



BALFOUR FELLOWSHIP APPLICATION GUIDE

2020-2021 (AWARD YEAR: 2021-2022)

Foundation for Fraternal Excellence (FFE)
11722 Allisonville Road, Suite 103, Box 353
Fishers, IN 46038

foundation@foundationfe.org

<https://foundationfe.org/>

Updated: 9/15/2020



**FOUNDATION
FOR FRATERNAL
EXCELLENCE**

KEY DATES

Application opens	Friday, September 18, 2020
Official transcript(s) due	Thursday, April 1, 2021, via email
Recommendations due	Thursday, April 1, 2021, submitted via SmarterSelect by 11:59 p.m. EST
Application due	Thursday, April 1, 2021, submitted via SmarterSelect by 11:59 p.m. EST
Preliminary selection notification	Tuesday, June 1, 2021, via email
Acceptance packet due	Thursday, July 1, 2021, submitted via SmarterSelect by 11:59 p.m. EST
Checks processed and mailed	Typically within 4-6 weeks of receiving completed acceptance packet

“*My fraternity experience accentuated my collegiate experience in an invaluable manner. I hold firm to those same fraternal ideals as I strive for excellence in my postgraduate and professional endeavors while remaining committed to the advancement of my community, fraternity, and university.*”

--2017 Balfour Fellowship Recipient

APPLICATION REQUIREMENTS & SELECTION

Students pursuing graduate or professional degrees who complete all requirements outlined in the Balfour Fellowship Application Guide will be considered for Fellowships awarded in the 2021-2022 academic year.

Each applicant is responsible for reading, understanding and adhering to the following instructions. Failure to meet all requirements and thoroughly follow all instructions may result in ineligibility. Only fully-completed applications (including transcripts and recommendations) will be evaluated.

The Balfour Fellowships application and instructions in their most up-to-date and accurate format are available online at <https://foundationfe.org/balfour>.

ELIGIBILITY

The scholarship is open to any initiated fraternity or sorority member who is considered in good standing with his or her inter/national organization.

Applicants must be enrolled or intend to enroll in graduate or professional school full-time for the 2021-2022 academic year. Recipients will be required to submit a verification of enrollment for the fall 2021 semester as a part of the acceptance packet.

FELLOWSHIP USES

Checks will be mailed directly to the appropriate institutions. Recipients must provide correct mailing information to the Foundation upon selection.

Scholarships must be used during the 2021-2022 academic year. Unused funding must be returned to the Foundation for Fraternal Excellence (FFE) and cannot be held for future use. If applicable, a scholarship may be used in its entirety within one semester.

EVALUATION AND SELECTION

In addition to the eligibility and scholarship usage parameters, application evaluation criteria may include, but is not limited to:

- Strength of cumulative grade-point average
- Quality of campus, community service and fraternity/sorority activities and leadership
- Demonstrated effort in the narrative response
- Quality of references

APPLICATION TIPS

READ INSTRUCTIONS

Please review this Fellowship Application Guide and what is required in the application carefully. Failure to follow instructions may result in ineligibility.

PLAN AHEAD

Create your account in SmarterSelect, preview the application and carefully review the requirements and questions in advance. Helpful information to have on hand when you complete the application includes:

- Your cumulative GPA as of the conclusion of the fall 2020 term
- A list of your fraternity/sorority, campus and community activities in which you were/are involved, including start and end dates
- Contact information for your references

TEST THE ONLINE APPLICATION SYSTEM

Become comfortable using the SmarterSelect application system in advance of the deadline. To optimize your experience, SmarterSelect recommends using the Google Chrome web browser on either a desktop or laptop computer rather than a tablet or smart phone to complete applications and recommendation forms. You can download Google Chrome for free at www.google.com/chrome/browser.

The SmarterSelect system will allow you to submit your application only upon completion of all required questions and receipt of three recommendations.

WHAT IF I EXPERIENCE A PROBLEM WITH TECHNOLOGY?

The FFE and SmarterSelect are not responsible for lost application information. The FFE will not extend the deadline for any reason, including problems with technology or with submission of an application. We recommend saving your work often and completing and submitting your application well in advance of the deadline in case of any issues.

PROOFREAD

You are responsible for proofreading your application for accuracy prior to submitting your application. You may not make changes to your submitted application.

CONTACT REFERENCES EARLY AND FOLLOW-UP

It is up to your best judgment to select appropriate references within the eligibility guidelines outlined on the REFERENCES page of the application. You will be evaluated on the strength of your reference choices as well as the content of their recommendation forms.

