

## **The Rebuilding Their Future Foundation (RTFF) Scholarship Program**

### **Program Description:**

**Objective:** The mission of the Rebuilding Their Future Foundation (RTFF) is to provide scholarships to surviving family members of mine rescue team members, fire fighters, or other emergency first responders who perished or became severely disabled and are unable to execute their job duties. We believe that providing opportunities to reach an educational goal could change the future of a family or family members recovering from the devastating loss or disabling injury of a loved one who was working to save the lives of others. Our focus is to award scholarships for all levels of secondary and post-secondary education to individuals with the desire and intention to earn a high school diploma, complete an approved program of vocational education or training, or acquire a degree from an approved four-year college or university.

**Scope:** RTFF will annually provide at least one scholarship on a competitive basis, without regard for race, creed, color, or sex. The scholarship shall be granted to high school students, high school graduates, or existing college students, living and studying within the confines of the United States, with a demonstrated record of scholastic achievement either entering or already enrolled in a program of study within 6-months from the scholarship application deadline. The approved program of study can be to complete a high school education program (under special circumstances), or from a college or university, or a short-term vocational or technical institution including but not limited to automotive technology, plumbing, heating, construction, advanced manufacturing, computer repair, nursing, and medical technology. The institution must offer a recognized degree in the area being studied or a certificate, license, or other industry-recognized trade credential in the area of study.

**Restrictions and Obligations:** A one-year scholarship shall be awarded based upon available funds within the Foundation. The anticipated funding level of each annual scholarship is approximately \$2,500. The Board of Directors (or a Scholarship Committee made up of Board Members) has the exclusive right to:

1. Decide to not award a scholarship based on the availability of funds or absence of viable applicants,
2. Adjust, at any time, the funding level of the one-year scholarship awards and the number of scholarships awarded,
3. At any time prior to an annual scholarship program announcement, change the terms of the scholarship, the application requirements, and/or the scholarship evaluation process, and
4. Make final scholarship award decisions.

All application information submitted will be retained by RTFF for a finite amount of time. Any individual to whom a scholarship has been awarded who is subsequently found to have provided false or fraudulent information on his or her scholarship application form shall immediately be deemed ineligible for award, funding will be withheld, and the applicant will be considered ineligible for receiving scholarship consideration in any future year.

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To receive RTFF scholarship funds, individuals must give RTFF permission to publicize the scholarship award, the recipient's full name, home city and state, a personal photograph, and the nature of their educational aspirations when the scholarship award is announced.

Awarded scholarship funds will be paid directly to the student after completion by the student of the next academic term following the date of award and receipt from the student evidence of successful term completion as follows. The RTFF Scholarship Administrator must receive from the scholarship awardee evidence of successful term completion (e.g. an official transcript, a certificate, license, or other industry-recognized trade credential in the area of study). Upon successful completion of the time period covered by their scholarship, each recipient will be requested send a follow-up letter report to RTFF that delineates how the scholarship funds were used and the effect those funds had on the student's prospects.

### **Application Process:**

All applicants must complete the Scholarship Application form which is available on the RTFF website. Failure to submit the form will eliminate the applicant from consideration. The actual online application will also require submission of the following information in the standardized format shown below and using the email address shown below in the **Submission Method** section that follows.

All application documents or attachments must be labeled with both the applicant's first and last name.

1. At least two letters of reference from a faculty member, industry representative, previous or current employer, or others familiar with the candidate's character, academic and career interests, and personal potential.
2. A résumé summarizing past education and volunteer and/or work experience.
3. A copy of the applicant's most recent academic transcript (unofficial transcripts are acceptable) if applicable.
4. A short statement (one page maximum) delineating the anticipated expenses/income for the current academic year to demonstrate a need for financial assistance. Included in this statement will be information identifying previous financial commitments to their educational program.
5. A one- or maximum two-page statement describing the circumstances upon which their loved one lost their life or was injured, the importance of pursuing a higher-level of education, and how pursuit of this goal could positively change the applicant's life.

