

# KEN & LENKA SCHOLARSHIP APPLICATION FORM INSTRUCTIONS



As a new user to the community, you will need to register your details with Kids Under Cover before you can access the scholarship application forms.

## STEP ONE: SELF REGISTER

If you're already registered, navigate to - <https://kuc.force.com/portal/s/login/> and move to **step 3**.

If you're not registered, navigate to – <https://kuc.force.com/portal/s/login/SelfRegister>

Click **Apply for a KUC Scholarship** and fill out all the relevant fields. Ensure that you use your full name and address when entering your information otherwise our records won't match, and you will not gain access, e.g., if your name is Benjamin Smith, and you enter Ben Smith. If you are continuing to see errors when self-registering, please call 9429 7444.

JOIN THE  
KIDS UNDER COVER COMMUNITY



I would like to

- Register to be a Community Fundraiser  
 Apply for a Kids Under Cover Scholarship

Salutation

-- None --

\*First Name

\*Last Name

\*Email

Address

Enter the address to search for...

Unit / Level

\*Street

\*City

\*State

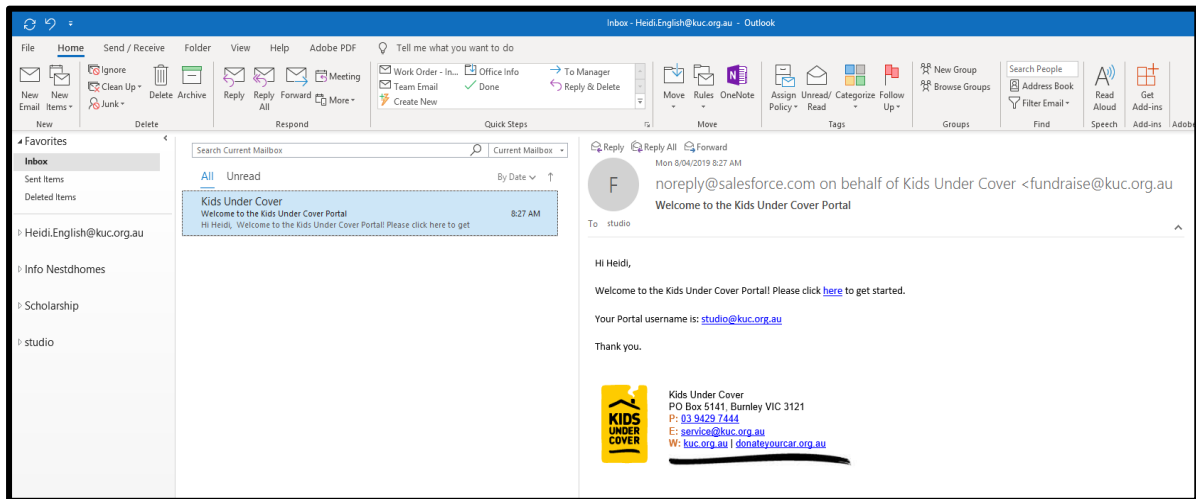
\*Postal Code

Sign Up

[Already have an account?](#)

## STEP TWO: USER LOGIN AND PASSWORD

You will receive an email with your link and login details.



Click on the **link** and setup your password.

A screenshot of a web page titled 'Kids Under Cover Portal' with the heading 'Change Your Password'. The page prompts the user to 'Enter a new password for [kucprograms@gmail.com](#)'. It lists requirements: 'Your password must have at least: 8 characters, 1 letter, 1 number'. There are two input fields: '\* New Password' and '\* Confirm New Password'. A 'Change Password' button is at the bottom. A message at the bottom states: 'Password was last changed on 14/03/2019 1:21 PM.'

## STEP THREE: SETTING UP MY PROFILE

Navigate to – <https://kuc.force.com/portal/s/login/> (your username is your email address)

Once in the Client Portal, you need to setup **My Profile**.

**KIDS UNDER COVER**

HOME **MY PROFILE** FUNDRAISING STUDIOS

Heidi English

### Welcome to the Kids Under Cover Community!

Who are the young people we support?

Working in partnership with more than 60 Community Service Organisations (CSOs) to identify families with young people at risk of homelessness we offer young people the unique combination of safe and secure accommodation and scholarships to ease the financial costs associated with education or job training.

Not everyone has the fortune to be born into a stable family environment. Many of the young people we support are dealing with trauma and grief, family homes are often overcrowded and mental health issues can really affect relationships within the home. A Kids Under Cover studio ensures families are able to remain connected, giving them additional room to live and provide young people with a safe and secure place to call home, giving them a real shot at a brighter future, **a future that does not include homelessness.**

How we help

When it comes to youth homelessness we believe **prevention is better than cure.** The heart of our work, our **Studio Program**, provides accommodation for young people at risk of homelessness. Our studios ensure families are able to remain connected, giving them additional room to live and provide young people with a safe and secure environment.

Combined with the provision of scholarships to ensure young people remain connected to education or job training our early intervention model is simple, unique & effective.

