2016-17 CHAPTER GRANT APPLICATION GUIDE

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Each Chapter Application Sponsor is responsible for reading, understanding, and adhering to the following 2016-17 Chapter Grant Application Guide and all instructions outlined in the application form. Failure to thoroughly follow all instructions may result in disqualification.

QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the **Foundation Programs Coordinator**, Mary Kate Kronzer, at:

mkronzer@kappaalphatheta.org

1.800.KAO.1870   *Ask for Theta Foundation's Programs Coordinator*

Theta Foundation will only answer questions about applications from applicants and References and will not communicate with third parties. Questions may only be answered during normal business hours (Monday through Friday, 8:30 a.m. – 4:30 p.m. Eastern Time), including the days applications are due.

For **important updates and announcements** about Theta Foundation grants and other Foundation facts, announcements, and tips, follow us on social media:

f Facebook.com/ThetaFoundation

@ThetaFoundation

ABOUT THETA FOUNDATION CHAPTER GRANTS

Kappa Alpha Theta Foundation is proud to support college and alumnae chapters of Kappa Alpha Theta Fraternity with grant funding to participate in or sponsor non-degree educational, leadership development, and service-learning programs that help build the skills necessary to promote the widest influence for good and make a real, positive difference in the lives of members and non-members alike.

Grants are awarded on a quarterly schedule throughout the fiscal year (July 1-June 30). The 2016-17 Grants Schedule on page 4 of this guide outlines quarterly application deadlines, notification dates, award acceptance deadlines, and funding disbursement dates. See the "Getting Started" section on page 5 of this guide for information about accessing the quarterly 2016-17 Chapter Grant Applications.

CHAPTER ELIGIBILITY

College and alumnae chapters of Kappa Alpha Theta are eligible to apply.
♦ Chapters must be represented by a dues-paying member or officer as the Chapter Application Sponsor. (See more information below.)
♦ All eligible applicants with complete applications and References' recommendation forms submitted by a corresponding quarterly application deadline will be considered.

CHAPTER APPLICATION SPONSOR ELIGIBILITY

A chapter applying for a Theta Foundation grant must select a Chapter Application Sponsor to submit an application on the chapter's behalf. The Chapter Application Sponsor is responsible for completing all requirements related to the grant process and serves as the primary contact for all grant communications. The Chapter Application Sponsor must be:

♦ A current chapter officer or dues-paying member of the chapter.
  ♦ *College chapters are not permitted to select advisors as their Chapter Application Sponsors.*
♦ In good standing with the Fraternity.
♦ Able to clearly articulate the chapter's request and information about the proposed program.

GRANT USES/APPLICATION TYPES

Theta Foundation awards three types of grants to college and alumnae chapters to help provide and participate in non-degree experiential learning programs that promote general education and the widest influence for good for a chapter, a chapter's campus, and/or the broader community. The Chapter Application Sponsor must select the appropriate Application Type in the chapter's application.

EDUCATION GRANTS   For participation in or presentation of programs that provide knowledge and skills for a particular purpose that will develop participants in a broader manner to promote the widest influence for good. Educational programs are of a specific nature or level which would enlighten, guide, train, or develop participants, including, but not limited to, workshops and presentations by speakers.

LEADERSHIP DEVELOPMENT GRANTS   For participation in non-degree programs that advance personal development and leadership skills and contribute to the promotion of the widest influence for good. Leadership programs provide tools to achieve new insights, build effective teams, or enhance society in a wider influence for good, including, but not limited to: conflict management, group dynamics, vision setting, goal or priority setting, and ethical decision making.

SERVICE-LEARNING GRANTS   For participation in programs focused on service that promote the widest influence for good and produce meaningful, tangible results to fulfill the needs of a particular geographic area or population.

ELIGIBLE EXPENSES

The following expenses (or qualifying portions) reasonably required to participate in or present a program may be eligible for Theta Foundation grant funding. This list is neither guaranteed nor all-encompassing. In most cases, Theta Foundation will not fund 100% of total program expenses.

