

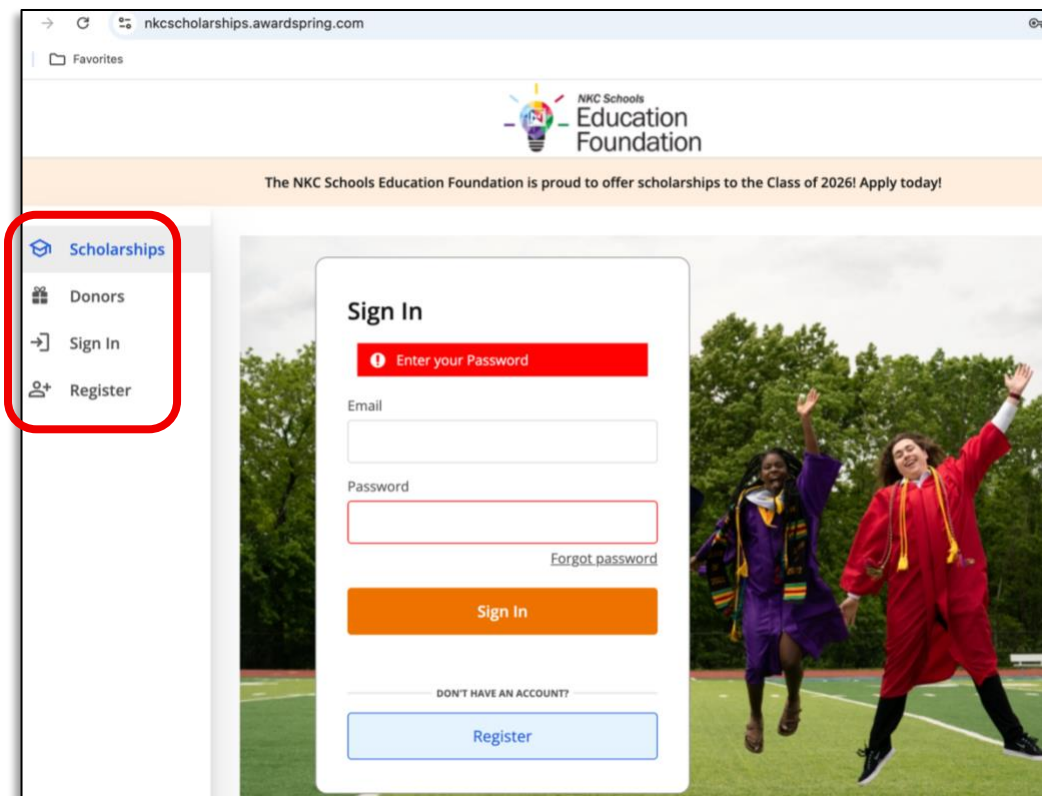


Navigating AwardSpring: A Guide for Applicants

The following guide outlines the process for high school students to apply for scholarships through the NKC Schools Education Foundation using the AwardSpring platform at <http://nkcscholarships.awardspring.com>.

