



**ARMSTRONG COUNTY**  
**COMMUNITY FOUNDATION**

EITC Training  
Workshop

# 2023 EITC Pre-K Funds Provided By



# 2023 EITC K-12 Funds Provided By



**KeyBank**




# Information to Remember

- March 1, 2023-Online Application Opens
- July 17, 2023-Online Application Closes
  
- Curriculum Alignment Letters needed for all schools with a Pre-K Program
  - Due by April 1, 2023
  
- Each student needs to have their own application

# How to Apply

- <https://www.grantinterface.com/Home/Logon?urlkey=servingtheheart>
- 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 login screen.
- You will need to create an account if you have not already done so.

Logon - Scholarship Lifecycle Man... x +  
sm/home/Logon?urlkey=servingtheheart

  
**ARMSTRONG COUNTY  
COMMUNITY FOUNDATION**

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.

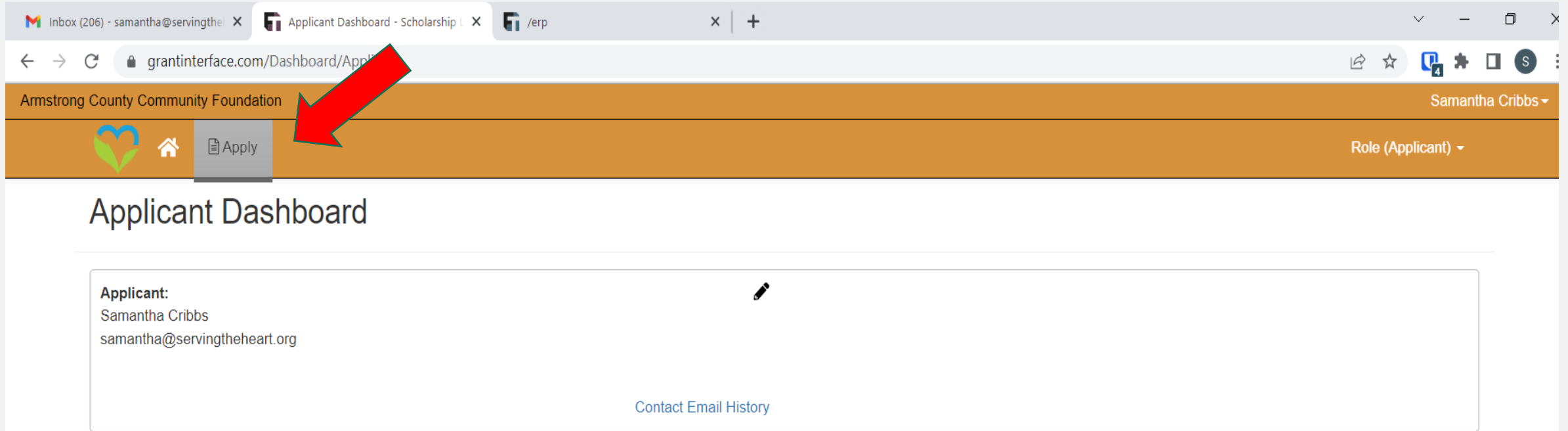
**New Users:** Please click on "Create New Account" to complete the registration process and create your logon credentials.

**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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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.**

Please note there are separate applications for Pre-K and K-12 and a separate application needs completed for each child

# Select Apply on the application you need for your child

Starred - samantha@servingtheheart x Apply - Scholarship Lifecycle Man x +

grantinterface.com/Process/Apply?urlkey=servingtheheart

Armstrong County Community Foundation Samantha Cribbs

Apply Role (Applicant)

Quick Search

2023 Tuition Assistance K-12 Application Accepting Submissions from 09/01/2022 to 07/14/2023 **Apply**

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

A new application has to be completed for each dependent child you are applying for a scholarship for.

Preview

2023 Tuition Assistance Pre-K Application Accepting Submissions from 09/01/2022 to 07/14/2023 **Apply**

To qualify for the Pre-K scholarship, the parent(s)/guardian(s) of the student must reside or work in **Armstrong County** only. An eligible student is a school age student (Pre-Kindergarten) 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.