- ♦ Materials directly related to educational goals
- ♦ Room reservation fees for presentation space
- ♦ Short-term accommodations or lodging
- ♦ Travel expenses for speakers or participants
- ♦ Program fees
- ♦ Registration fees
- ♦ Speaker fees

INELIGIBLE EXPENSES

The following expenses are not typically funded. This list is not intended to be all-encompassing.

- ♦ **Food** for individuals or groups.
- ♦ Any expenses related to **programs in locations under a Travel Alert or Travel Warning** issued by the U.S. Department of State or a **Travel Health Warning** issued by the Centers for Disease Control at the time an application is reviewed. *Applications for programs in locations under one of these travel alerts/warnings will be automatically disqualified.*
- ♦ **Theta- or fraternity/sorority-specific programs** focused solely on improving one's Theta or fraternity/sorority membership experience, chapter operations, or the fraternal community with no generally educational content that will be applied outside of Theta or the fraternity/sorority experience.

  Due to IRS regulations, as a charitable, tax-deductible organization, Theta Foundation cannot and does not grant any funding solely for Theta- or fraternity/sorority-specific benefit.

WHAT IF MY CHAPTER DECIDES NOT TO PURSUE THE PROPOSED PROGRAM?
If the chapter's plans to participate in a program change after submitting an application, please notify Theta Foundation immediately. Returned grants cannot be re-awarded during the same application quarter, so please apply only if your chapter will participate in the program regardless of Theta Foundation's funding decision.

2016-17 GRANTS SCHEDULE

There are four quarterly application deadlines for grants awarded during the fiscal year (July 1-June 30). **All deadlines are 3:00 p.m. Eastern Time.**

Quarter	Application Deadline	Notification via Email**	Acceptance Materials Due**	Funding Disbursed
Quarter 1 *For programs beginning on or after September 1, 2016*	July 20, 2016	August 24, 2016	September 2, 2016	September 9, 2016
Quarter 2 *For programs beginning on or after December 1, 2016*	October 20, 2016	November 30, 2016	December 9, 2016	December 16, 2016
Quarter 3 *For programs beginning on or after March 1, 2017*	January 20, 2017	March 1, 2017	March 10, 2017	March 17, 2017
Quarter 4 *For programs beginning on or after June 1, 2017*	April 20, 2017	May 24, 2017	June 2, 2017	June 9, 2017

**WHEN WILL A CHAPTER BE NOTIFIED OF ITS AWARD STATUS?
All Chapter Application Sponsors will be notified of their chapters' award status via email on the corresponding quarterly notification dates. Recipients must submit acceptance materials online and via postal mail by the deadline indicated. Failure to submit acceptance documents by the deadline indicated in notification materials will result in automatic forfeiture of a grant.

GETTING STARTED

OPEN AN APPLICATION   All applications and recommendations must be completed and submitted via SmarterSelect, a secure third-party online application and recommendation system. To open an application, navigate to Theta Foundation's Apply Now page, www.KappaAlphaThetaFoundation.org/apply-now and select the link for the application that corresponds to the quarter in which the chapter would like to apply. Each link will redirect to www.SmarterSelect.com.

When you reach the landing page for the application, select "Apply Now" if you have not previously created a SmarterSelect account, or select "Sign In" if you already have an account. Create an account or log in (as applicable) where prompted on the next page.

| Apply Now | *or* Already have an account? Sign In |

Carefully review all requirements after opening an application. You do not have to complete the application in one session and may save entered information and return later.

HOW DO I ACCESS MY CHAPTER'S APPLICATION AGAIN AFTER I'VE OPENED IT?

To access your chapter's application after you have opened it, follow the link on the Apply Now page and select "Sign In" on the application landing page to log in, or navigate to www.SmarterSelect.com and log in with the email address and password you used to create your SmarterSelect account.

VERIFY YOU HAVE BEEN SELECTED TO SERVE AS THE CHAPTER APPLICATION SPONSOR
Make sure you have permission from your chapter to submit a grant application on its behalf and that you meet the eligibility requirements to serve as the application sponsor.