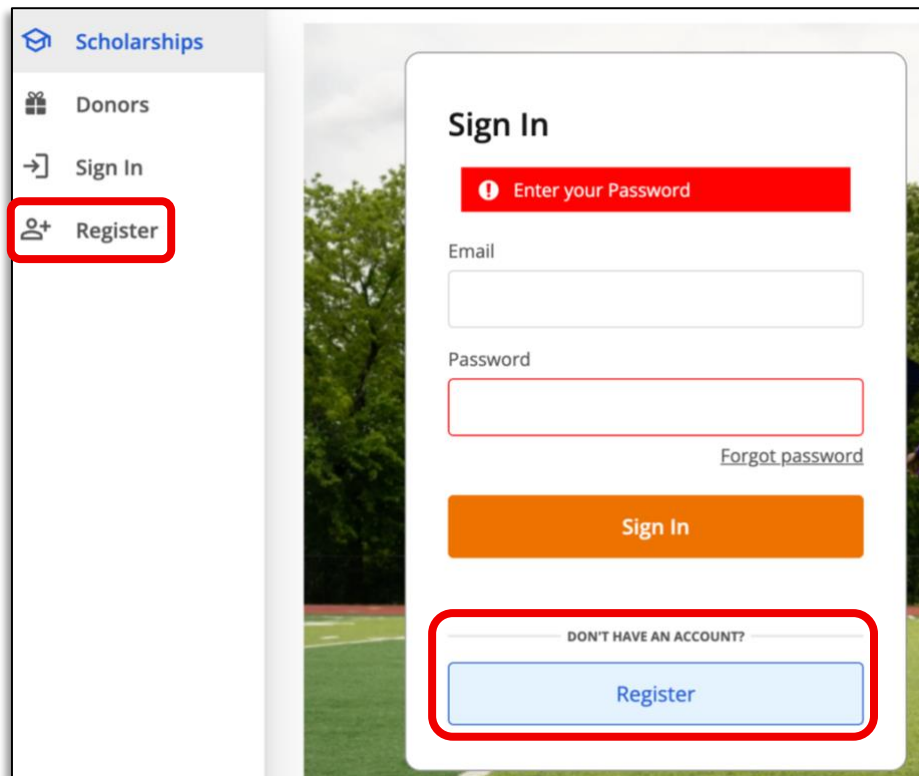
Getting Started

1. First, navigate to the NKC Schools Education Foundation AwardSpring website at <http://nkcscholarships.awardspring.com>. You will arrive at the login page.
2. The left-hand menu bar has links for **Scholarships, Donors, Sign In, and Register**.



Step One: Register for an Account

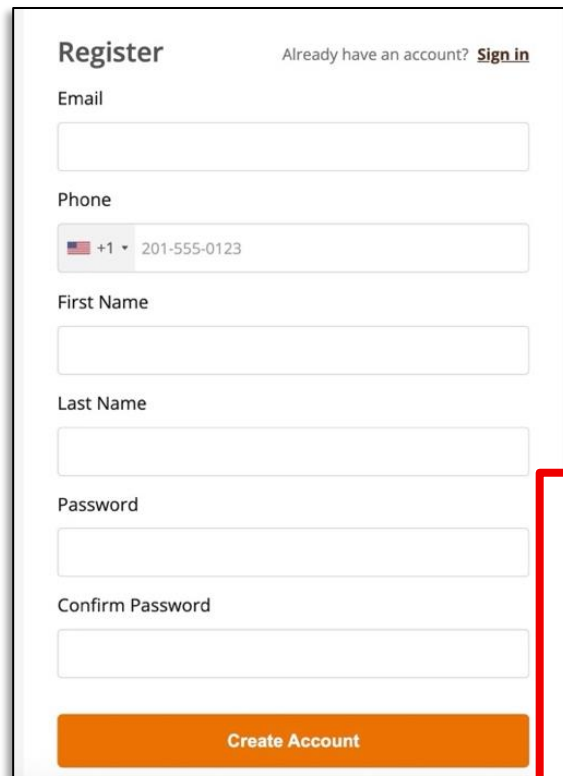
1. If you do not have an account, click the **Register** button on the left-hand menu or in the Sign In box.



The screenshot displays the 'Scholarships' website interface. On the left, a vertical menu contains the following items: 'Scholarships' (with a graduation cap icon), 'Donors' (with a gift icon), 'Sign In' (with a right-pointing arrow icon), and 'Register' (with a person-plus icon). The 'Register' option is highlighted with a red rectangular box. The main content area features a 'Sign In' section with a red error message 'Enter your Password' at the top. Below this are input fields for 'Email' and 'Password'. A 'Forgot password' link is positioned to the right of the password field. An orange 'Sign In' button is located below the password field. At the bottom of the 'Sign In' section, there is a link 'DON'T HAVE AN ACCOUNT?' followed by a blue 'Register' button, which is also highlighted with a red rectangular box.

