

Mid-Eastern Federation of Greek Orthodox Church Musicians

CONTINUING EDUCATION GRANTS PROGRAM

PURPOSE: In order to enhance the knowledge and skills of church musicians, the Memorial Scholarship Program has always indicated that in addition to scholarships to support college students, grants are also available for current church musicians to further their musical education at short term events, such as Church Music Institutes, workshops, online courses, private lessons, and/or seminars. Because of the timing requirements inherent in the Scholarship Guidelines, this option has rarely been utilized. The Executive Board proposes the following process to encourage existing church musicians to use this type of scholarship/grant to further their musical knowledge through robust, pragmatic opportunities.

ORGANIZATION:

1. The Federation President shall appoint, with the approval of the Federation Executive Board, four (4) active members to administer the Continuing Education Grant Committee, one of whom shall be the Federation Treasurer. The members of the CEG Committee shall be from the Greek Orthodox Metropolis of Detroit or the Greek Orthodox Metropolis of Pittsburgh.
2. The CEG Committee shall report its activities to the Federation Executive Board at its regularly scheduled meetings, in accordance with the provisions for Standing Committees detailed in the Federation's By-Laws and Operational Procedures.
3. The CEG Committee will establish the criteria and develop an application for awarding such Federation continuing education grants, with approval by the Executive Board.
4. The CEG Committee will work with the Federation Treasurer to determine the amount available each fiscal year to be awarded as grants, the number of grants, and their amounts. The Federation Treasurer shall maintain an accounting of the activities of the CEG Committee.
5. The CEG Committee will receive and consider applications for continuing education grants made in accordance with these provisions. Decisions about applications will be made within 10 days of receipt of an application. Grant recipients will be notified within 3 days of the CEG Committee's action as to whether the grant will or will not be awarded.
6. The CEG Committee will utilize normal MEFGOX communications tools (listserv, website, Facebook, ECHO,) to advertise availability of the Continuing Education Grant funds.
7. All organizational and reporting activities of the CEG Committee not covered herein shall be in accordance with the Constitution, By-Laws and Operational Procedures of the Mid-Eastern Federation of Greek Orthodox Church Musicians.

FUNDING: MEFGOX will establish a restricted line item in its annual budgets to support the Continuing Education Grants program. Funding will come jointly from MEFGOX funds and Memorial Scholarship donations, as follows:

1. The Federation will allocate up to \$1000 in its annual budget, shown as a restricted budget line item for Continuing Education Grants. Any unused portion of the restricted budget line item for Continuing Education Grants shall be carried over to the next fiscal year and be available in addition to the line item for the current fiscal year for said grants.
2. The Memorial Scholarship Fund will transfer 50% of the proceeds collected at each Annual Convention Solicitation to MEFGOX's Scholarship Fund into the Continuing Education Grants restricted line item.
3. Individual donations made directly to the Continuing Education restricted budget line item will also be accepted.

4. Grants shall be considered a direct contribution towards the continuing education, in whole or in part, of an active church musician in a Federation parish in good standing, as defined by the Federation's Constitution, By-Laws, and Operational Procedures. Grants shall be awarded in one of the following manners:
 - a. Directly to the institution or workshop host no more than 30 days after confirmation that the course or instruction was received by the Continuing Education Grant recipient.
 - b. When an individual instructor is involved, grant monies are released to the grant recipient upon receipts from the instructor.
 - c. Released to the grant recipient as a reimbursement of costs associated with a continuing education experience, given the individual fulfills the requirements of the application procedure established by the CEG Committee.
 - d. In special circumstances, and at the discretion of the CEG Committee, grants may be released prior to a grant recipient receiving the continuing education experience when it is determined that financial need or application requirements may prohibit the recipient from participating in the educational opportunity.

ELIGIBILITY:

1. Any current church musician (e.g., director, chanter, choir singer, composer, accompanist, youth music coordinator) who is an active steward of a parish in good standing with the Federation may apply for a Continuing Education grant.
2. Applicant must describe his/her involvement in their local parish music program and the reason(s) for requesting a continuing education grant, including the anticipated benefit. The application must also describe the type of continuing education program, its location, and a budget and timeline for the requested funds. Notification of in-kind contributions towards the effort is desirable.

CRITERIA FOR ACCEPTANCE:

1. Applications may be submitted during the year, but at least two (2) weeks or more before the desired program is to begin to allow adequate time for consideration by the CEG Committee.
2. Grant funding will be based on availability of funds. The Committee, in concert with the Federation Treasurer, will determine and announce when and/or if applications may no longer be accepted based on the availability of current grant funds.
3. Grant funding may be requested for registration fees, instruction fees, travel, lodging, books, and/or materials costs.
4. Grant funding will be distributed to the designated provider of education or as reimbursement to the applicant as indicated above.