A new application has to be completed for each dependent child you are applying for a scholarship for.

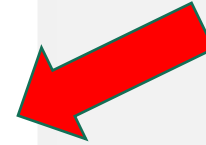
Preview

Grant Management Software provided by Foundant Technologies © 2022

66°F Sunny 11/14/2022 1:17 PM



OR



The Below Screen will appear after you have selected apply.

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Application - Schola" and the address bar shows the URL "grantinterface.com/Request/Submission/Application?request=8474485". The page header includes the "Armstrong County Community Foundation" logo and name on the left, and the user's name "Samantha Cribbs" on the right. Below the header is a navigation bar with a home icon, an "Apply" button, and a "Role (Applicant)" dropdown menu. The main content area is titled "Application" and includes a "Copy Previous Answers" button. The process is identified as "2023 Tuition Assistance Pre-K Application". A "Return to Application Complete" button is visible. The "Request" tab is active, showing "Applicant: Samantha Cribbs" and "samantha@servingtheheart.org". A "Contact Email History" link is present. Below this, the "Application" tab is active, showing a "Question List" button and a "Due by 07/15/2023 01:00 AM EDT." notification. A note states "Fields with an asterisk (\*) are required." The "Student and School Information" section is expanded, showing a dropdown menu for "School Enrolled at\*" and a dropdown menu for "Student Grade (upcoming school year)\*". The footer of the page reads "Grant Management Software provided by Foundant Technologies © 2022". The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock displaying "1:38 PM 10/24/2022".



# 5 Application Sections

- 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

Student Grade (upcoming school year)

Tuition Cost (annual)

Starred - samantha@servingthehea... x Application - Scholarship Lifecycle... x

grantinterface.com/Request/Submission/Application?request=8523925

Armstrong County Community Foundation

Samantha

Apply

Role (Applicant) ▾

Contact Email History

Application Question List

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

Fields with an asterisk (\*) are required.

Student and School Information

Student Name\*

Name of Student

School Enrolled at\*

Student Grade (upcoming school year)\*

Tuition Cost (annual)\*

Contact Information

Grant Management Software provided by Foundant Technologies © 2022

10 October 2022.pdf

DellCommandUpdate  
3 updates are ready to inst  
Install Re

Type here to search

# 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

The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8474485`. The page title is "Armstrong County Community Foundation". The user's role is identified as "Role (Applicant)".

The form includes the following fields and sections:

- Tuition Cost (annual)\***: A text input field with a dollar sign icon.
- Contact Information** (collapsible section):
  - Parent(s) First Name\***: Text input field.
  - Parent(s) Last Name\***: Text input field.
  - Home Address\***: Text input field.
  - Mailing Address (if different than home address)**: Text input field.
  - City\***: Text input field.
  - State\***: Text input field.
- Zip Code\***: Text input field.
- Primary Phone Number\***: Text input field.
- Alternate Phone Number**: Text input field.
- Email Address\***: Text input field with an email icon.
- Residency Requirement Questions** (collapsible section):
  - County of Residence (please mark one)\***: Radio button options for "Armstrong" and "Other".
- Income Requirement Questions** (collapsible section):
  - Number of Dependents Claimed on Tax Return\***: Text input field with a hash symbol icon.

At the bottom of the page, it states "Grant Management Software provided by Foundant Technologies © 2022". The Windows taskbar at the bottom shows the search bar and several open applications, including PDF files.