Navigating Award Spring: A Guide For Applicants

2. You will be asked to enter some information. Fill out all the required fields and click **Create Account**.

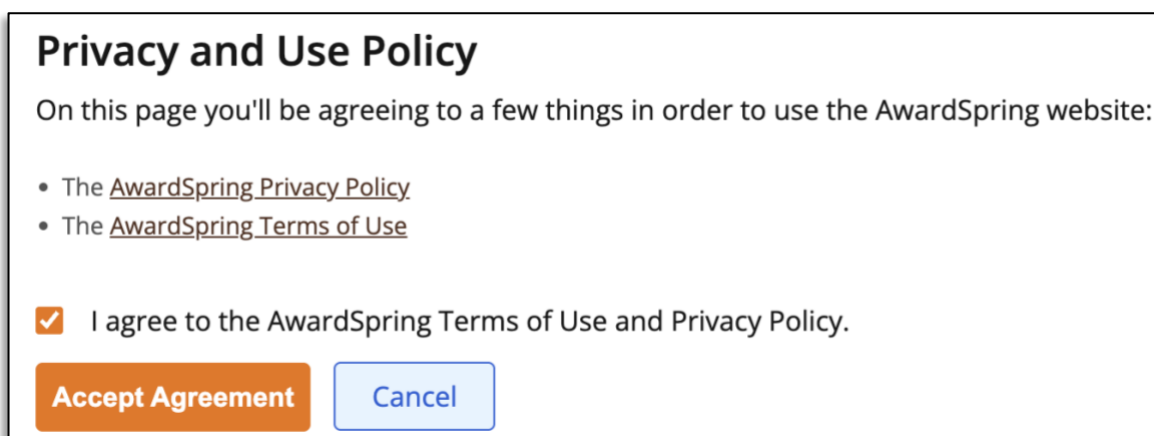


The register form is titled "Register" and includes a link "Already have an account? [Sign in](#)". It contains the following fields: Email, Phone (with a dropdown for country code, currently showing "+1"), First Name, Last Name, Password, and Confirm Password. An orange "Create Account" button is at the bottom.

Passwords must be at least 7 characters and must include three of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character

3. Review the policy and terms of use and check the agreement box. Click **Accept Agreement**.



The dialog box is titled "Privacy and Use Policy". It contains the text: "On this page you'll be agreeing to a few things in order to use the AwardSpring website:". Below this are two bullet points: "• The [AwardSpring Privacy Policy](#)" and "• The [AwardSpring Terms of Use](#)". There is a checked checkbox followed by the text "I agree to the AwardSpring Terms of Use and Privacy Policy.". At the bottom are two buttons: "Accept Agreement" (orange) and "Cancel" (blue).

Step Two: Complete the Universal Application

1. Once you have registered or logged in, you will see your **Dashboard**. This is where you will find your tasks.
2. You must first complete the universal application. This form gathers information about you to match you with scholarship opportunities. Click **Apply** or **Complete** to begin.

Complete Application

Fill out your application to unlock opportunities.

Once you finish the application, we will automatically match you to all opportunities you're eligible for.

Progress: 0%

APPLY

You have 1 item(s) to complete

Application
Due 4/7/2026 ⓘ

Complete

3. **The universal application will match you to** scholarships for which you are eligible. In most cases, **you will need to submit additional information** to each scholarship to apply.

Navigating Award Spring: A Guide For Applicants

- The application has several sections. **Complete all sections** to submit your universal application. Your progress will be saved as you go.

The screenshot shows the application progress bar on the left with seven sections: Student Information (Completed), Parent/Guardian & Financial Information (Completed), Student Academic Information (Completed), Student Activities (Completed), Post-Secondary Institution Information (College, University, Technical School, etc.) (In Progress), Student Statements (Completed), and Student Certification (Completed). A red box highlights these seven sections with the text "Seven Application Sections". The main content area on the right provides a welcome message, instructions, and contact information for the North Kansas City Schools Education Foundation.

Student Information
Completed

Parent/Guardian & Financial Information
Completed

Student Academic Information
Completed

Student Activities
Completed

Post-Secondary Institution Information (College, University, Technical School, etc.)
In Progress

Student Statements
Completed

Student Certification
Completed

Welcome to the **North Kansas City Schools Education Foundation** scholarship application. To streamline the application process for 50+ scholarship applications offered by the NKC Schools Education Foundation, students will complete a general application. This application will take you through various general and academic questions to learn more about you. Please make sure you answer every question in each section. You will see an "in progress" under a section you still have questions that need to be completed.

