



EAC/ACB Memorial Fund Policy & Procedures

Policy

1. The Memorial 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. Money in the Memorial 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 shall be available to EAC/ACB members and EAC/ACB chapters wishing to pursue an educational opportunity in embroidery or fibre arts

Scholarship Funding

4. The Memorial 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 are to be received twice a year by - September 1 or March 1 and candidates will be informed of the decisions by September 30 and March 31.
8. The scholarship may be applied to:
 - a. EAC/ACB correspondence 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 Scholarship funds may be applied to any portion of costs incurred throughout the course. A budget with details of allocation of the Scholarship funds is required with the completed scholarship application.
10. 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 2 years, may apply for the Memorial Fund Scholarship, with the exception of the current EAC Officers or Directors. Appointees are eligible to apply for the Scholarship.

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 does not fill, non members can be invited to join the class. Chapters who have been awarded a Memorial Fund Scholarship may not re-apply for a period of 2 years.
11. The Memorial Scholarship shall be administered through the EAC/ACB Scholarship Selection Committee. The Vice president along with a committee of two will serve a term of one year. (July 1 to June 30). The selection committee cannot apply for any scholarships in this program.
12. The scholarship is non transferable.

Procedures

13. Application forms may be obtained from the EAC/ACB Vice President, the Regional Directors or Chapter Presidents, and from the EAC/ACB website.
14. The EAC/ACB Scholarship Selection Committee shall review all applications and select one or more successful candidates. Applications are to be received by September 1 or March 1 and candidates will be informed of the decisions by September 30 and March 30.
15. 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.
16. 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. In the case of a Chapter applicant 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.
- 17. 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.