transcript service to determine the best method to access your transcript. Most services and schools have deadlines for processing requests. Don’t wait until the last minute to secure your transcripts! You cannot submit your application without a transcript.

**What if my scanned transcript is blurry?**

Degraded copies and/or copies that are illegible may disqualify the applicant from consideration. The Community Foundation reserves the right to eliminate an applicant if the attachment is not legible.

**Can I take a photo of my transcript?**

No. Transcripts must be scanned and attached as a PDF document. Photos of transcripts are usually unclear and cannot be enlarged for viewing by the Scholarship Committee. The Community Foundation reserves the right to eliminate an applicant if the attached transcript is in a picture format.

**How do I scan my documents?**

Applicants are responsible for scanning required documents as PDF attachments. If the applicant does not have access to a scanner, applicants can visit retail stores that provide this service for a fee, such as office supply stores or stores with copy services. Some high schools/colleges have the ability to scan your transcript for you.

**How do I attach my documents to the application?**

Documents are attached in the same manner as you would add an attachment to an email. While in the field you wish to add the attachment, click on the “Choose File” button. Browse to search for the document and then upload the file by clicking the “Upload File” button.

Please do not attach web links as a document (such as your educational institution’s transcript link). Attach only documents saved in a PDF format, with .pdf extensions.

**What if I uploaded a document in error?**

Follow the same procedure for choosing your file and uploading a file. When you upload a second document it will “bump” the first document out of the field. Please note: You may only upload one document. If your transcript is more than one page, be sure to scan the pages into one PDF document before uploading.

**If my application is submitted with all required documents, does this mean I will be awarded a scholarship?**

Meeting the eligibility and application requirements alone does not guarantee you will receive a scholarship. Each scholarship offered has specific criteria to match against your application. Your application will be considered with all other applicants who also meet the scholarship criteria.

**Can I submit feedback or receive technical assistance with the online application?**

Yes. In the Site Navigation menu located to the left of the online screen is a “Contact Us” tab. By clicking on this tab, you will be directed to the help desk of our software vendor, Next Gen Web Solutions, where you can submit your question or feedback. When using this feature, you may expect a response within 24 hours. We encourage feedback!

Additionally, staff is available to answer any additional questions you may have. Please submit your questions via email at Community.Impact@FrederickCountyGives.org or call our office at 301-695-7660.

**How do I know that the information I am submitting electronically on my application and in my supplemental attachments is secure and confidential?**

The Community Foundation understands the trust you have placed in us and is committed to the security and privacy of your personally identifiable information. When you access, complete, and submit the online application, your information is protected by the highest security and authentication tools. Our online application software is managed by Next Gen Web Solutions, and it ensures that all transactions between your computer and their servers are encrypted. Next Gen Web Solutions complies with federally recognized safeguard standards including intrusion monitoring, Secure Socket Layer, firewall monitoring, security audits, and system inspections.

The Community Foundation does not share any information collected from and/or about you. If you have further questions regarding the security methods used by Next Gen Web Solutions, please contact us for more information.

For applicants over the age of 18, the Community Foundation will only take calls from the applicant. Due to confidentiality issues we cannot talk to the parents regarding their child's application. The Community Foundation's Scholarship committee subscribes to the policy that it is the sole responsibility of the student to complete this application.

We look forward to receiving your completed application and we wish you all the best in your pursuit of your academic goals.