



Mastering Scholarship Administration:

Best Practices for Tenant Admins to Streamline Applications and Maximize Impact

Are You Engaged?

At GivaGrant, we understand that administering scholarships and grants can be a complex process, especially in the Greek space, where applicants, reviewers, and admins each have unique roles and expectations. Our goal is to simplify and enhance the experience for everyone involved, and we've learned that small adjustments can yield big improvements.

In this post, we'll walk through some best practices for tenant admins to optimize their scholarship and grant processes, making them more effective, engaging, and impactful for applicants, reviewers, and admins alike.

1. Use Hints to Clarify Vague Questions

One of the simplest yet most impactful tools at your disposal in GivaGrant is the ability to add hints to your application questions. Questions that seem clear to you as an admin may feel vague or confusing to an applicant. By incorporating helpful hints, you can guide applicants to provide the kind of responses that reviewers need to make informed decisions.

Example:

If you ask, "Describe your work experience and list out what you learned and the impact you made," this can be interpreted in many ways. Adding a hint such as "For example, include measurable results like a percentage increase in sales, a reduction in costs, or specific leadership roles you held," provides applicants with a clearer idea of what's expected.

This approach ensures applicants complete their applications correctly and thoroughly, reducing the number of clarification requests you'll need to manage. It also saves reviewers time by standardizing the format of responses.

 www.givagrants.com
 (760) 814-8118
 contact@givagrants.com

BEST PRACTICES

2. Focus on Measurable Content

While resumes and GPAs are important, they don't always provide the full picture of an applicant's potential or impact. To make the review process more meaningful, design questions that focus on measurable and specific achievements.

Examples of actionable questions:

- “List your work experience, including your role, responsibilities, and measurable accomplishments (e.g., increased engagement by 20%, raised \$10,000 for a philanthropic event).”
- “Describe your campus or community involvement, highlighting the positions you held and the outcomes you achieved.”
- “What is your biggest accomplishment within your chapter, and why do you consider it significant? Please support your answer with data or evidence.”

By asking measurable questions, you'll empower reviewers to better evaluate each applicant's qualifications and contributions.

3. Streamline the Application Process

When designing your application, resist the urge to ask unnecessary questions. Overloading applicants with excessive prompts can make the process feel overwhelming and lead to rushed, less thoughtful answers. Instead, prioritize concise, impactful questions that engage applicants and encourage them to put more effort into their responses.

Tips for simplifying applications:

- Group related questions to create a logical flow.
- Use drop-down menus or checkboxes where appropriate to reduce typing fatigue.
- Focus on quality over quantity. Pose thought-provoking questions rather than redundant or generic ones.

This streamlined approach benefits not only applicants but also reviewers, who will spend less time sifting through irrelevant information and more time evaluating meaningful content.

4. Optimizing File Uploads for Efficiency and Quality

Ensuring that applicants upload their files in the correct format is a simple yet impactful way to enhance the application process. Different file types work better for specific purposes, and using the right format not only preserves quality but also minimizes file size, making the process smoother for both applicants and reviewers.

Here's a quick guide to help applicants choose the best file formats:

- PDF: Ideal for documents like resumes, essays, and transcripts. PDFs maintain consistent formatting regardless of the viewer's device or software.
- JPEG/JPG: Best for photographs, such as headshots or event pictures. This format balances quality and file size, making it easy to upload and review.
- PNG: Perfect for screenshots or graphics requiring sharp edges and transparent backgrounds. PNGs preserve detail and clarity.

As a Tenant Admin, you can simplify the process by including these guidelines directly in your application instructions or using GivaGrant's hint functionality. For instance, when requesting a headshot, add a hint like: “Please upload a recent headshot in JPEG format for optimal quality and size.”

5. Choosing the Right Input Fields for an Intuitive Application Experience

The type of input field you use on your application can greatly impact both the applicant’s experience and the quality of the data you collect. By selecting the right input field for each question, you can make the application process smoother, faster, and more user-friendly, reducing errors and improving completion rates.

Here’s a breakdown of when to use different input fields effectively:

- **Multiselect Field:** Ideal when applicants need to choose one or more options from a list. For example, if you’re asking about extracurricular activities or skillsets, a Multiselect field allows applicants to pick multiple relevant options quickly.
- **Pick List Field:** Best for questions where only one option can be selected from a small list. For instance, when asking for an applicant’s class year or their primary area of study, a Pick List keeps the interface clean and intuitive.
- **Dropdown Field:** Perfect for questions with many options, such as selecting a state, country, or chapter affiliation. Dropdown menus save space and are especially helpful when applicants need to scroll through a long list of choices.
- **Switch/Checkbox:** Ideal for binary or limited-choice questions, such as “Do you currently hold a leadership position?” or “Are you a first-time applicant?” These formats are quick to read and easy to select.

Pro Tip: If you’re only offering 2–3 choices, avoid Dropdown fields, as they can unnecessarily slow down applicants. Instead, use a Switch, Checkbox, or Pick List to make the selection process faster and more intuitive.

By strategically using the right input fields for your questions, you not only create a better experience for your applicants but also ensure that reviewers receive consistent and structured responses.

6. Save Early, Save Often: A Simple Tip to Avoid Lost Work

Encourage your applicants to save their progress regularly (ideally every 10–15 minutes) as they fill out their applications. While GivaGrant is designed with security in mind, the platform will automatically log users out after two hours of inactivity to protect sensitive data. Without saving, applicants risk losing the information they’ve entered.

The same advice applies to Tenant Admins working in the Form Builder. When creating or editing a program’s form schema, saving frequently is essential. Losing progress can lead to frustration and extra work, so taking a moment to save often ensures that your hard work is preserved. By making this practice a standard part of your process, you help both applicants and admins stay on track and avoid unnecessary setbacks.

Why GivaGrant is Best in Class

At GivaGrant, we’re proud to be the leading scholarships and grants management platform in the Greek space. Organizations like Lambda Chi Alpha, Sigma Kappa, and Delta Sigma Phi have trusted us to transform their scholarship administration by implementing best practices like those mentioned above.

Our platform provides tenant admins with the tools to:

- Simplify application management,
- Engage applicants and reviewers effectively, and
- Deliver measurable outcomes that impress donors and stakeholders.

By incorporating features like custom reviewer access, data-driven insights, and applicant-friendly tools, GivaGrant ensures that your scholarship process isn’t just efficient but also impactful. **Ready to Take Your Scholarship Process to the Next Level?**