HOW DO I FIND MY MEMBER ID NUMBER?

As the Chapter Application Sponsor, you are required to enter your Member ID number in the chapter's application. If you have forgotten your Member ID number, there are a few ways to obtain it:

♦ Check your member card.

♦ Locate it on your *Kappa Alpha Theta Magazine* label.
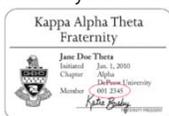
♦ Submit the Fraternity's Member ID retrieval form at http://bit.ly/ThetaID.

> **You must enter the Reference Code FdnGrant2017 where requested even though it notes "Optional."**
>
> After you submit the form with the Reference Code, the website will send your Fraternity website username and Member ID number in separate messages to the email address on your Fraternity record. Check your spam/junk mail folder if you submit the retrieval form with the Reference Code and do not receive an email with your Member ID number.
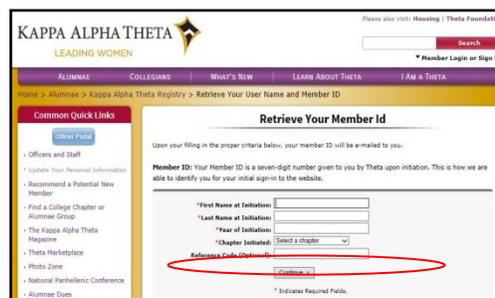
REVIEW INSTRUCTIONS & FAQs The grant application outlines all instructions required to successfully complete the application process. As a condition of applying, Chapter Application Sponsors must agree to and adhere to all conditions in a Statement of Understanding and a Terms of Agreement. Failure to follow all instructions may result in disqualification for Theta Foundation grants. You can also access Frequently Asked Questions and answers by clicking on the question mark icon on the right side of the application.

GATHER INFORMATION   Locate all information you will need to complete the application, including, but not limited to:

- ◆ Program logistics
- ◆ Funding request details
- ◆ Program budget
- ◆ Contact information for References

APPLICATION TIPS & GUIDANCE

GET HELP WHEN YOU NEED IT   As you're working on your chapter's application, refer to the Application Resources section on the APPLICATION INFORMATION page of the application for details about the various resources available to help you complete the application.

If you have questions about the application process, please don't hesitate to contact Theta Foundation's Programs Coordinator. Relevant contact information is on page 2 of this guide and is noted throughout the application form.

TEST TECHNOLOGY   Become familiar with SmarterSelect and how to use it. You are also required to upload certain materials in PDF format. You can download Adobe Reader for free at get.adobe.com/reader.

WHAT IF I EXPERIENCE A PROBLEM WITH TECHNOLOGY?
Theta Foundation and SmarterSelect are not responsible for lost application information. Theta Foundation will not extend the deadline for any reason, including problems with technology or with submission of an application. We recommend completing and submitting applications well in advance of the deadline in case of any issues.

VERIFY EXPENSES   You are required to itemize each expense for which your chapter is requesting grant funding and must upload supporting documentation to substantiate your chapter's request. Make sure all expenses are eligible for Theta Foundation grant funding and that you obtain appropriate supporting expense documentation. **Your chapter should only request funding for expenses that may be eligible for Theta Foundation grant funding; requesting ineligible expenses may negatively affect your chapter's application score or could result in disqualification.**

SELECT REFERENCES CAREFULLY & CONTACT THEM EARLY   In consultation with your chapter, it is up to your best judgment to select an appropriate Theta Reference and Community Reference; refer to the Reference eligibility guidelines outlined on the REFERENCES page of the application to help you identify the two people to ask to serve as References. After you confirm that they are willing to submit recommendation forms on your chapter's behalf, verify their contact information and send the recommendation requests via the REFERENCES page of the SmarterSelect application form as soon as possible. *You do not have to complete your chapter's application before sending recommendation requests.*

HOW WILL I KNOW IF REFERENCES HAVE SUBMITTED THEIR RECOMMENDATION FORMS?
Follow the instructions on the REFERENCES page of the application for monitoring the status of References' recommendation forms. You are solely responsible for ensuring References submit complete recommendation forms by the corresponding quarterly application deadline, even if a Reference does not initially receive a recommendation request message from SmarterSelect or forgets to submit a complete form.

