

## **Quilters Anonymous (QA) Retreat Grant Program** **(Jan. 2022 through Dec. 2026)**

QA's *Retreat Grant Program* offers QA members an opportunity to attend a QA Retreat by supplementing their registration fees. The *Grant Program* is administered by Patty Buckingham, Grant Administrator (GA) and runs for 5 years or until all funds have been depleted.

### **Eligibility:**

1. Must be a QA Member.
2. Needing financial assistance to attend.
3. Must complete and submit *Individual Retreat Grant Request Form*.
4. Has not received a Grant in the last three (3) years, unless you were given a Grant during the 3 years due to available funds.

### **Application Process:**

1. Member completes and submits a confidential *Retreat Grant Request Form* (form attached).
2. Request may be submitted 90 days prior to, but no later than fourteen (14) days prior to the start of Retreat.
3. The completed form is sent to Grant Administrator, electronically via email: [plbuck3@gmail.com](mailto:plbuck3@gmail.com). Email subject line must contain: QA\_RETREAT\_GRANT\_REQUEST
4. Member requesting Grant should **not register prior to notification** of Grant approval.

### **Allocations of Funds:**

1. Grants are awarded on a first-come basis until the total fund amount for the specific period is allocated. The first-come basis is determined by the date and time of the application, received electronically by Grant Administrator.
2. Grant disbursements are allocated as follows: 1) \$100 for a 1-2 night stay, or 2) \$200 for a 3-5 night stay. Grants are to assist with and are not intended to pay fully, retreat fees.
3. Member is notified via email, of Grant award status upon receipt of request.
4. If more applications are received than can be funded, Member may request to be added to a wait-list.
5. Upon approval of Grant and registration of the retreat, the Grant fund amount shall be credited to your QA account. Upon receiving the 'code' (with balance owed, less Grant amount) from Retreat Registrar, the balance of the retreat fee shall be paid by Grantee via QA website, on Grantee's account, no later than one week prior to the start of retreat.

### **Cancellation Policy:**

1. Cancellation is required in writing, prior to two weeks before the start of retreat.
2. Cancelling Grantee shall be replaced by a wait-listed Member.

### **Confidentiality:**

1. Confidentiality shall be maintained for the privacy of Grantee, except to the Grant Administrator, current QA President, Treasurer, Assistant Treasurer, and Retreat Registrar.

# QA Individual Retreat Grant Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

1. Grant Request for Retreat Dates: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

2. If all funds have been allocated for the current Retreat, would you like to be placed on the Wait-List for the upcoming Retreat?      \_\_\_YES \_\_\_NO

3. If you were on the Wait-List for the previous Retreat and did not receive a Grant, would you like to apply for the upcoming Retreat?      \_\_\_YES \_\_\_NO

(If you answered YES, you will **not** be required to complete another *Retreat Grant Request* form. You will automatically be awarded a Grant if Grant funds for that period have not been depleted by the funding of Members Wait-Listed. Wait-Listed Members from the previous Retreat shall have priority over **new** Applicants.)

4. Have you received a Grant within the past 3 years?      \_\_\_YES \_\_\_NO

(Member shall not receive a Grant more than one (1) time per every three (3) calendar years UNLESS funds have not been depleted for that period.)

For questions, please contact Patty Buckingham: 206-930-9008 or [plbuck3@gmail.com](mailto:plbuck3@gmail.com). Please submit this completed form to Patty Buckingham, via email: [plbuck3@gmail.com](mailto:plbuck3@gmail.com)

\_\_\_\_\_  
Signature of Grant Requester Date

Grant approved by: \_\_\_\_\_  
Patty Buckingham Date  
Grant Administrator