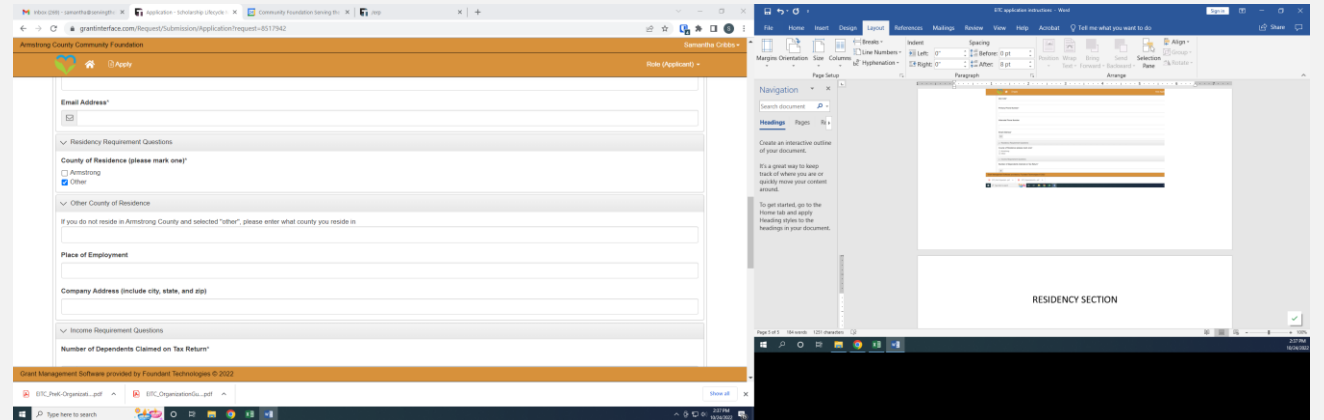
# Residency Section

Select County of Residence

If you select “other” more questions will appear

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

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



# Income Section

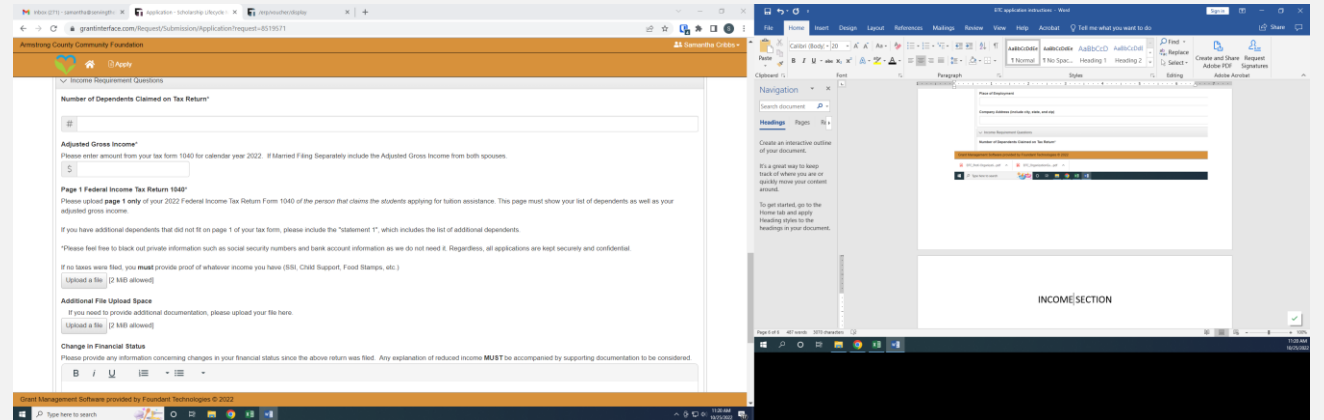
Number of Dependents Claimed on Tax Return

Adjusted Gross Income

UPLOAD Page 1 Federal Income Tax Return 1040

UPLOAD Additional File Space

UPLOAD and document any change in financial status from the prior years tax return until the date submitted



# Electronic Signature Section

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.

The screenshot shows a web application interface for an electronic signature. At the top, there is a dropdown menu labeled "Electronic Signature". Below it, the text "Electronic Signature\*" is displayed. A message reads: "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." Below the message is a large, empty text input field. A green banner with a blue border contains the text "Due by 07/15/2023 01:00 AM EDT." At the bottom of the form, there are three buttons: "Abandon Request" (grey), "Save Application" (grey), and "Submit Application" (blue). The footer of the page is orange and contains the text "Grant Management Software provided by Foundant Technologies © 2022". The Windows taskbar is visible at the bottom of the screen, showing the search bar and several application icons.

