

# KIDS UNDER COVER 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 Client Portal to Scholarship Application. Your unique link will be sent to your most up-to-date email address on our database.


## STEP ONE: SELF REGISTER

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.

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JOIN THE  
KIDS UNDER COVER COMMUNITY



I would like to

Register to be a Community Fundraiser

Apply for a Kids Under Cover Scholarship

Salutation

\*First Name

\*Last Name

\*Email

Address

Unit / Level

\*Street

\*City

\*State

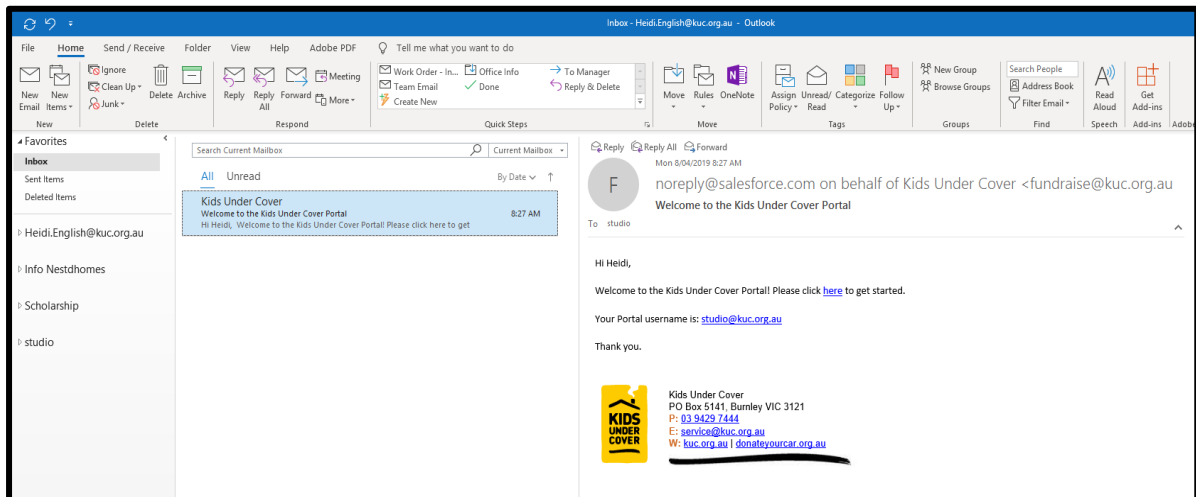
\*Postal Code

[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.

The screenshot shows the 'Kids Under Cover Portal' password change page. The heading is 'Change Your Password'. Below the heading, it says 'Enter a new password for [kucprograms@gmail.com](mailto:kucprograms@gmail.com). Your password must have at least:'. There are three radio button options: '8 characters', '1 letter', and '1 number'. Below these are two input fields: '\* New Password' and '\* Confirm New Password'. A 'Change Password' button is at the bottom of the form. At the very bottom of the page, it says '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 circled in red. A modal window titled 'Application Record Type' is open, showing three radio button options: 'DHHS Scholarship', 'Ken & Lenka Morgan Scholarship', and 'KUC Scholarship'. The 'KUC Scholarship' option is 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. It lists the criteria for scholarship recipients and the requirements for the application. At the bottom, there is a checkbox labeled 'I agree with the application terms & conditions' which is 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

There are three types of questions asked during the application:

- Multi-choice questions:



\* Does the young person identify as indigenous or Torres Strait Islander?

-- None --

-- None --

Yes

No


Prefer Not To Disclose

-- None --

Complete this field.

One field must be answered for this type of question.

- Short-answer questions:



ADDITIONAL YOUNG PERSON INFORMATION

\* Does the young person have any diagnosed mental health issues?