If you are concerned about the status of a recommendation form, follow up with the Reference and review the instructions in the application for resending and canceling recommendation requests, including how to send a recommendation request to someone else if a Reference is unable to submit a recommendation form by the deadline. These tools should help you ensure both References submit recommendation forms.

PROOFREAD, PROOFREAD, PROOFREAD   You are responsible for editing your chapter's application prior to submission. Your chapter may be disqualified if you submit false, inaccurate, or plagiarized information and you may be reported by Theta Foundation to Kappa Alpha Theta Fraternity with a potential impact on your Theta membership.

When entering information into your chapter's application, particularly the narrative components, remember that the application is your only chance to make a good impression with evaluators. Theta Foundation's grants program is competitive, and we have high standards. Make sure your responses are well-written and free of errors; poorly written responses will negatively affect your chapter's application score, and incorrect or incomplete answers may result in disqualification.

WHERE CAN I GET HELP WITH WRITING RESPONSES?

Your narrative responses—though short in length—make up a significant part of your application and the evaluation process. There are a number of resources to help you construct well-written responses as part of a strong and competitive application submission for Theta Foundation grants. A couple of suggestions include:

♦ PURDUE OWL   The Purdue Online Writing Lab (OWL) offers free resources to help all students—not just Purdue students—with the writing process, including outlining, avoiding plagiarism, rhetoric and logic, and style and language. You can access the Purdue OWL at: https://owl.english.purdue.edu.

♦ YOUR CAMPUS WRITING CENTER   Most campuses have a writing or tutoring center to help students with the writing process. Ask your academic advisor or another campus professional where to find your campus's writing center and then make an appointment to go over your responses with a writing center staff member.

STAY INFORMED   Be sure to regularly check your email and Theta Foundation's social media pages for messages and information related to your chapter's grant application and the application process. You can find information for following Theta Foundation on Facebook and Twitter on page 2 of this guide.

SUBMIT ON TIME   Theta Foundation **will not** accept late materials for any reason. **There will be no exceptions to this requirement**. See page 8 of this guide for information about submitting a complete application.
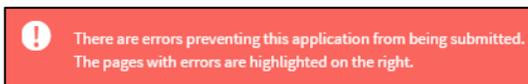
SUBMITTING YOUR CHAPTER'S APPLICATION

For Theta Foundation to review your chapter's application, **three components** must be submitted by the deadline:

♦ **Application** form
♦ Recommendation form submitted by the chapter's **Theta Reference**
♦ Recommendation form submitted by the chapter's **Community Reference**

You may submit the application before the chapter's References submit their recommendation forms, but the chapter's application will only be considered if all components are submitted by the deadline.

TO SUBMIT YOUR CHAPTER'S APPLICATION FORM:

1. Be sure you have entered all required information.

2. Select the green "**Submit**" button on the SUBMISSION INFORMATION page.

3. If submission is successful, you will receive:
   ♦ An on-screen confirmation message. Select the green "Print Application" button and save the printed copy for your records. You may not be able to access your submission after the deadline.
   ♦ An email with a confirmation code. Please save this message for your records.

4. If your submission is not successful, the page will refresh and you will see an error message at the top of the page.
   ♦ Select the page(s) highlighted in the navigation pane to identify items with errors.

   There are errors preventing this application from being submitted. The pages with errors are highlighted on the right.

   ♦ After you have corrected any errors, navigate to the SUBMISSION INFORMATION page and follow steps 2-3 above.

5. Verify your application submission status by re-opening your application and reviewing the "**Applicant Information**" box at the top of the page. You can update your application after you initially submit up until the deadline.

   Review the REFERENCES page of the application for information about monitoring the status of your chapter's References' recommendation forms.