Once the general application is submitted, you will be automatically matched with any scholarships you meet the criteria for. You may have scholarships that had additional requirements on your Dashboard. You will want to complete those requirements before the established deadline for each scholarship.

Note: Individual scholarship committees and reviewers may not use all of the information included in the general application when selecting awardees.

You will receive a confirmation email once you have submitted your general application.

Questions? Contact Education Foundation at foundation@nkcschools.org or (816) 321-5550

- Complete the information in each section. Once all sections are complete, you may click the **Submit Application** button in the bottom right corner.

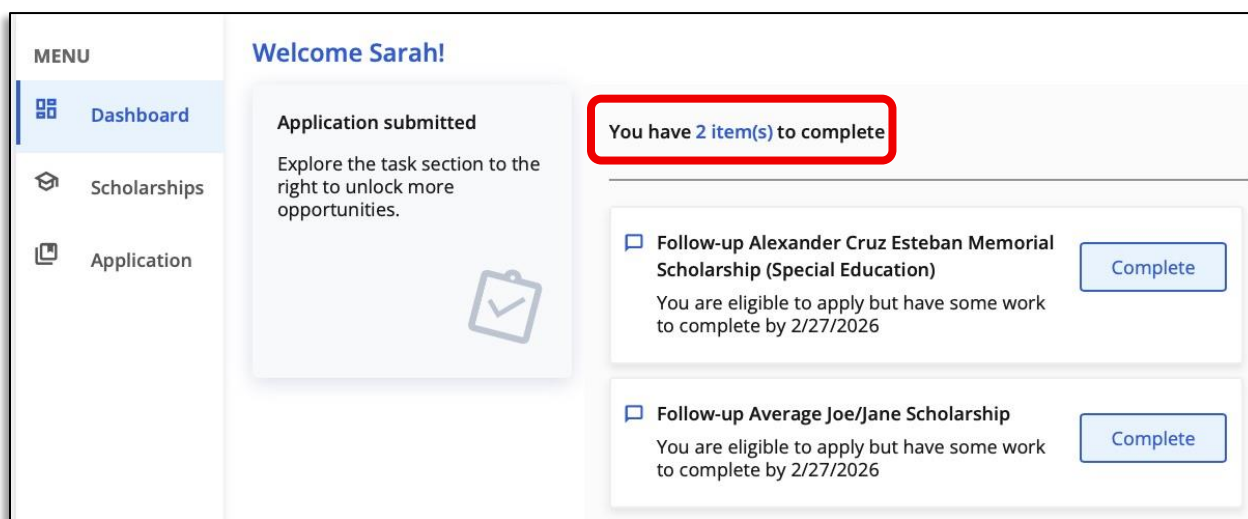
The screenshot shows the bottom of the application form. It includes a progress bar at the top with "Student Certification" marked as "Completed". Below the progress bar are three buttons: "Previous Step" (yellow), "Next Step" (gray), and "Submit Application" (yellow). The "Submit Application" button is highlighted with a red box.

Student Certification
Completed

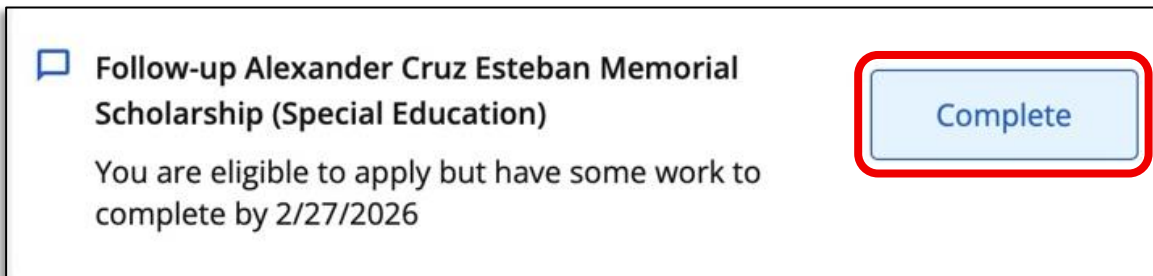
Previous Step **Next Step** **Submit Application**

Step Three: Submit Individual Scholarship Applications

1. After submitting the universal application, you will be taken back to your **Dashboard**.
2. **AwardSpring automatically matches you with scholarships** for which you qualify. Many of these **scholarships require additional tasks in order to apply**, such as answering specific questions, writing an essay, or requesting a reference.
3. Your follow-up tasks appear on your **Dashboard** or on the **Scholarships** tab.