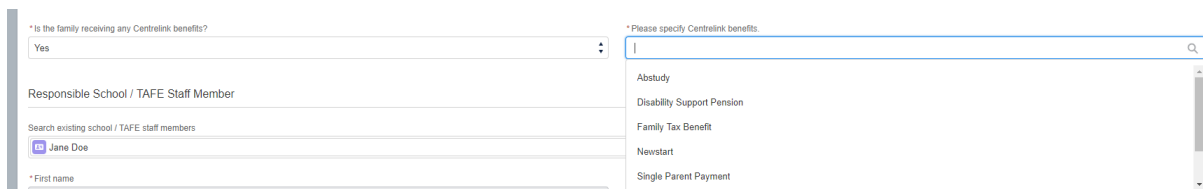
Yes

\* If yes, please provide details

The young person has diagnosed depression and anxiety.

These questions require free typing responses.

- Multi-select questions:



\* Is the family receiving any Centrelink benefits?

Yes

\* Please specify Centrelink benefits

Abstudy

Disability Support Pension

Family Tax Benefit

Newstart

Single Parent Payment

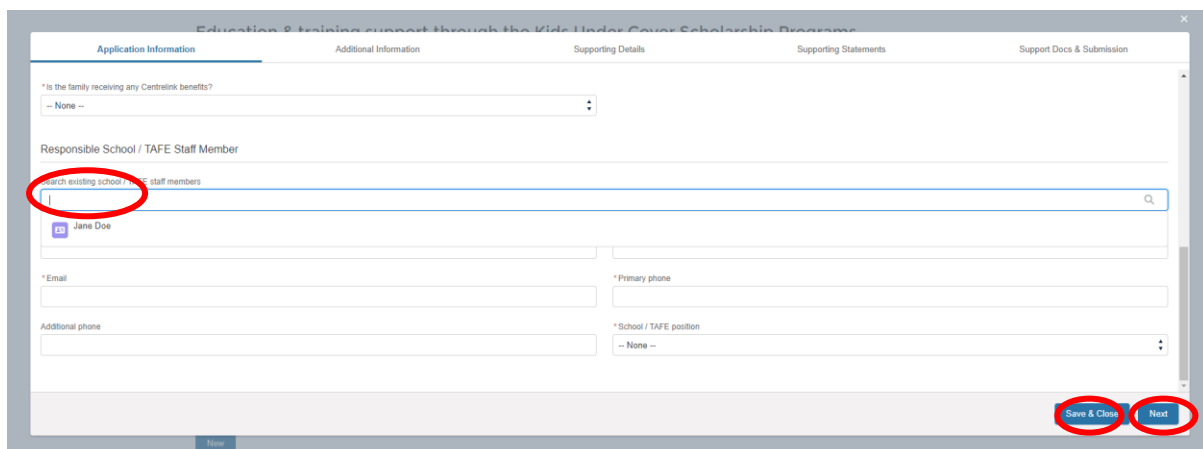
More than one response can be selected on a multi-select question.

**Ensure that all questions with an \* are answered.**

Once you commence a new application, the first tab is Application Information which includes the young person and staff member. Click **Next** when you have completed all the fields. At any time, you can **Save & Close** the application if you cannot complete it at the one time.

### Autofill options:

Young people whose details have been added to the portal database will be able to be searched for and have their details auto filled. If they're not registered, you may enter their details manually.



Application Information

Additional Information

Supporting Details

Supporting Statements

Support Docs & Submission

\* Is the family receiving any Centrelink benefits?

