



*Together, we flourish.*

**Community**  
**Foundation**<sup>TM</sup>  
for the Fox Valley Region



# Agenda

## Committee Process

- Accessing Applications
- Review
- Committee meeting

## Scholarship Portal

- Logging In
- Evaluation Form: Handbook and Conflict of Interest
- Organizing Your Dashboard

## Bias

## Resources

## Questions

## Scholarship Portal Tour (Optional Training)



# Committee Process



# Committee Process

- Scheduling selection committee meetings via email – Doodle Poll
  - *Selections might be decided via email if there are only a few applicants*
- You will receive an email from Choua once applications are ready for review.
  - *Reviews happen after the application deadline.*
  - *Accounts on the Scholarship Portal created for you. You will receive an email.*
- Applications reviewed independently prior to the selection committee meeting
- Selection committee meetings are held via Microsoft Teams
  - *Discussion to reach consensus on recipient(s) and alternate recipient(s).*
  - *Tip: come prepared with your top 3-5 candidates.*
- Selection Recommendation Form is sent to Choua after the meeting



# Scholarship Portal

# Logging In

- Reviewer accounts have been created on the portal by the Community Foundation staff.
- If you were a reviewer last year, use your existing account.
- If you have a new email address, let Choua know and she will adjust your existing account email address.

1. *“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; email from grantinterface*
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: Users must create a 12-character password that includes letters, numbers, and the following special characters: !@#\$%^&\*().*

*Current users will be prompted to update their password upon their next log on.*

## Logon

Email Address\*

scholarships@cfoxvalley.org

Password\*

.....

Log On

Create New Account

[Forgot your Password?](#)

Logon

Email Address\*

scholarships@cfoxvalley.org

Password\*

.....

Log On

Create New Account

[Forgot your Password?](#)

Reset Password

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

Email Address

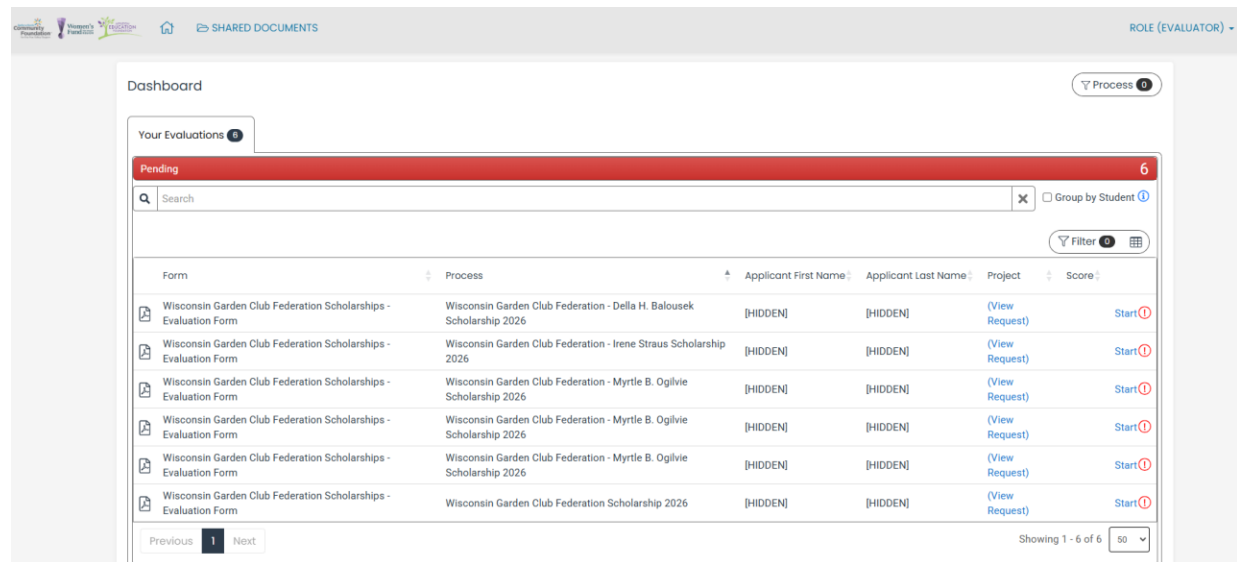
Cancel

**Send Reset Link**

**Existing Users:** Please enter your credentials and log in. If you are a new user, please use the “Forgot your Password” link to reset your password.