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

The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8523925`. The page header includes the logo for Armstrong County Community Foundation and the user name Samantha Cribbs. A red arrow points to a blue button labeled 'Copy Previous Answers' in the top right corner. The main content area is titled 'Application' and shows the process '2023 Tuition Assistance Pre-K Application'. There is a 'Return to Application Complete' button and a 'Request' tab. The applicant's name is Samantha Cribbs. The page also shows a 'Question List' button and a 'Student and School Information' section with a 'Student Name\*' field. The footer includes 'Grant Management Software provided by Foundant Technologies © 2022' and a 'DellCommandUpdate' notification.

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

The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8523925`. The page header includes 'Grant County Community Foundation' and a user name 'Samantha Cribb'. A navigation bar contains a home icon, an 'Apply' button, and a 'Role (Applicant)' dropdown menu. The main content area is titled 'Application' and features a 'Copy Previous Answers' button. A modal dialog box is open, titled 'Copy Previous Answers', with a close button (X) in the top right corner. The dialog contains an information icon and the text: 'The table below shows a list of your previous existing Requests with answers that can be copied. Select the radio button next to the request you want to copy answers from'. Below this is a table with the following data:

PROCESS	PROJECT	MATCHING ANSWERS	REQUEST CREATED
<input type="radio"/> 2023 Tuition Assistance Pre-K Application		19	10/27/2022 09:15:59 AM
<input type="radio"/> 2023 Tuition Assistance Pre-K Application		19	10/27/2022 09:19:27 AM
<input type="radio"/> 2023 Tuition Assistance Pre-K Application		1	09/30/2022 01:23:05 PM
<input type="radio"/> 2023 Tuition Assistance Pre-K Application		1	10/24/2022 02:34:55 PM

At the bottom of the dialog are 'Cancel' and 'Copy Answers' buttons. Below the dialog, a notification bar shows 'Due by 07/15/2023 01:00 AM EDT.' and a note: 'Fields with an asterisk (\*) are required.'



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

The screenshot shows a web browser window with the URL `grantinterface.com/Request/Submission/Application?request=8523925`. The page header includes the logo for the **Strong County Community Foundation** and the user name **Samantha Cribbs**. The main content area is titled **Application** and features a **Copy Previous Answers** modal. This modal contains a table of previous requests and a **Copy Answers** button. Overlaid on top of this modal is a **Confirm Copying Answers** dialog box. The dialog box contains the following text:

**Confirm Copying Answers**

Clicking 'OK' will copy the answers from the selected request into the form you are currently working on.

**NOTE:** Any questions that have already been answered on the current form will NOT be overwritten by a copied answer.

Are you sure you want to copy your previous answers?

Buttons: **Cancel** and **OK**

The background modal also includes a table with the following data:

PROCESS	PROJECT	REQUEST CREATED
<input checked="" type="radio"/>	2023 Tuition Assistance Pre-K Application	10/27/2022 09:15:59 AM
<input type="radio"/>	2023 Tuition Assistance Pre-K Application	10/27/2022 09:19:27 AM
<input type="radio"/>	2023 Tuition Assistance Pre-K Application	09/30/2022 01:23:05 PM
<input type="radio"/>	2023 Tuition Assistance Pre-K Application	10/24/2022 02:34:55 PM

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

The screenshot shows a web application interface. At the top, there is a dropdown menu labeled "Electronic Signature" with a downward arrow. Below this, the section is titled "Electronic Signature\*" in bold. A message reads: "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." Below the message is a large, empty text input field. A green banner with a blue border contains an information icon and the text "Due by 07/15/2023 01:00 AM EDT." At the bottom of the form, there are three buttons: "Abandon Request" (grey), "Save Application" (grey), and "Submit Application" (blue). Below the form, a footer bar contains the text "Grant Management Software provided by Foundant Technologies © 2022". At the very bottom, the Windows taskbar is visible, showing the search bar with "Type here to search", several application icons (including a purple icon, a white circle, a blue square, a yellow square, a red square, a green square, and a blue square), and system tray icons on the right.

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

**THANK YOU!**