4. Click the **Complete** button by each scholarship to review its description.



5. Each **scholarship description** includes five parts:

- 1) **Overview** describing the purpose of the scholarship
- 2) **Before Applying Questions** that must be completed prior to submitting an application to this particular scholarship
- 3) **Qualifications** of eligible applicants
- 4) **Quick Facts** including the application deadline and scholarship amount
- 5) **Donors** who made the scholarship possible. This is a clickable link.

The screenshot displays the NKC Schools Education Foundation website for the Walsh Family Scholarship. The page layout includes a sidebar on the left with links to 'Scholarships', 'Sign In', and 'Register'. The main content area is titled 'Scholarships - Walsh Family Scholarship' and features a 'Sign In or Register' link. The page is organized into five distinct sections, each marked with a blue callout bubble containing a number:

- 1 Overview:** Describes the purpose of the scholarship, stating it honors and extends the legacy of love and learning built by Bob and Pam Walsh, longtime educators within North Kansas City schools.
- 2 Before Applying Questions For This Scholarship:** Lists two questions: 'Why are you pursuing a liberal arts degree? What was your favorite subject in high school? What do you hope to study in college? How will a liberal arts education help you reach your goals?' and 'One General Recommendation'.
- 3 Qualifications:** Lists five requirements: 'Applicant must attend either Oak Park or Winnetonka High Schools.', 'Applicant must have a minimum unweighted GPA of 3.0', 'Applicants must plan to enroll in a four-year college or university.', 'Applicant intends to earn a bachelor's degree.', and 'Applicant has completed at least 50 volunteer or community services hours in high school'.
- 4 Quick Facts:** Displays the application deadline as 'Apply by Feb 27, 2026' and the scholarship amount as '\$1,000.00'.
- 5 Donors:** Features a clickable link to 'Bob and Pam Walsh'.

The page also includes a footer with the NKC Schools Education Foundation logo and a small 'EdFnd S' text in the bottom right corner.

Navigating Award Spring: A Guide For Applicants

- Click the **Donors' name** to open a page with additional information on the people/person for whom the scholarship is named.

Scholarships

Donors

Sign In

Register

Donors



Bob and Pam Walsh

Bob and Pam Walsh were beloved educators who made learning accessible, engaging, relevant, and fun. They inspired countless students, including their daughters, Katy Walsh Franzen, OPHS Class of 1990, and Annie Walsh, OPHS Class of 1994, to enjoy learning for learning's sake, to be responsible and engaged citizens, and to remain curious and open-minded, lifelong learners.

For over three decades, Bob and Pam served students throughout the North Kansas City School District. Their careers in public education took them from Northgate, New Mark, Eastgate and Antioch Middle Schools, to Oak Park and Winnetonka High Schools, and Bob ultimately transitioned to Central Office, retiring as Curriculum Director. Both Bob and Pam taught a variety of subjects, including social studies, psychology, history, English, civics, journalism and law.

The Walsh Family's commitment to liberal arts education is rooted in their beliefs that an education in the arts and sciences helps students learn not what to think, but rather how to think, and how to use their critical thinking skills to analyze information from a variety of sources.

6. Back on the **Scholarship Description**, additional questions and required references appear below **Apply for this Scholarship**.

Apply for this Scholarship

Scholarship Specific Questions and Requirements

Complete all of the following to apply to this specific scholarship.

Why are you applying for this specific scholarship?

250 word(s) left

B *I* U          

Navigating Award Spring: A Guide For Applicants

- **Example One:** this application requires an additional essay. The prompts and word count appear below the 'Apply for this Scholarship' text.

Apply for this Scholarship

Scholarship Specific Questions and Requirements

Complete all of the following to apply to this specific scholarship.

Why do you want to be a SpEd teacher? Why are you a great candidate for this scholarship? How do you feel you can make a difference in the SpEd community? What experience do you have working or volunteering with SpEd students?