# Organizing Your Dashboard – Multiple Committees

- **Filter** by scholarship (“Process” column) to see applicants for that specific scholarship
  - *‘Process’ equals ‘Value’*
- **Sort** by column headers (A to Z, Z to A, etc.)
- Customizing columns is possible – shows all forms in system, ask staff for support if needed



The screenshot shows a dashboard interface for a user named "ROLE (EVALUATOR)". The main content area is titled "Dashboard" and contains a section for "Your Evaluations" with a sub-tab for "Pending" (6 items). A search bar and a "Group by Student" checkbox are visible. A table lists evaluations with columns for Form, Process, Applicant First Name, Applicant Last Name, Project, and Score. The table contains six rows of data, all with a "Start" status. A "Filter" button is located above the table. At the bottom, there are navigation buttons for "Previous" and "Next", and a page indicator showing "Showing 1 - 6 of 6" with a dropdown menu set to "50".

Form	Process	Applicant First Name	Applicant Last Name	Project	Score
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation - Della H. Balousek Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation - Irene Straus Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation - Myrtle B. Ogilvie Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation - Myrtle B. Ogilvie Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation - Myrtle B. Ogilvie Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start
Wisconsin Garden Club Federation Scholarships - Evaluation Form	Wisconsin Garden Club Federation Scholarship 2026	[HIDDEN]	[HIDDEN]	(View Request)	Start

# Evaluation Process

- *Scholarship name and eligibility criteria* summary are displayed at the top of the review page.
- Document viewer; pop up view that shows transcripts, uploaded documents such as reference letter, resume, etc.
- **Scoring** in the online forms = scores auto-calculated for applicants
- Scoring is not your “final vote”; committee meeting is the final recommendation for recipients

## Evaluation

[\(View Request\)](#)


Opportunity: Wisconsin Garden Club Federation - Della H. Balousek Scholarship 2025

Upper-level college students entering their junior or senior year, or postgraduate students having a scholastic record with a minimum 3.0 GPA; 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.

[Return to Application Evaluation Assigned](#)

Request [Award Details](#) [Documents](#) 0 [Comments](#) 0

Current Status: Evaluations Assigned

Stage	Status	Initial Submission	Last Modified
 Application	Complete	01/17/2025	02/03/2025
Evaluation 1	Open		

## Evaluation

[\(View Request\)](#)



Opportunity: Wisconsin Garden Club Federation - Irene Straus Scholarship 2025

Upper-level college students entering their junior or senior year, or postgraduate students having a scholastic record with a minimum 3.0 GPA; 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.

[Return to Application Submitted](#)

Request [Award Details](#) [Documents](#) 0 [Comments](#) 0

Current Status: Evaluations Assigned

Stage	Status	Initial Submission	Last Modified
 Application	Complete	01/19/2025	02/03/2025 
Evaluation 1	Open		

> Request History

> Submission History

Your Evaluation

[Evaluation Packet](#)

View [Application](#)

[Document Viewer](#)

[Application Packet](#)

# Acknowledgement of Handbook and Conflict of Interest

- *Application ID* – student first name and first initial of last name
- *Acknowledgement of Handbook and Conflict of Interest* question is a part of the review form. It needs to be filled out prior to seeing the review questions
  - Conflict of Interest Yes: do not review this applicant
  - Conflict of Interest No: review questions become available
- Start by reviewing the application to see if you recognize a conflict.
- **Examples of conflicts are listed in Committee Member Handbook**

## Your Evaluation

### ✓ Acknowledgement of Handbook and Conflict of Interest



#### Acknowledgement of Scholarship Handbook

All committee members are expected to review the scholarship handbook and its policies before any scholarship application reviews. All committee members must adhere to the relevant policies of the Community Foundation as they may be adopted and amended from time to time, including without limitation to Foundation's conflict of interest and confidentiality policies.

#### Acknowledge of Scholarship Handbook\*

By clicking "yes", you hereby certify that you have read, understand and agree to the Community Foundation's policies as described in the scholarship handbook.

