



The Knitting Guild Association Memorial Fund Guidelines

- 1. Fund Management:** Gifts will be directed to the Helping Hands Foundation, Inc. (HHF), 1100-H Brandywine Boulevard, Zanesville, OH 43701-7303, designated for the TKGA Memorial Fund. As a repository for the TKGA Fund, HHF is a non-profit 501(c)(3) organization. All gifts are tax deductible.
- 2. Funds Available for Awards:** Fund principal will be used to award scholarships until such time as funds accumulate to allow for drawing on the interest.
- 3. Award Frequency:** Scholarships will be awarded annually as funds are available, with the first award to be given after May 15, 2007. The award amount will be based on availability of funds.
- 4. Award Purpose:** TKGA Memorial Funds are to be used for TKGA educational purposes, including TKGA Master Knitting Program™ fees, Correspondence Course fees or toward knitting education expenses at a TKGA conference. The funds will be paid directly to the TKGA program providing the education to offset the cost of the recipient's choice of educational program.
- 5. Application Process:** Applicants need to be TKGA members and are required to submit a 200 word essay describing why they want the grant, which educational program it will be used for, and what they plan to do with the knowledge they gain from it; or another TKGA member may recommend an applicant with a 200 word essay describing why the applicant is worthy. Application and instruction materials are available on TKGA's Web site.
- 6. Selection of Recipient:** A committee of at least three people, consisting of TKGA Advisory Board members and staff persons from Offinger Management Company, will be appointed as needed to screen applicants and make the final decision of recipient.
- 7. Recognition of Donors and Recipients:** Fund donors and recipients will be listed on the Web site along with those being memorialized by donations to the fund.