



Guidelines for Sun Region Chapter Ed Grant 2023

These guidelines are directed to individuals responsible for chapter education in Sun Region and intended to describe the program and the process steps for receiving Sun Region Education Grants.

Grant Goal – Sun Region aims to provide quality education for all region members and will continue to provide funds to chapters in 2023. Grants in the amount of \$200.00 will be offered to chapters on a first come, first served basis as long as specific steps are followed.

Educational events that qualify – Grants may be used for (1) an Embroidery Workshop with contracted embroidery teacher; or (2) Other educational event intended to teach EGA members about needle arts; or (3) virtual lectures. Other educational events are considered on a case-by-case basis. Chapter programs presented/taught by members at a chapter meeting do not qualify for a grant. If you have a question regarding the qualification for your event, contact your education chairman for guidance.

When to apply – The education chair must receive your completed Education Grant Application form (p3) at the beginning of the process. Remember, you must have a minimum of 10 members registered in order to receive a grant. Grants are awarded after the event occurs. The deadline for the education chair to receive final paperwork is December 31, 2023.

Advertise - If you have 20 students signed up for a workshop, you do not need to advertise. If not, please review the Timeline information below and the advertising requirements in detail on page 2. You may begin advertising as soon as the GCC has been selected or the workshop teacher contract has been signed.

Timeline - In order to meet the qualifications to receive a grant, it is necessary to plan in advance. A workshop will require approximately 3 months after the teacher contract is signed.

Multiple Grants - Initially, chapters are entitled to receive only one grant but they are encouraged to follow the advertising process for multiple events in order to qualify for a second grant if money is available later in the year. If money is available, an announcement will be made at the end of August and chapters who have qualified events may apply for a second grant on a first-come, first-served basis. This also benefits chapter members who would enjoy joining another chapter's education opportunities.

NOTE: Virtual lectures presented by EGA National do not qualify for chapter grants.

The Process –

Embroidery Workshop or Lecture (including virtual lectures)

1. Select a desired Embroidery Workshop or lecture and contract with the teacher.
2. Submit the Education Grant Application Form (p4) to the region education chair.
3. If you have 20 participants for a workshop, submit a copy of the signed teacher contract and student name list to the region education chairman who will authorize the region treasurer to send the grant check to the chapter after the workshop is held.
4. If your chapter initially does not get the required number of participants (20), notify the region education chairman who will see that your workshop is advertised for 60 days.
5. After advertising for 60 days, chapter sends teacher contract and student name list to the region education chair.
6. Contract with the teacher is handled by the chapter. The chapter remains responsible for all required communications with the teacher.

Other Educational Event

1. Educational events other than a GCC or workshop must be pre-approved by the Sun Region Executive Committee before proceeding if you wish to receive grant money for the event.
2. Contact the region education chair for guidance with this process.

Size Exceptions – Occasionally Sun Region makes an exception for small chapters who are unable to achieve the minimum 10 participants. This will be considered on a case by case basis, and only after the minimum two month advertisement period has been completed. In this situation, the chapter may advertise their choice on the region website for longer than 60 days. The advertisement will remain on the website until it attracts 10 registrants, or is withdrawn by the chapter, or the region exhausts its grant authorization.

Grant Process in a Nutshell

Workshop or Lecture

1. Select Teacher and Project
2. Negotiate and sign contract with teacher
2. Begin registration



If you have 20 Students Registered



- a. Submit Education Grant Application to Ed Chair
- b. Submit teacher contract and student list to Ed Chair.
- d. Ed chair will authorize treasurer to mail check after start date.

If you do not have 20 students registered



- a. Submit Education Grant Application to Ed Chair
- b. On application, indicate date advertising will start
- c. Advertise for 60 days
- d. Submit teacher contract and student list to Ed Chair.
- e. Ed chair will authorize treasurer to mail check after start date.

Education Grant Application Form

Complete and send to education chair.
(You may scan and e-mail or copy and use USPS.)
Address is at the bottom of this form

Chapter Name _____

Date _____

What are you registering for

_____ Workshop

_____ Educational Event- must be approved by the Sun Region Executive board

Name of Event _____

Proposed start date _____

How many people do you have signed up? _____

If you have less than 20 students for a workshop, you must advertise for 2 months. Advertising requirement begins when the education chair receives your request.

Are you ready to begin advertising? _____. (If you wish to continue registering and advertise later, you are responsible for contacting the education chair when advertising needs to start.)

Name, email address and phone of contact person _____

Name & mailing address for treasurer to send check (i.e. treasurer, president, etc.) _____

Attach and e-mail to Education Chairman at kmsinva@aol.com or mail to:

Kathy Singleton

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