



**Application Instructions for  
Vector Community Scholarship Application**

1. Access the online application by visiting this website to create an account and complete the application. (<https://www.grantinterface.com/Home/Logon?urlkey=cfhsv>)
2. Click the “Create New Account” button.
3. Organization Information Tab
  - a. Organization Name – Please enter your full name in the following format: Last name, First name
  - b. EIN/Tax ID – Please enter 11-1111111 (Ignore pop up about duplicate tax-id)
  - c. Enter your phone number, address, state, and zip code
  - d. Click Next
4. User Information Tab
  - a. Click the gray box at the top to copy address from organization
  - b. Business Title – Please enter Student
  - c. Click Next
5. Executive Officer Question Tab
  - a. Check yes
  - b. Click Next
6. Additional Executive Officer
  - a. Click Next
7. Create a password
8. Confirm email
9. You will land on a page with other grant applications. Find the “Vector Community Scholarship Application” and click on the blue box to apply

If you have any questions, contact Ann Kvach at [Ann@CommunityFoundationHSV.org](mailto:Ann@CommunityFoundationHSV.org) or 256-489-3525.