Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Memorial Scholarship Fund Policy & Procedures

Policy

1. The Memorial Scholarship Fund has been created for the purpose of enabling EAC/ACB members and their families to honour the memory of friends, family members, and teachers of Embroidery or fibre arts through donations to EAC/ACB.
2. The Memorial Scholarship Fund shall accumulate until a minimum of $100 is available to provide a scholarship to be known as the Memorial Scholarship.
3. The Memorial Scholarship will be available to EAC/ACB members and chapters that wish to pursue an educational opportunity in embroidery or fibre arts.

Scholarship Funding

4. The Memorial Scholarship Fund shall be a special fund of EAC/ACB to be used exclusively for the provision of scholarships.
5. All persons in whose honour a donation to the Fund has been made shall be acknowledged in *Embroidery Canada* and on the EAC/ACB website unless the donor requests otherwise.

Scholarship Criteria

6. One or more scholarships may be awarded semi-annually to the total value of no less than $100 and to a maximum of $500 per scholarship.
7. Applications will be received twice a year—on September 1 or March 1, and candidates will be informed of the decisions by September 30 and March 31.
8. The Memorial Scholarship may be applied to:
    a. EAC/ACB course
    b. Seminar course
    c. Cyber or online course
    d. EAC/ACB sponsored workshop
    e. Chapter workshop

    f. Other approved stitching-related course

9. The Memorial Scholarship funds may be applied to any portion of costs incurred throughout the course.
10. A budget with details of the allocation of the Memorial Scholarship funds is required with the completed scholarship application.
11. Any EAC/ACB member or EAC/ACB Chapter in good standing who has been a member for at least two years immediately preceding the date of application and who has not been awarded a Memorial Fund Scholarship in the past two years may apply for the Memorial Scholarship, with the exception of the current EAC/ACB Officers or Directors. Appointees are eligible to apply for the Scholarship.
    a. All EAC/ACB members, including those with less than two years' membership and EAC/ACB Officers and Board Members, are eligible to participate in chapter-sponsored workshops or group courses. If the group course doesn't fill with members, non-members can be invited to join the class. Chapters that have been awarded a Memorial Scholarship may not reapply for two years.
12. The Memorial Scholarship shall be administered through the EAC/ACB Scholarship Selection Committee. The Vice president and a two-person committee will serve a term of one year (September 1 to August 31). The selection committee cannot apply for any scholarships in this program.
13. The scholarship is non-transferable.

Procedures

1. Application forms may be obtained from the EAC/ACB Vice President, the Chapter Director or Chapter Presidents, and the EAC/ACB website.
2. The EAC/ACB Scholarship Selection Committee shall review all applications and select one or more successful candidates. Applications must be received by September 1 or March 1, and candidates will be informed of the decisions by September 30 and March 30.
3. Candidates are responsible for:
    a. Registering in the course or workshop for which the scholarship has been awarded.
    b. Commencing the course or attending the workshop within twelve months of approval.
    c. Completing the requirements of the course or workshop.
    d. Displaying the piece at the next seminar.
    e.

4. Payment of the scholarship shall be made:
    a. In the case of an individual applicant, the funds will be released with proof of completion of the course or workshop. The expenditure of funds must be documented in the finalized budget - this includes receipts as well as any other pertinent documentation.
    b. If the applicant is a Chapter, the funds will be sent to the Chapter sponsoring the workshop. The expenditure of the scholarship funds must be included in the finalized budget—this includes receipts as well as any other pertinent documentation.
5. Candidates shall notify the EAC/ACB Vice President upon completion of the course or workshop and shall submit a report or short article for publication in *Embroidery Canada* within 90 days thereafter.