Feed the Firefighters Foundation(FTFF)

Barry J. Doyle
Scholarship Administrative Policy

You are highly encouraged to read the scholarship policy that governs the application and payment processes for the Bachelor's and Associate's Degree Scholarship.

September 21, 2026, Rev. 0

Barry J. Doyle Scholarship Administration Policy
September 21, 2026, Rev. 0

1. **General Overview**
   - **1.1.** This policy serves as the directive to ensure appropriate and fair distribution of scholarship funds to provide post-secondary education financial assistance to Career and Volunteer Firefighters that work or serve in Wake County.

2. **Scholarship Amount**
   - **2.1.** One (1) $2,000.00 Bachelor's Degree scholarship will be awarded each academic year.
   - **2.2.** One (1) $2,000.00 Associate's Degree scholarship will be awarded each academic year.

3. **Application Period and Award Process**
   - **3.1.** The scholarship application period is January 1 through March 15 of each year.
   - **3.2.** The deadline for submitting printed applications and copies of supporting documentation is March 15.
   - **3.3.** Applications must be postmarked by the USPS or proof of shipping date by UPS or Federal Express by March 15.
   - **3.4.** Printed applications and supporting documentation must be mailed to:
     Ed Brinson, 5820 Heatherstone Drive, Raleigh, NC 27606
   - **3.5.** Scholarship applications with a post mark or ship date after March 15th will be disqualified.
   - **3.6.** Successful applicants will be notified in May following the application and selection period.

4. **Academic Standing**
   - **4.1.** A minimum semester GPA of 2.00 must be maintained each semester.
   - **4.2.** Should the semester GPA drop below the required GPA, the scholarship funds will be forfeited for the corresponding semester.
   - **4.3.** The scholarship funds will be reinstated once the student's GPA meets the minimum requirement the following semester.
   - **4.4.** Failure to increase the semester GPA to 2.00 or greater for two consecutive semesters shall result in the forfeiture of remaining scholarship funds.
   - **4.5.** The FTFF will issue tuition payments directly to the student upon the completion of each semester and upon receiving the previous semester's grades transcript from the recipient's college or university.
   - **4.6.** The scholarship payment is $1,000.00 per semester, for two semesters, upon the successful completion of 12 credit hours each semester.
   - **4.7.** Scholarship payments will be prorated, and additional semesters are allowed for students that take less than 12 credit hours per semester, until the scholarship award of $2,000.00 is expended.

5. **Reporting of Grades**
   - **5.1.** It is the responsibility of the student to submit an official copy of their college or university grade transcript to the FTFF by US Mail, Federal Express Envelope, or UPS Express Envelope at the end of each semester.
     - **5.1.1. The mailing address for each semester transcript is:**
       Ed Brinson, 5820 Heatherstone Drive, Raleigh, NC 27606

5.2. The official transcript must include the college or university name, watermark, or seal, course names, date of courses, hours attempted, hours completed, class grade, semester GPA, and cumulative GPA.

5.3. The official transcript must indicate that scholarship requirements are being met to the satisfaction of the FTFF Board of Directors or designee. The semester allotted scholarship amount will not be paid if it is found the student has not met the minimum scholarship requirements.

6. Grade Submission Schedule

6.1.1. Fall grade submissions must be post marked or show proof of shipping date by January 31st to receive scholarship payments.

6.1.2. Spring grade submissions must be post marked or show proof of shipping date by June 30th to receive scholarship payments.

6.1.3. Summer grade submissions must be post marked or show proof of shipping date by August 31st to receive scholarship payments.

6.2. It is the student's responsibility to ensure their transcript is submitted within the required period. No scholarship payments will be distributed until the transcript is received.

7. Scholarship Payments

7.1. No scholarship payments will be issued for classes completed prior to the award of the scholarship.

7.2. Scholarship funds that are not used prior to August 31st of the second year following the scholarship award will be forfeited by the student.

7.3. The FTFF will submit the allotted scholarship payment amount to the student within 15 calendar days of receiving their transcript.

8. Scholarship Crossovers

8.1. Scholarships and associated funds that are not awarded during the initial scoring and screening process shall be crossed over to a similar scholarship type in sequential order.

8.2. The following shall be used for crossover scholarships.

8.2.1. Career to Volunteer

8.2.2. Volunteer to Career