

# 2017 Scholarship Application Instructions



[www.FEEA.org](http://www.FEEA.org)

## **Instructions for Applying for the 2017 FEEA Scholarship Program**

**DEADLINE: Monday March 27, 2017, 3pm EST**

Since 1986, FEEA has offered scholarships to more than 10,000 individuals, including providing nearly 200 scholarships to the children of federal civilian employees who died or were severely injured in the line of duty during the terrorist attacks on the Alfred P. Murrah Federal Building in Oklahoma City, the Pentagon on 9-11, and the US Embassies and Consulates in Kenya, Tanzania, and Libya.

Collectively our scholarship program to date totals over \$14 million. FEEA champions the pursuit of higher education and each year supports hundreds of students with merit-based scholarships.

**Scholarship Awards:** Scholarships range between \$1,000 and \$5,000 for one year of academic study at an accredited college or university. The scholarship is not renewable, however, applicants may apply every year they are eligible, whether or not they have received an award in the past. The majority of scholarships are awarded for undergraduate study, with occasional awards for graduate study. Scholarship winners should refer to IRS publication 970 for more information on any potential tax implications of scholarships: <https://www.irs.gov/pub/irs-pdf/p970.pdf>.

### **Individuals Eligible for Scholarships:**

- a) Children or legal dependents under the age of 25 of full- or part-time permanent federal civilian or postal employees.
- b) Spouses of full- or part-time permanent federal civilian or postal employees.
- c) Full- or part-time permanent federal civilian or postal employees.

In all cases, the federal employee, either applying directly or serving as a sponsor, must be employed with the federal government for more than three years as of the scholarship application deadline. Three of our partners, Blacks in Government, the Federal Managers Association, and the National Active and Retired Federal Employees Association allow grandchildren of members to also apply for scholarships they support.

Applicants will not be discriminated against on the basis of race, color, national origin, age, gender, religion, disability, sexual orientation, or gender identity.

Applicants must have a 3.0 or higher cumulative unweighted grade point average.

Children, grandchildren, dependents, or spouses applying for support must be enrolled or planning to enroll full-time in their academic program. Federal employee applicants may study part-time.

**Scholarship Funding:** FEEA supports its scholarship program through donations from individuals and a number of partners, including unions, associations, and corporations. FEEA anticipates providing scholarships this year with the support of our countless individual donors and the following groups:

- American Federation of Government Employees (AFGE)
- American Public University System (APUS)
- Blue Cross Blue Shield
- Blacks in Government (BIG)
- Cooke Memorial Scholarship Fund
- Federal Managers Association (FMA)
- Federally Employed Women (FEW)
- Hoosier Hills Chapter of Federally Employed Women (FEW HH)
- Long Term Care Partners
- National Active and Retired Federal Employees Association (NARFE)<sup>1</sup>
- National Federation of Federal Employees (NFFE)
- National Hispanic Coalition of Federal Aviation Employees (NHCFAE)
- National Treasury Employees Union (NTEU)
- Professional Managers Association (PMA)

All scholarships are subject to the availability of funding.

**Selection Criteria:** Scholarship selection committee members consider the following factors in ranking and recommending applicants to FEEA:

- The applicant's record of academic and personal achievement;
- The applicant's record of community service and engagement;
- The recommendation of the academic or professional contact; and
- The substance and quality of writing throughout the application.

**Award Notifications:** Applicants will be notified via email of their application status in summer 2017. Scholarship payments are made directly to colleges and universities.

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<sup>1</sup> The joint FEEA-NARFE scholarship program uses a separate application and deadline which will be available on NARFE's website in February 2017.

## Application Instructions

- The deadline for the 2017 scholarship application is 3pm Eastern Standard Time on Monday March 27, 2017. Applications will not be accepted beyond the deadline.
- All applications must be completed online at: <https://fs28.formsite.com/FEEA/2017App/>  
Fax, email, or mailed applications will not be accepted.
- Applicants are encouraged to print a blank copy of the application form to review and to gather all required materials in advance of completing and submitting the final scholarship application.
- In order to complete the FEEA scholarship application, candidates will need:
  - A copy of their own if they are a federal employee or their sponsor's most recent Standard Form 50 (SF-50). SF-50 must be dated January 2015 or after. If no SF-50 is available, student must submit the sponsor's most recent pay stub AND a letter from the sponsor's current supervisor stating the employee's position title, duty station, GS level (if applicable), and service computation date. The letter must be on agency letterhead and must be signed. These items must be combined into a single PDF file for upload to the application.
  - A recommendation letter completed by a teacher, professor, colleague, or community service program leader. Letters should be on letterhead, if applicable, and should be signed.
  - A copy of their most recent academic transcript. Unofficial copies are acceptable. Please scan all pages together as a single PDF upload file.
    - High School Seniors: Submit full high school career transcript and report card showing Fall 2016 grades.
    - College Freshmen: Submit a transcript that verifies at least a 3.0 for the Fall 2016 semester.
    - Undergraduate and Graduate Students: Submit complete current transcripts, including Fall 2016 grades.
    - Applicants not currently enrolled: Submit a transcript from the last school attended.
  - A maximum 400 word essay answering the following question: *If you could lead a national commission to improve bipartisan relations and increase public cooperation across diverse groups in the United States what three recommendations would you offer and why?* We recommend drafting this essay outside of the application system and cutting and pasting the final version into your application.

- A bulleted list of your most important community service activities going back not more than 5 years, to include date(s) and description in descending order of significance.
- A bulleted list of other extra-curricular activities going back not more than 5 years, to include date(s) and description in descending order of significance.
  
- A description of any significant awards received in the last 5 years, in bulleted format, to include date(s) and description in descending order of significance.
- If you or your sponsor are a member of the of the following organizations, please denote on the application and provide the membership number, if requested on the form, in order to be considered for support from these organizations. Please note FEEA will verify all memberships to ensure they are in good standing and applicants should only complete this section if they or their sponsor are a current member in good standing:
  - American Federation of Government Employees (AFGE)
  - Blacks in Government (BIG)
  - Federally Employed Women (FEW)
  - Federal Managers Association (FMA)
  - National Federation of Federal Employees (NFFE)
  - National Treasury Employees Union (NTEU)
  - Professional Managers Association (PMA)
  
- Please complete all requested fields. The application contains additional data fields, which will be used by FEEA to measure the reach of our scholarship recruitment activities. The selection committee members will not have access to this information during their review.
- FEEA reserves the right to verify all information submitted and may disqualify applicants if discrepancies are identified.
- Only one application may be submitted per applicant. Applicants who submit more than one application may be disqualified.
- Applicants are encouraged to print a copy of their application for their records prior to hitting the “submit” button. The online system will also send you a confirmation email once you submit your application. Please check your spam folder if you do not see it in your in box.