### **General Formatting Requirements**

1. Paper Size - 8.5 x 11-inch paper
2. Margins - 1 inch, all
3. Spacing – 1.15 spacing
4. Font - Times New Roman, 12 point
5. Electronic file submission: All RTFF Scholarship application materials must be converted to PDFs (except for official transcripts) and submitted electronically

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through the RTFF Scholarship Portal (refer to the section Submission Method below).

6. Applicant contact information must include mailing address, email address, home and mobile phone numbers.

### **Important Dates, Deadlines, and Other Information:**

- **The closing date (deadline) for receipt of applications is April 30th at 11:59pm EDT.**
- The successful applicant(s) will normally be notified of a scholarship award on or about June 1st. However, because of the uncertainty related to the Covid-19 Pandemic, the Board of Directors could announce a scholarship winner at any time.
- Some, but not all, applicants may be contacted by RTFF to conduct a verbal interview via telephone or a VoIP calling service. Suitable, mutually convenient arrangements will be made to conduct any verbal interview.
- The successful applicant(s) will be notified of scholarship award on the date indicated above. Each scholarship recipient will receive a formal confirmation letter from the RTFF Scholarship Administrator that will direct the recipient to sign and return a copy of the letter to RTFF and provide as soon as it becomes available contact information for the academic institution in which the recipient will enroll. The letter will also stipulate that the recipient has accepted the scholarship along with its associated restrictions and obligations.
- If an individual has already won a scholarship, they can apply for a new scholarship. However, the applicant must have successfully completed the first scholarship period before they are eligible to make application for a new scholarship.
- Any prior year applicant or award recipient must submit a new application through the RTFF Scholarship Portal for consideration in any subsequent year. Except for award recipients, any information submitted and received through the RTFF Scholarship Portal (or via the regular mail) in a previous year will not be retained by RTFF.

### **Submission Method**

The RTFF Scholarship application materials must be submitted electronically through the RTFF Scholarship Portal. Only those documents submitted through the portal before the application deadline will be considered by the RTFF Scholarship Committee. All scholarship documents must be submitted to RTFF using the following email address:

[ScholarshipPortal@rtffinc.org](mailto:ScholarshipPortal@rtffinc.org)

Once documents have been received, the RTFF Scholarship Administrator will send an email reply to the applicant indicating that their scholarship materials have been received. The email message will only indicate what documents have been received. The email message will in no way be an assurance that the applicant has submitted all the required documents; it is the applicant's responsibility to make sure that all required documents

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have been submitted. Applications that are missing the required documents after the close of the submission period will be considered incomplete and will not be reviewed by the RTFF Scholarship Committee. Applicants can add additional documents to their application through the RTFF Scholarship Portal. Only those documents submitted through the portal before the application deadline will be considered by the RTFF Scholarship Committee.

If an applicant intends to submit an official transcript, it can be sent electronically or through the regular mail. If the document is sent via the regular mail, the envelope containing the official transcript must be postmarked (time stamped for electronic submissions) before the application deadline. Any official transcripts that are postmarked (or time stamped) after the application deadline, will not be evaluated. The official transcripts should be sent to the attention of the RTFF Scholarship Administrator at the following email address:

[ScholarshipAdmin@rtffinc.org](mailto:ScholarshipAdmin@rtffinc.org)

or via the regular mail at:

Attn: Scholarship Administrator  
Rebuilding Their Future Foundation, Inc.  
Post Office Box 721  
Bethel Park, PA 15102

**Please note: Except for official transcripts, any scholarship application material that is received through the regular mail will not be evaluated Only those applications submitted through the website by the deadline will be considered.**

Applicants with follow-up questions may contact the RTFF Scholarship Administrator directly via email or the regular mail at the address shown above. In addition to the applicant's specific question(s), their email message must also include a return email address, the applicant's full name, and telephone number. The email must also show the phrase "RTFF Scholarship Inquiry" in the subject line. Any questions or inquiries received via email or the regular mail after the application deadline will not receive a response from the RTFF Scholarship Administrator.