- Yes  
 No



#### **Wisconsin Garden Club Federation Scholarships Conflict of Interest\***

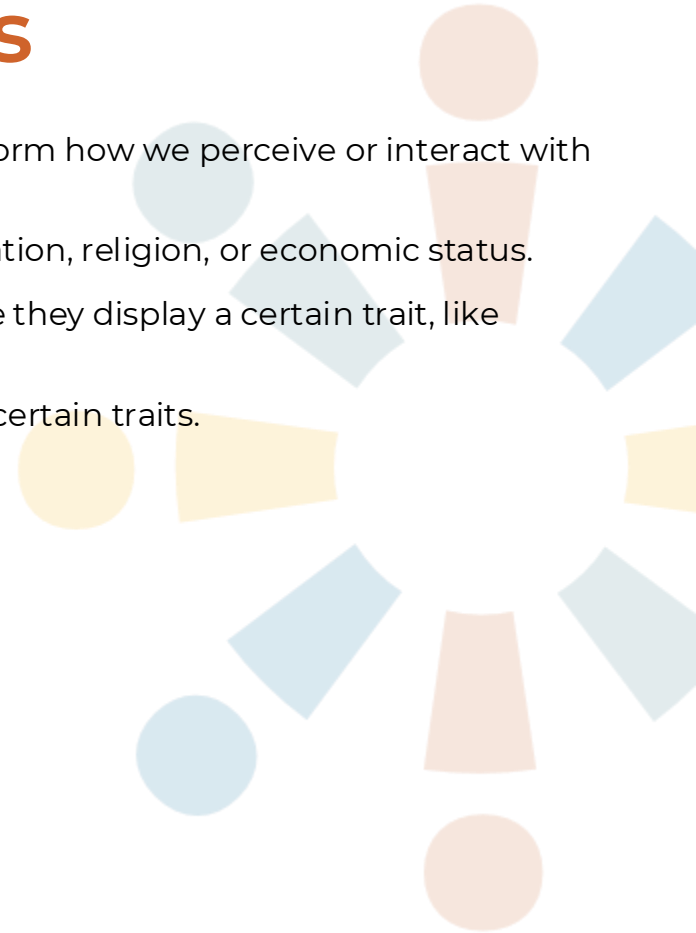
Do you have a conflict of interest with this applicant?

- Yes  
 No

# 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

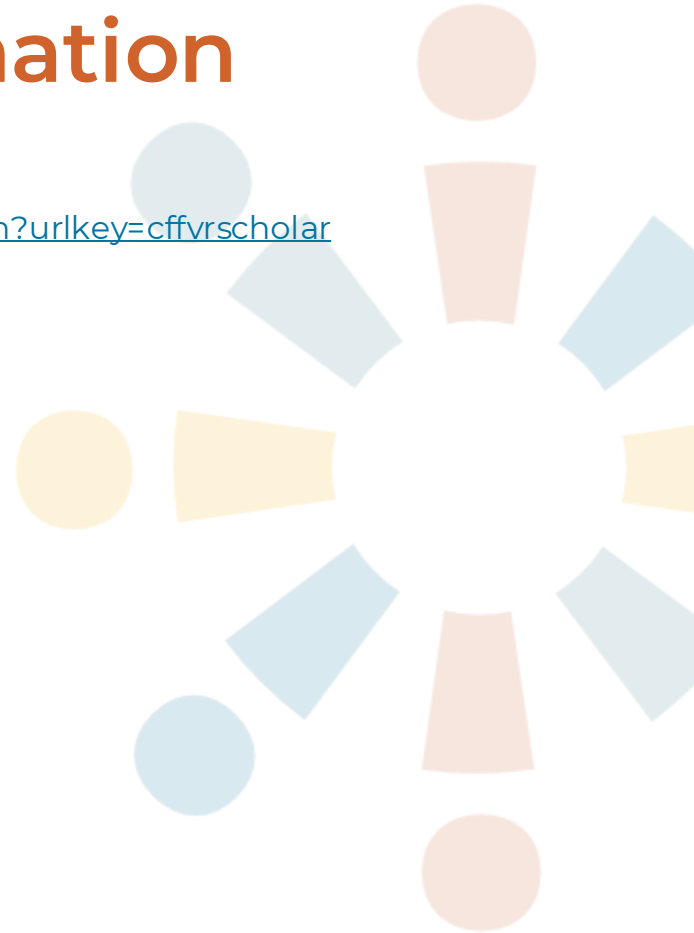


# Website & Materials



# Additional Information

- [Reviewer Website](#) landing page
- Link to [Scholarship Portal](#): [www.grantinterface.com/Home/Logon?urlkey=cffvrscholar](http://www.grantinterface.com/Home/Logon?urlkey=cffvrscholar)
- [Reviewer Tutorial](#) provided by Foundant
- [Scholarship Committee Member Handbook](#)
- Phone: Choua's direct line: 920.702.7623
- Email: [scholarships@cfoxvalley.org](mailto:scholarships@cfoxvalley.org)



Questions?



# Scholarship Portal Tour