250 word(s) min

500 word(s) left

B I U [bulleted list] [numbered list] [indent] [outdent] [link icon]

- **Example Two:** this application requires a general reference.

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

B *I* U        

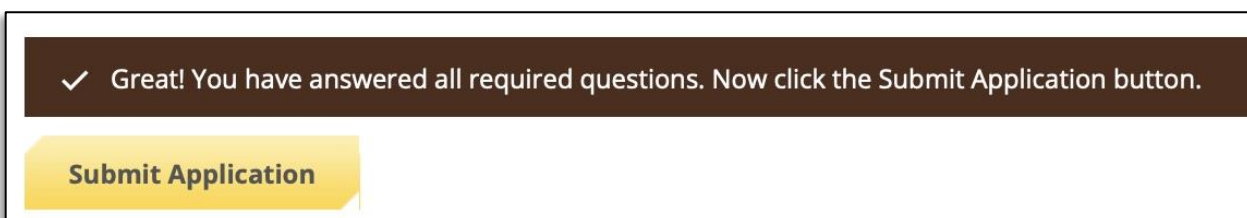
Hello,

I am applying for scholarships through the [NKC Schools Education Foundation](#). Would you complete a recommendation on my behalf? This recommendation will

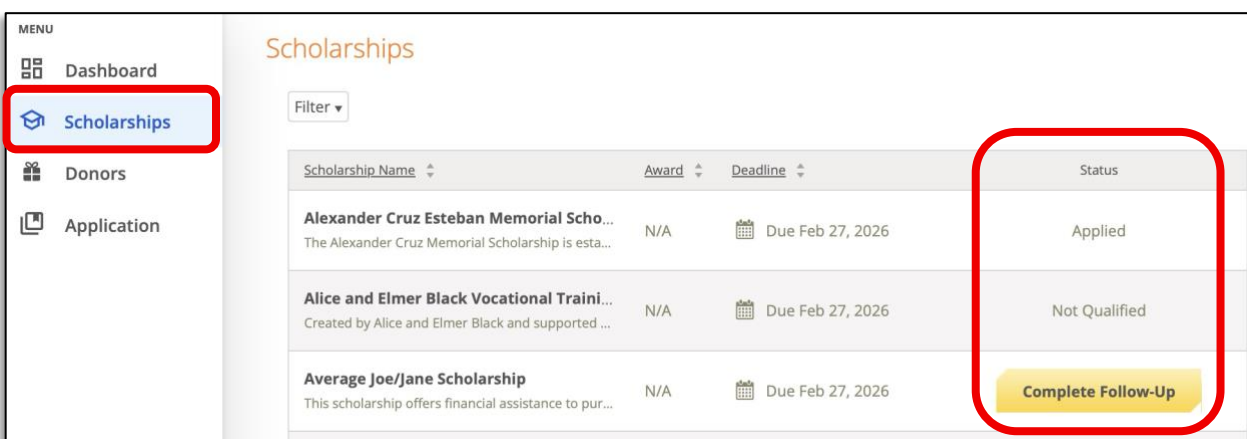
Send Request

Navigating Award Spring: A Guide For Applicants

- Once you have completed all follow-up items for a specific scholarship, click the **Submit Application** button for that scholarship.



- **Make sure to complete all follow-up items for all the scholarships listed on your dashboard.** Selection Committees will not see your application unless it is complete and submitted by the deadline.
- Review the status of the scholarships you are eligible for under the **Scholarships** tab.



Step Four: Request References

1. Some scholarships require one or more references. **All required references must be submitted before you may apply.**
2. **Let your references know to expect an email** from “NKC Schools Education Foundation” with the subject ‘Request from {Your Name}’. The email may look like spam or be sent to a junk folder.
3. You will receive an email when each reference is submitted.
4. You can check back on your application to see if a reference has been submitted.

◇ Example One: Reference **not** submitted:

All required recommendations must be submitted by the recommenders before you can submit this application. Check back to see if each recommendation is marked 'Submitted'.

Once your recommendations are received, please return to fully submit your application by the scholarship deadline to be considered.