SELECTION & AWARD DETERMINATION

Theta Foundation's Chapter and Individual Grants Committee evaluates each application and selects grant recipients on an objective and non-discriminatory basis. Evaluation criteria include, but are not limited to:

♦ Program has a clear focus and is designed to educate or otherwise enhance development and will allow the chapter to promote the widest influence for good.
♦ Chapter provides strong justification for choosing the proposed program.
♦ Chapter has clear, tangible goals and demonstrates a strong understanding of the program's benefits.
♦ Requested expenses are reasonable and eligible for Theta Foundation funding.
♦ Appropriate documentation in PDF format accompanies all requested expenses.
♦ Responses to prompts demonstrate thorough effort and proofreading.
♦ References highly regard the chapter and understand the program and its benefits.

Grant funding is awarded based on grant policies and guidelines, the quality of the application, and the mission and funding priorities of Theta Foundation. Grant amounts may vary based upon the proposed program and goal, the quality of the application, and available grant funding. All decisions are final.

AWARD STATUS NOTIFICATIONS

On the quarterly notification dates outlined in the schedule on page 4 of this guide, Theta Foundation will notify all Chapter Application Sponsors via email whether or not their chapters have been selected to receive Theta Foundation grant funding. The chapter's notification will be sent to the email address the Chapter Application Sponsor registered with SmarterSelect.

WHAT IF I DON'T RECEIVE A NOTIFICATION ON THE QUARTERLY NOTIFICATION DATE?

Chapter Application Sponsors who do not receive email notification on the corresponding quarterly notification date indicated in the schedule on page 4 should contact Theta Foundation's Programs Coordinator at mkronzer@kappaalphatheta.org within 24 hours of the notification date. *Theta Foundation will not make exceptions to award acceptance deadlines for applicants who do not receive email notifications and who fail to follow up with the Programs Coordinator within 24 hours of the published notification dates.*

AWARD ACCEPTANCE EXPECTATIONS

If the chapter is notified that it has been selected to receive grant funding, the Chapter Application Sponsor will be required to complete an award acceptance process. Theta Foundation will provide complete information about acceptance requirements in the official award status notification message.

All award acceptance materials must be received by Theta Foundation by the Acceptance Materials deadlines outlined on page 4 of this guide. Required acceptance documents will include, but are not limited to, a grant agreement, which must be submitted to the Foundation via postal mail and requires original signatures from the Chapter Application Sponsor and the chapter President/Chief Executive Officer, and an online media release form.

WILL I FORFEIT MY CHAPTER'S GRANT FUNDING IF I MISS THE ACCEPTANCE DEADLINE?

Yes; failure to submit all required information by the award acceptance deadline will result in forfeiture of any grant funding. There are no exceptions to the deadlines.

RECIPIENT EXPECTATIONS

Recipients can only apply Theta Foundation grant funding toward approved expenses and allocations outlined in the grant agreement and cannot keep or apply grant funding toward unapproved or other expenses.

FUNDING DISBURSEMENT   If the chapter is selected to receive grant funding and the Chapter Application Sponsor successfully completes the award acceptance process, Theta Foundation will disburse grant funding on the quarterly fund disbursement date on page 4 of this guide. The funding disbursement will be mailed to the attention of the Chapter Application Sponsor to the chapter's address indicated in the application. Please be sure to contact Theta Foundation if your address information changes following submission of the chapter's application.

GRANT REPORT   The Chapter Application Sponsor for a chapter that receives a Theta Foundation grant will be required to submit a grant report documenting the use of the funds with receipts at the conclusion of the chapter's program. A link to the online report form will be provided following the grant acceptance process, along with all report instructions and requirements.

WHAT WILL HAPPEN IF MY CHAPTER DOESN'T SUBMIT A GRANT REPORT?

Chapters that fail to submit a grant report, to properly document approved expenditures, to apply grant funding solely toward approved expenses, or to return unused funds by the deadline may be required to return all grant funding in its entirety to Theta Foundation. Failure to comply may affect the Chapter Application Sponsor's continued eligibility for Theta Foundation grant and scholarship funding and may be reported to Kappa Alpha Theta Fraternity with a potential impact on the application sponsor's Kappa Alpha Theta membership and the chapter's status.