

**Les Dames d’Escoffier Int’l.**

**Atlanta Chapter**

www.ldeiatlanta.org

**Individual CONTINUING EDUCATION Grant**

**Grant Application Guidelines**

This grant, established in 2003, provides opportunities for professional development through continuing education for women working in the areas of culinary arts, beverage management, hospitality, agriculture and related fields.

1. The following criteria must be met by professionals applying for the Grant:

a. The applicant must be a legal resident of Georgia.

b. This Grant is not open to LDEI members.

c. The applicant must use The Grant funds to attend a continuing education class or conference that will

give them skills to further their career.

d. Financial need and community involvement will be considered in the selection process.

g. Special consideration will be given to applicants who have contributed directly to the success of the

Atlanta LDEI Chapter.

2. Grants shall be awarded in an amount to be determined by the Atlanta LDEI Board based on funds available

for that year.

3. Grant funds shall be raised from personal donations and/or proceeds from LDEI fund-raisers.

4. Application forms are available on the Web site of the Atlanta Chapter of Les Dames d’Escoffier:

www.ldeiatlanta.org. Applications are reviewed quarterly.

5. Completed applications must be returned to the Scholarship Chair(s) via mail (NO EMAIL) and postmarked by the first day of every calendar quarter: **January 1, April 1, July 1, and October 1.** Applications received

outside of these dates will be reviewed at the committee’s discretion.

5. Applications will be reviewed by the Scholarship Committee and recipients will be notified within one month of receipt of application.

6. The successful applicant(s) have one year after the date the award is given, in which to apply the Grant

money to the educational event requested.

7. Educational events shall be for professional development and shall include continuing education classes or conferences. These may include, but are not limited to: National Restaurant Show; Professional Food Writers’ Symposiums; NACE, ACF, or IACP conferences.

8. The intent of the Grant money is to assist with the cost of tuition, registration fees and approved expenses.

Additional expenses are the responsibility of the recipient(s). Checks distributing he Grant funds shall be written

directly to an institution or organization and NOT to the Grant recipient. Exceptions may be made but itemized receipts for expenses are required and payment will be made after expenses are incurred and only for pre-approved expenses.

9. In addition to completing an application, submitting a bio and two letters of reference, applicants will be

required to supply a written statement of purpose outlining their objective in attending an educational

class/conference. For example, the application could read: “Attending \_\_\_\_\_ will enrich my professional life

by....”

10. The Grant recipient is required to share their experience with the Atlanta LDEI Chapter by writing an article

about the program attended within 3 months of the course or conference. If applicable, photos should be

included. The article will be published in the local LDEI newsletter. Also, the applicant may be asked to

participate in a Chapter meeting by making a short educational presentation to the membership.

11. The accounting procedure for this grant will be as follows:

a. LDEI Scholarship Committee will review application(s) and recommend recipients to the LDEI Board of Directors. After board approval, a committee representative will notify the recipients and advise them of logistics for receiving the award.

b. The Grant award will be available to the recipient up to one year from the date the recipient is

notified of the award,

c. If the original intended use of the Grant changes, the Scholarship Committee must approve the new use.

d. The LDEI Chapter Treasurer is responsible for coordinating payment to the institution or under

special circumstances to the awardee for expenses after proof of expenses is provided. Payment

will be made in a timely manner to avoid missing any registration deadlines.

e. If the recipient cancels her attendance to the event, all refunds will be returned, in accordance

with the cancellation policy of the event, directly to LDEI Atlanta Chapter.

12. All unclaimed Grants will be forfeited one year after award recipient is notified.



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**GRANT APPLICATION**

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

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

Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Course/Conference/Event you wish to attend:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of Course/Conference/Event (please specify tuition costs as well as other expenses):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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General professional background (please attach bio or resume):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Professional organization memberships:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Community service/volunteer activities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe experiences you’ve had in your field that you feel would distinguish you from other applicants:

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Please describe any special financial needs to be taken into consideration by the Scholarship Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

rev 3.2015

Please write a brief essay explaining how attending this event will help you attain personal or professional goals.

Attach two letters of recommendation from business associates. These letters should be on business letterhead and

written by persons other than relatives.

Submit this form, along with bio, essay, and letters of recommendation to the LDEI Scholarship Committee.

I agree that all information in this application is factual to the best of my knowledge. I understand that falsification of

any personal data will result in disqualification from all award consideration.

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Applicant’s Signature

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Date

Mail completed application and support materials to:

 Cynthia Graubart

 Atlanta LDEI Scholarship Committee

 660 Spindlewick Drive

 Atlanta, GA 30350