Requested on Oct 28, 2025

Test Test

Status: Pending

Resend Request

Send New Request

◇ Example Two: Reference **submitted**:

Requested on Oct 09, 2025

Sarah Forgey

sarah.forgev@nkcschools.org

Status: Completed

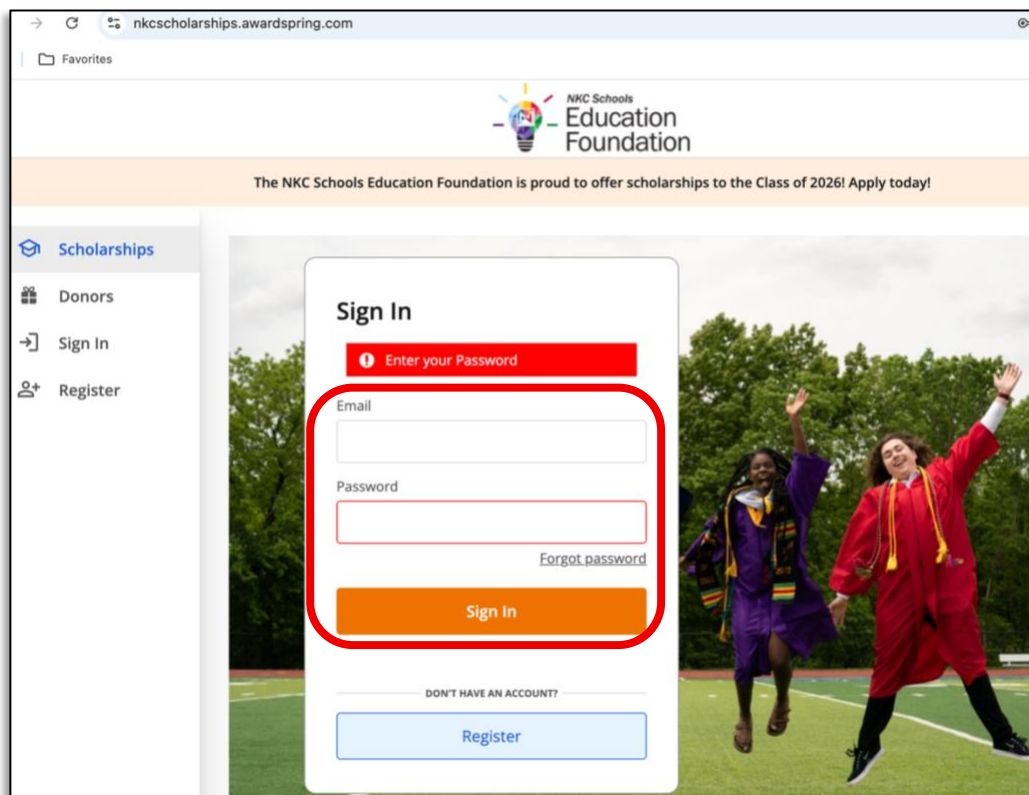
Submitted on: Oct 28, 2025

5. All reference information is confidential; you will not see how your reference(s) answered each question.

6. Once submitted, a general reference will automatically be applied to any other application you are applying to that requires a general reference.

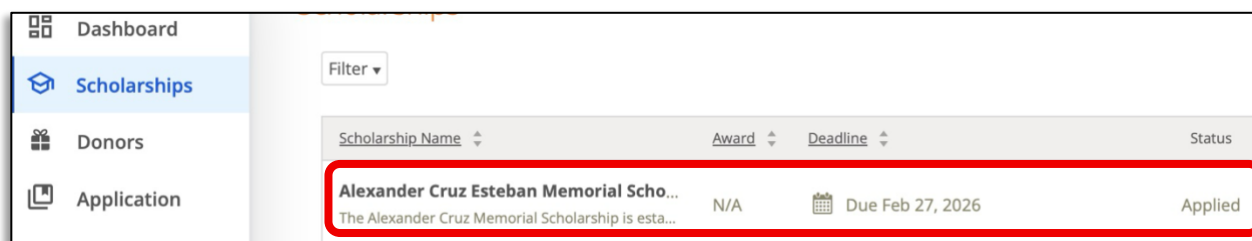
Step Five: Returning to Your Account

1. To return to your AwardSpring account, go to the website at <http://nkcscholarships.awardspring.com>.
2. Enter your email and password in the **Sign In** box, and click the **Sign In** button.