After you confirm references who are willing to submit recommendation forms on your behalf, verify contact information and send recommendation requests via the REFERENCES pages of your application form as soon as possible.

(REFERENCES INFO CONTINUED...)

You do not have to complete your application before sending recommendation requests.

Each reference is required to submit the FFE's online recommendation form; we will not accept separate recommendation letters. The recommendation form requests basic information about the reference, details about your relationship and responses about your accomplishments and character. The time required to complete the form varies, but references can expect to spend 15-30 minutes. Because there is potential for unexpected issues and technology glitches, we recommend submitting well in advance of the deadline.

You alone are responsible for ensuring your references submit complete recommendation forms by the deadline, Thursday, April 1, 2021, 11:59 p.m., EST. The SmarterSelect system will not allow you to submit your application without two completed recommendation forms received by the deadline. Follow up with your references and review the instructions in the application for resending and canceling recommendation requests, including sending a request to a new reference. These tools should help you ensure all of your references submit recommendation forms on time. Applications without recommendations will not be considered.

HOW WILL I KNOW IF MY REFERENCES HAVE SUBMITTED THEIR RECOMMENDATION FORMS?

Review the "Monitoring & Confirming Request Status" section of the REFERENCES page of the application for information about verifying the status of your References' recommendation forms. You should also monitor the corresponding "Request Status" field for each recommendation request. Request Status options include:

- **NOT SENT:** You have not yet sent a request for a recommendation to this reference. You should ask an appropriate contact to serve as one of your references, gather his or her contact information, and send the request as soon as possible. See the instructions on the REFERENCES page of the application for more information about sending recommendation requests.
- **PENDING:** You have sent a recommendation request to this reference, but he or she has not yet submitted the recommendation form via SmarterSelect. Follow up with the reference to confirm the request was received and that the recommendation form will be submitted before the deadline. See the REFERENCES page of the application for more information about resending and canceling recommendation requests if necessary.
- **RECEIVED:** This recommendation form has been successfully submitted by the reference.

MEET ALL DEADLINES

The FFE will not accept late materials for any reason. A complete application includes:

- A completed Balfour Fellowship application form, submitted via SmarterSelect.
- A copy of the applicant's official transcript(s), including fall 2020 grades, submitted via email.
- Two recommendations – one academic and one fraternal – all to be submitted via the SmarterSelect online application system.

APPLICANT/RECIPIENT NOTIFICATION PROCESS

On or around the preliminary selection notification date, the FFE will notify each applicant via email whether he or she has been selected as a preliminary scholarship recipient. The notification will be sent to the email address listed on the applicant's scholarship application.

Applicants who do not receive a notification email by Tuesday, June 1, 2021 should check their spam email folder and then contact the Foundation Office, foundation@foundationfe.org, regarding their selection status.

In the event a preliminary scholarship recipient is unable to accept an award or fails to submit award acceptance documents by the deadline, an alternate recipient will be selected. Alternate recipients will be notified via email by Monday, July 12, 2021.

RECIPIENT REQUIREMENTS

Recipients are required to complete the award acceptance agreement. As a condition of application, applicants agree that the FFE will not communicate with third parties, including parents and advisors, regarding application or award status. Preliminary recipients are required to submit acceptance documents, including, but not limited to:

- A personal statement about being awarded the Balfour Fellowship
- Photograph for use in the Foundation Focus e-newsletter, FFE website and other publications
- Thank you note addressed to the donor listed in your preliminary selection notification email
- Signed and completed acceptance form including mailing information for check

Complete information about acceptance requirements and deadlines will be provided in the preliminary selection notification email.

Preliminary scholarship recipients who are unable to accept or use their awards for any reason should notify the FFE immediately to ensure all scholarship funding can be awarded to deserving applicants.

Failure to submit all required information by the award acceptance deadline of Thursday, July 1, 2021, will result in automatic forfeiture of the award and selection of an alternate recipient. There are no exceptions to the deadlines, so please plan appropriately.

Finally, please allow approximately four weeks for the FFE to process and mail scholarship checks following receipt of acceptance packets.

QUESTIONS?

PROGRAM QUESTIONS (including questions related to eligibility, application requirements, key dates and deadlines, etc.):

Foundation for Fraternal Excellence
foundation@foundationfe.org
843-283-3036

TECHNICAL QUESTIONS (including questions related to system access, navigation, etc.):

SmarterSelect
support@smarterselect.com