



*Together, we flourish.*

# Community Foundation™ for the Fox Valley Region



# Introductions



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Donor Services & Gift  
Planning Coordinator



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# Agenda

## Foundant Representative

- Introduction to the New Scholarship Portal

## Community Foundation

- Reviewer Registration Process
- Changes
- Website & Resources
- What is Bias?
- Questions

# Reviewer Registration



# Reviewer Registration

Reviewers are added to the portal by the Community Foundation.  
**To active a new account on the [Scholarship Portal](#):**

1. Click “Forgot Your Password” hyperlink
2. Type in your email address and click “Send Reset Link”. Your email is your username.
3. Locate the email in your inbox - check junk folders if you can’t find it.
4. Follow instructions in the email to create a new password (prompt in email is to "reset password").
5. After creating a password, return to the login page and log in to the Scholarship Portal using the newly created password.

*Note: Passwords must be at least eight characters long and must contain three of the following Character Types; Upper Case, Lower Case, Number, Special Characters: !@#\$\$%^&\**

Login

Email Address\*

Password\*

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

[Forgot your Password?](#)

Login

Email Address\*

Password\*

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

[Forgot your Password?](#)

Reset Password

To reset your password, enter your email address and click **Send Reset Link**

[Send Reset Link](#)

[Cancel](#)

Existing Users: Please enter your credentials. your password, please use the "Forgot your Pa to reset your password.

The background is a solid orange color. On the right side, there is a faint, stylized sunburst or gear-like pattern. This pattern consists of a central circle with several trapezoidal segments radiating outwards. Additionally, there are several semi-transparent circles scattered across the background, some overlapping the sunburst pattern.

# Changes

# Changes - Scoring

- *Scholarship Name and Eligibility Criteria* summary are displayed at the top of the review page.
- **All scoring** will be done in the online forms
  - No excel sheets will be provided going forward

## Evaluation

Opportunity: **Wisconsin Garden Club Federation - Myrtle B. Ogilvie Scholarship**  
Undergraduate college students or graduating high school seniors; Pursuing the study of horticulture, landscaping, environmental sciences, conservation, forestry, or similar fields of study as a full-time student; Wisconsin resident and attend a Wisconsin school.

Request [\\$ Award Details](#) [Documents](#) [Comments](#)

**Current Status:** Evaluations Assigned

STAGE	STATUS	INITIAL SUBMISSION	LAST MODIFIED
Application	Complete	01/03/2023	01/06/2023
Evaluation 1	Open		

> Request History

> Submission History

### Your Evaluation

Evaluation Packet

Foundation as soon as possible.



# Changes – Conflict of Interest

- *Conflict of Interest* question is a part of the review form. It needs to be filled out prior to seeing the review questions
  - Yes: do not review this applicant
  - No: review questions become available
- Start by reviewing the application to see if you recognize a conflict.

## Your Evaluation


Evaluation Packet

Foundation as soon as possible.

Please **review the application** carefully and thoroughly before responding to the conflict-of-interest question. **Do not start responding to the evaluation questions until you are sure whether or not you have a conflict with the applicant.**

In the case that you start your review process and identify a conflict of interest later, the system is **not** able to remove your evaluation. This will affect your review dashboard and Community Foundation's internal reporting.

 Wisconsin Garden Club Federation Scholarships Conflict of Interest\*

Do you have a conflict of interest with this applicant?

Yes

No

Save



# Changes - Applicant Privacy

- The Community Foundation has reduced the visibility of applicants' *Personally Identifiable Information (PII)*: includes name, address, phone number, e-mail address, etc.) in the application.
- The biggest change related to this has been removing names from applications.
  - Instead of student names, all applications will have an Application ID.
  - Example: MM01021234

# Changes – Multiple Committees

- If serving on more than one committee
  - Organize Dashboard by Process (Scholarship),
  - Limitation: No separate committee view