The screenshot shows the website nkcscholarships.awardspring.com in a browser. The page features the NKC Schools Education Foundation logo and a banner stating: "The NKC Schools Education Foundation is proud to offer scholarships to the Class of 2026! Apply today!". On the left, a sidebar menu includes "Scholarships", "Donors", "Sign In", and "Register". The main content area displays a "Sign In" form with a red box around the "Enter your Password" instruction, the "Email" and "Password" input fields, the "Forgot password" link, and the "Sign In" button. Below the form is a "Register" button for users who do not have an account. The background of the sign-in area shows two graduates in purple and red gowns jumping joyfully.

3. You will return to your dashboard and your list of tasks.
4. **You may change and resubmit any application** (including the universal application) until its deadline.
 - a. In the **Scholarships** menu tab, click the name of the scholarship you wish to edit.

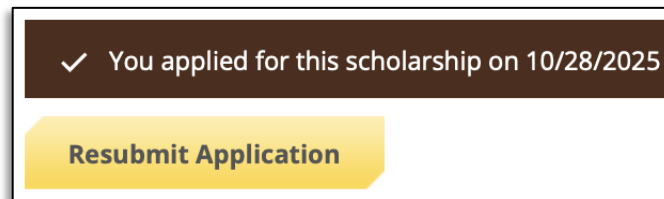


The screenshot shows the dashboard of the NKC Schools Education Foundation. The left sidebar menu includes "Dashboard", "Scholarships", "Donors", and "Application". The "Scholarships" tab is selected. The main content area displays a table of scholarships with columns for "Scholarship Name", "Award", "Deadline", and "Status". A red box highlights the row for the "Alexander Cruz Esteban Memorial Scholarship".

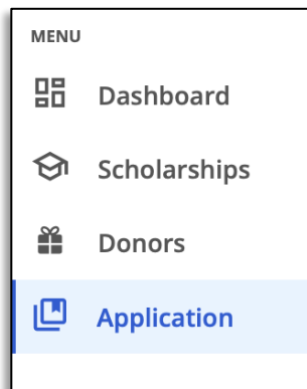
Scholarship Name	Award	Deadline	Status
Alexander Cruz Esteban Memorial Scho... The Alexander Cruz Memorial Scholarship is esta...	N/A	Due Feb 27, 2026	Applied

Navigating Award Spring: A Guide For Applicants

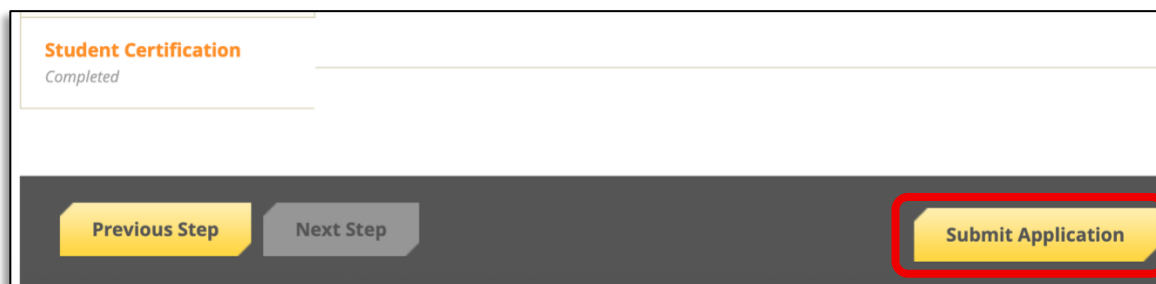
- b. Once your changes are made to your application responses, click the **Resubmit Application** button.



- c. To make changes to your **Universal Application**, click on **Application** in the **Dashboard Menu**.



Once your edits are complete, click **Submit Application**.



Step Six: Tips for Success

- Start the process early.
- Read all instructions carefully.
- Give your references enough time to respond to your request.
- Write out your essays in a separate program, like Word, and then copy and paste them into AwardSpring.
- **You may change and resubmit any application (including the universal application) until the deadline.**

You are all set! Good luck!

Questions? Contact (816) 321-5550 or email foundation@nkcschools.org.