



2011-12 GRANT GUIDE: INDIVIDUAL

The application and this instructions document in its most up-to-date and accurate format are available online at <http://www.KappaAlphaThetaFoundation.org/grants>.

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**Required for applicants to read and understand before submitting an application.*

PROGRAM OVERVIEW

Theta Foundation invests in members of Kappa Alpha Theta to promote their individual educational and leadership growth. Individual grants support women in furthering their own knowledge and skills.

Theta Foundation awards three types of grants for non-degree programs:

- **Education grants** are for programs that provide knowledge and skills for a particular purpose. Educational programs are of a specific nature or level which would enlighten, guide, train or develop the individual, including but not limited to certification and job advancement opportunities.
- **Leadership grants** are for programs that advance personal development and leadership skills. 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** are for programs focused on service that produce meaningful, tangible results and fulfill a need unique to a particular geographic area or population.

ELIGIBILITY

- Initiated members in good standing with Kappa Alpha Theta Fraternity.
- Individuals who have not received the lifetime maximum of \$40,000 in scholarship and grant funding from Theta Foundation.
- Individuals participating in a non-degree education, leadership, or service-learning program, as described above, and expecting to have expenses for which a Theta Foundation grant can be used, listed below.

WHAT WE FUND

The following is a list of items commonly funded. It is neither guaranteed nor all-encompassing.

- **Program fees** - For components directly educational or leadership developing
- **Registration fees** - For programming that is educational or leadership developing
- **Accommodations** - For short-term lodging as required to participate in a program
- **Travel expenses** - As required to participate in a program

WHAT WE DO NOT FUND

The following is a list of items commonly not funded. It is not intended to be all-encompassing.

- **Academic programs** - Study for or related to credit toward a degree-granting program
- **Exams** - Including exam fees or preparation courses or materials
- **Foreign Language Immersion Programs** - Intensive programs intended to develop fluency
- **Group expenses** - Beyond the applicable portion for the individual making the request
- **Internship fees and expenses** - Including associated living expenses
- **Living expenses** - Such as insurance, housing, and food
- **Materials** - For service or fundraising projects, such as medicine or building supplies
- **Theta- or Greek-specific** - Programs only beneficial within Theta or the Greek community

CONTACT US

For any questions not addressed in the application or this guide, please contact Gaylena Merritt, manager of programs, at:

e-mail: gmerritt@kappaalphatheta.org *Preferred*
toll-free: 1.800.KAO.1870 *Ask for Theta Foundation, Grants*
mail: Kappa Alpha Theta Foundation
Attn: Grants
8740 Founders Road
Indianapolis, IN 46268
web: www.KappaAlphaThetaFoundation.org/grants

For important updates and announcements about Theta Foundation grants and other Theta Foundation facts, announcements and tips, find us on:

facebook: [Facebook.com/ThetaFoundation](https://www.facebook.com/ThetaFoundation)
twitter: [@ThetaFoundation](https://twitter.com/ThetaFoundation)

CALENDAR AND DEADLINES

Applications are submitted quarterly throughout the fiscal year (June 30 to July 1). Applications for each quarter are available at www.KappaAlphaThetaFoundation.org/grants.

All deadlines are by 11:59 p.m. Eastern time. Theta Foundation does not accept late applications or acceptance materials. Incomplete applications will not be considered.

2011-2012

Quarter	Programs Beginning On or After	Application Deadline	E-mail Notification**	Checks Postmarked By**
1	September 1, 2011	July 10, 2011	August 1, 2011	August 13, 2011
2	December 1, 2011	September 19, 2011	October 18, 2011	November 4, 2011
3	March 1, 2012	December 19, 2011	January 17, 2012	February 3, 2012
4	June 1, 2012	March 19, 2012	April 17, 2012	May 4, 2012

****E-mail notification requires a mail response. Grant checks are not mailed until all award acceptance documents are received by Theta Foundation. Failure to submit award acceptance documents by the deadline indicated will result in forfeiture of awards.**

APPLICATION TERMS OF AGREEMENT

ACCURACY OF INFORMATION

You are responsible for editing your application for accuracy in content as well as grammar and spelling prior to submission.

Any questions answered incorrectly or incompletely may result in ineligibility for an award.