## Dashboard

Your Evaluations 4

Pending 4

Quick Search

FORM	PROCESS	APPLICANT FIRST NAME	APPLICANT LAST NAME	PROJECT	SCORE	APPLICATION ID	
Evaluation Form - Community Foundation Universal Scholarship Application	Cooney Simon Memorial Scholarship 2023	[HIDDEN]	[HIDDEN]	(View Request)		AV04122005	Start
Evaluation Form - Community Foundation Universal Scholarship Application	Cooney Simon Memorial Scholarship 2023	[HIDDEN]	[HIDDEN]	(View Request)		ER05032005	Start
Faith Technologies, Inc. Memorial Scholarship - Evaluation Form	Faith Technologies, Inc. Memorial Scholarship Application 2023	[HIDDEN]	[HIDDEN]	ZG12262004			Start
Evaluation Form - Community Foundation Universal Scholarship Application	Johnston-Blessman American Legion Post 38 Scholarship 2023	[HIDDEN]	[HIDDEN]	(View Request)		MR06062005	Start

Previous 1 Next

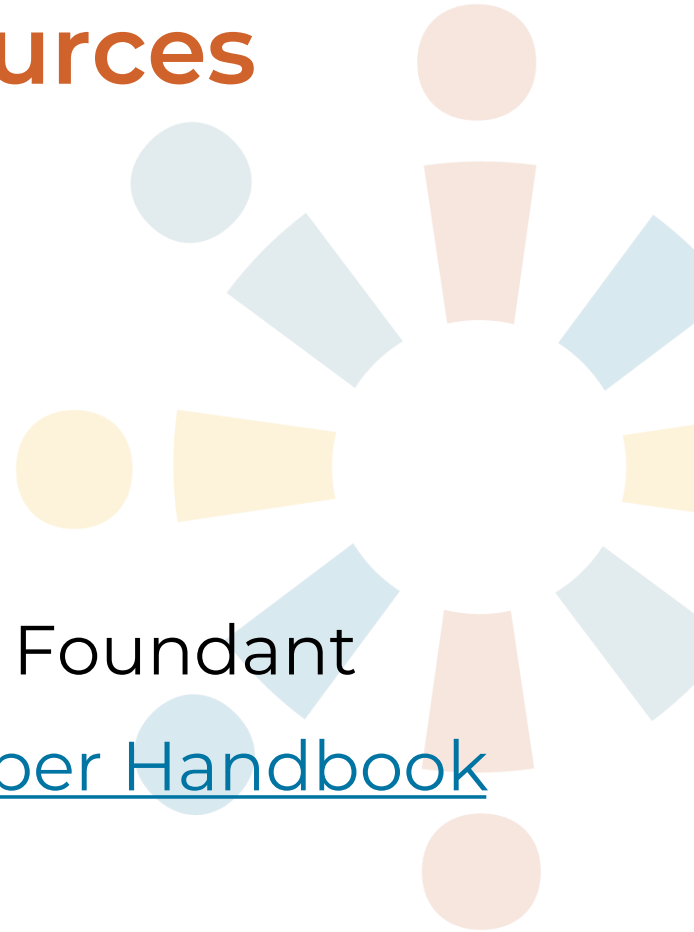
Showing 1 - 4 of 4 50

# Website & Resources

The background is a solid yellow color. On the right side, there is a large, stylized sunburst graphic. The sunburst has a central circle and several rays extending outwards. The rays are composed of semi-transparent yellow shapes, some of which are circles and some are trapezoids. The overall effect is bright and energetic.

# Website & Resources

- Created a [Reviewer Website](#)
  - [FAQ section](#)
  - Bias resource
  - Link to [Scholarship Portal](#)
- [Reviewer Tutorial](#) provided by Foundant
- [Scholarship Committee Member Handbook](#)



# Bias



# Defining Bias

- Favorable or unfavorable attitudes/beliefs about a group that inform how we perceive or interact with members of that group.
- Typically based on traits, such as race, gender, age, sexual orientation, religion, or economic status.
  - It is a bias to immediately disapprove of people just because they display a certain trait, like those listed above.
  - It is also a bias to have an unfair preference for people with certain traits.
- Tips to reduce bias in review:
  - Understand your own biases
  - Examine your conclusions
  - Taking breaks when reviewing a lot of applications

Questions?



# Contact Information

- Phone:
  - lida's direct line: 920.702.7629
- Email:
  - [scholarships@cffoxvalley.org](mailto:scholarships@cffoxvalley.org)
- Website:
  - [www.cffoxvalley.org/scholarship-reviewers/](http://www.cffoxvalley.org/scholarship-reviewers/)
- Scholarship Portal:
  - [www.grantinterface.com/Home/Logon?urlkey=cffvrscholar](http://www.grantinterface.com/Home/Logon?urlkey=cffvrscholar)





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for the Fox Valley Region