**I Want To...**

- HOST A FUNDRAISING EVENT**  
Take action and help prevent youth homelessness. Your fundraising event can be big or small – you decide and we will be there to support you every step of the way.
- APPLY FOR A STUDIO**  
We support kids with difficult life circumstances. A Kids Under Cover Studio can make a significant difference to a young person's life.
- APPLY FOR A SCHOLARSHIP**  
Scholarships for the 2019 academic year are now closed. Get all the information you need to apply for a scholarship at the appropriate time of the year.

It is important that all information for your household is accurate. Once all fields with an \* have been checked/updated, click **Save** and return to the **Home Page**.

### Manage Your Profile Information

#### ORGANISATION DETAILS

\* Organisation Name

Scholarship testing Household

\* Primary Contact

Cooper Cooper

\* Phone

04 9107 4318

\* Mobile Phone

04 9107 4318

Address

Enter the address to search for...

Unit / Level

Street

290 High Street

City

Windsor

State

VIC

Postal Code

3181

Cancel **Save**

## STEP FOUR: LODGING A SCHOLARSHIP APPLICATION

Click on the **Scholarships** button at the top of the page. This will take you to the Scholarship information page. Click the **New** button and select KUC Scholarship.

The screenshot shows the 'Scholarships' page on the Kids Under Cover website. The 'SCHOLARSHIPS' menu item is circled in red. Below the navigation, there is a 'New' button at the bottom left, also circled in red. A modal window titled 'Application Record Type' is open in the center, showing three radio button options: 'DHHS Scholarship', 'Ken & Lenka Morgan Scholarship', and 'KUC Scholarship'. The 'KUC Scholarship' option is selected and circled in red. A 'Next' button at the bottom right of the modal is also circled in red.

Ensure you read the terms and conditions and ensure the young person is eligible for the scholarship before commencing the application. Click **Begin Application**.

The screenshot shows the 'Terms & Conditions' modal window. The modal contains the following text: 'Kids Under Cover offers scholarships to young people who meet the following criteria: aged 15 – 25 years old; studying or undertaking training in the next year and; living in a Kids Under Cover studio or in the main house where a studio is located. The young person must be undertaking an apprenticeship or traineeship, studying at TAFE, school or university or completing another kind of training to be eligible to apply for a Kids Under Cover scholarship.' Below this, there are several bullet points regarding application rules. At the bottom of the modal, there is a checkbox labeled 'I agree with the application terms & conditions' which is checked and circled in red. A 'Begin Application' button at the bottom right of the modal is also circled in red.

## STEP FIVE: FILLING OUT A NEW APPLICATION

All questions are long answer. The more detail you add, the stronger your application will be.

Cover studio and other young people living in the main household where a studio is located are eligible to apply if they meet the following criteria:  
• aged 12 – 25 years old  
• a resident of an independent residence in the main household

Application Information    Education Information    **Aspiration & Drive**    Ability to Achieve    Referees    Support Docs & Submission

Please tell us about your aspirations and goals and how you would use the scholarship funds

**SCHOLARSHIP**

The Ken & Lenka Morgan Scholarship is a one-off scholarship of up to \$5000 in value which is awarded to one young person per year for personal development related activities.

Personal development activities includes activities that:

- develop talents and potential
- facilitate employability
- contribute to the realisation of dreams and aspirations
- improve self-awareness and identity
- enhance quality of life

\*If your application was successful, what would you use the funds for?

If I were to be successful in gaining this prestigious scholarship, I would utilise the scholarship by growing myself in a situation out of my comfort zone. I have always been passionate about helping people from diverse backgrounds, the opportunity to complete an overseas volunteer experience would be extremely beneficial to me. I would use this placement to [ ].

Previous    Save & Close    Next

KUC2018271	John Johnson	Cancelled	17/07/2019
KUC2018269	John Test 1	Cancelled	17/07/2019

## STEP SIX: SUPPORTING DOCUMENTATION, AND SUBMITTING APPLICATIONS

Only scholarship applications with quality supporting documents will be considered. To upload a supporting document, click the **Upload Files** button and choose your file.

transport to travel to and from school

Application Information    Additional Information    **Supporting Details**    Supporting Statements    Support Docs & Submission

Please upload any supporting documents which may enhance the young person's application.

- Describing how the scholarship assistance would help the young person in their educational, personal and/or professional development.
- Affirming the young person's capacity to excel in their chosen education/employment path. This capacity might include talent or admirable personal qualities such as positive social values.
- Stating the applicant's willingness to engage in education and their drive and determination to achieve their goals.

**SUPPORTING DOCUMENT**

**Upload Files**    drop files

Additional comments

I confirm that everything that has been provided is accurate and true.

Previous    Save & Close    Submit

Once the document has been uploaded, you will be able to view a preview.

Application Information    Additional Information    **Supporting Details**    Supporting Statements    Support Docs & Submission

049FA1D2-C0AF-4144-8B54-5DA01282E2BD

Additional comments

I confirm that everything that has been provided is accurate and true.

Previous    Save & Close    **Submit**

Tick the 'I can confirm that everything has been provided is accurate and true' box and then click **Submit**.

*If you need any help with completing the Scholarship Application Form, please contact Kids Under Cover on  
Phone: 03 9429 7444  
Email: scholarship@kuc.org.au*