-- None --

Responsible School / TAFE Staff Member

Search existing school / TAFE staff members

Jane Doe

\* Email

\* Primary phone

Additional phone

\* School / TAFE position

-- None --

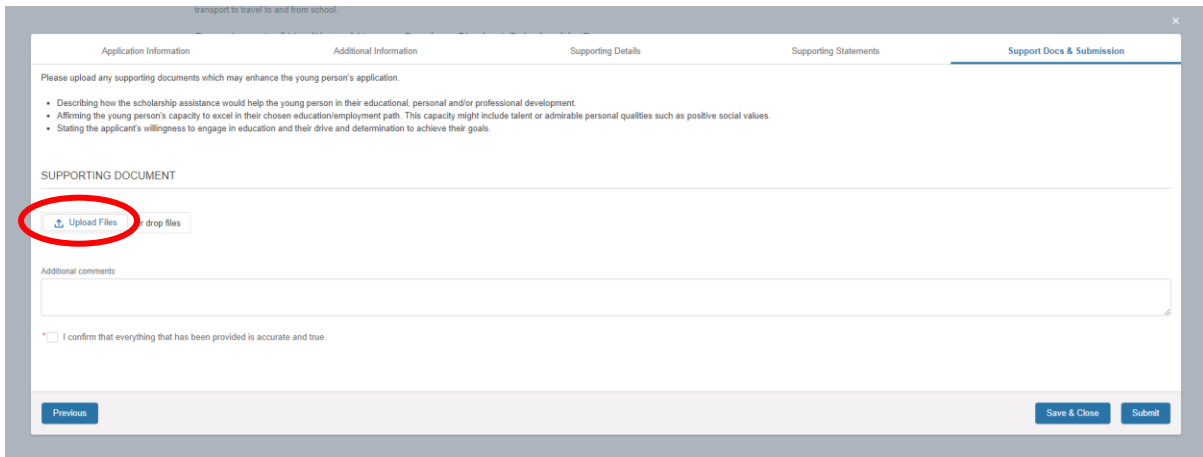
Next

Save & Close

Next

## STEP SIX: PROOF OF ENROLMENT OR SUPPORTING DOCUMENTATION, AND SUBMITTING APPLICATIONS

To be awarded a scholarship, a proof of enrolment from As a condition of approval for a scholarship, 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

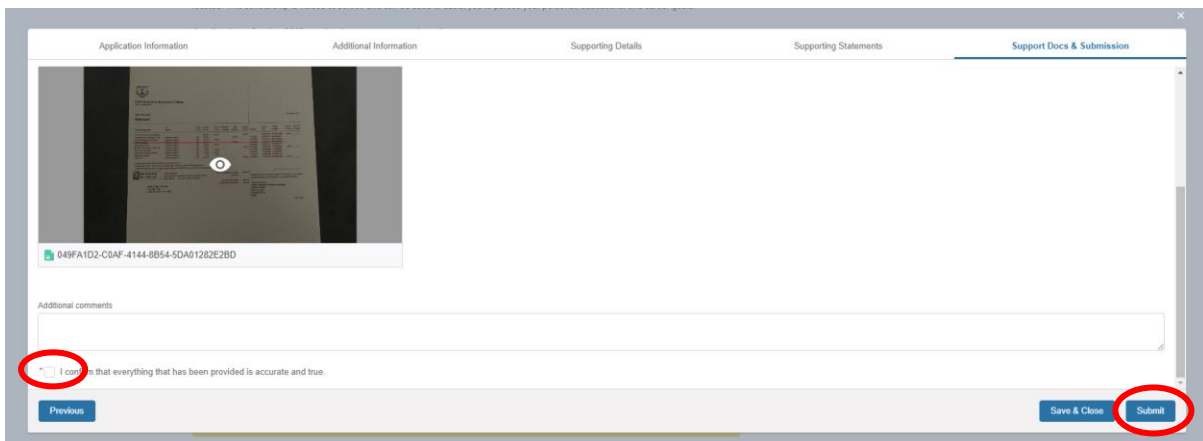
**Upload Files** drop files

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-C6AF-4144-8B54-5DA01282E2BD

Additional comments

I can 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**.

## STEP SEVEN: MANAGING APPLICATIONS

When an application has been lodged, the applicant's status will automatically be set as **Submitted**. This status will be changed determining the outcome of the application. Successful applications will have the status **Approved**. Unsuccessful applications will have the status **Not Approved**.

New

My Active Scholarship Applications

APPLICATION ID	APPLICANT	LOCATION	STATUS	DATE SUBMITTED
KUC2019061	Sam Smith		Not Approved	16/04/2019
KUC2019062	Samantha Smith		In Progress	16/04/2019
KUC2019059	Cooper Cooper		Approved	12/04/2019

*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](mailto:scholarship@kuc.org.au)*