Submission of false or inaccurate information may affect continued eligibility for Theta Foundation grant and scholarship funding and may be reported by Theta Foundation to Kappa Alpha Theta Fraternity with a potential impact on Theta membership and continued eligibility for Theta Foundation grant and scholarship funding.

Theta Foundation reserves the right to request additional materials during the review process which may be required for continued eligibility.

LATE MATERIALS

No late application or acceptance materials will be accepted for any reason. These include but are not limited to applications, references, acceptance forms, grant reports and receipts.

CHANGES TO A SUBMITTED APPLICATION

Changes to a submitted application may be made up to the application deadline by logging in to your application, completing changes, and resubmitting. The updated application will replace the original submission.

Updates to your contact information can be made at any time by contacting Theta Foundation's Manager of Programs at gmerritt@kappaalphatheta.org.

APPLICATION AND INSTRUCTIONS

APPLICATIONS

Current applications are available at www.KappaAlphaThetaFoundation.org/grants. You may apply in any quarter that fits with your program dates, as indicated in the Grants Calendar (page 3). You are encouraged to apply as early as possible.

GETTING STARTED

- 1. Technology:** Applicants are responsible for testing the application and verifying they have the tools necessary to complete the application well in advance of the application deadline. Theta Foundation will not accept any late applications. The application requires supplemental materials that may be uploaded as pdf documents. Applicants can download the most current version of Adobe Reader for free at <http://get.adobe.com/reader>.
- 2. Application Questions or Concerns:** Applicants are encouraged to contact Theta Foundation with application questions no less than three weeks before an application deadline.
- 3. Contact Information:** All communication will be directed to the e-mail address you provided when you signed up for the online application system. In the event you are selected to receive a Theta Foundation grant, funding will be disbursed to the address indicated in your application. If your contact information changes at any point during the application process, please contact the Manager of Programs to ensure you receive all notifications and correspondence.
- 4. Member ID Number:** Your Member ID number (seven-digit number assigned to you by Theta upon initiation), full name, last name at initiation, and college and alumnae chapter(s) are reflected in your Kappa Alpha Theta Fraternity and Theta Foundation record. In order to ensure your membership can be verified as required, you are responsible for ensuring that your application and Fraternity/Foundation record match.
 - a. You can update or verify your information on record with the Fraternity and Theta Foundation by logging into the Fraternity website at www.KappaAlphaTheta.org.
 - b. Your Member ID number can be verified by visiting the Fraternity website at <http://bit.ly/ThetaID>, where you will be required to enter the reference code **FdnGrant2012**.
- 5. Responses:** All open responses should be provided in your own words. If it is necessary or appropriate to use language from a program guide or website, you should use quotation marks and reference the document or site you are quoting.

APPLICATION REQUIREMENTS

Statement of Understanding

Before you begin completing the application, you are required to certify a Statement of Understanding regarding the application guidelines and requirements, including that you have read the Application Guide in its entirety and understand the requirements.

Applicant Information

- **Application Type** Application type is based on the nature of your program. Your application will be evaluated based on criteria determined for each type of program, so be sure to choose the category that most accurately reflects your program.
- **Full Name** Provide your name as it appears in Fraternity records (for example: Kathryn A. Smith, rather than Katie A. Smith). See the [Getting Started](#) section for instructions on verifying how your name appears in Fraternity/Foundation records.
- **Last Name at Initiation** Only enter if different from your last name listed above.

- **Member ID Number** Seven digits, entered without a hyphen. Providing an incorrect Member ID number will result in ineligibility. See the Getting Started section for instructions on obtaining your Member ID number.
- **Preferred Chapter** Drop-down list provided. If you are a member who transferred and affiliated at a new chapter, please select either your chapter of initiation or your chapter of affiliation, whichever is your preferred chapter.
- **Alumnae Chapter** Indicate only if you are a dues-paying alumnae chapter member.
- **Contact Information** Your complete contact information. All communication will be directed to the e-mail address you provided when you signed up for the online application system. In the event you are selected to receive a Theta Foundation grant, funding will be disbursed to the address indicated on your application.

Program Overview

You must provide all pertinent information about your proposed program, including the program name, website, and begin and end dates.

- **Program Statement** Examples: knowledge and skills for a career in global and public health; education in microfinance for a career in finance and banking; leadership skills to enhance my contributions in my community and as a student mentor.
- **Explanation of Program** Briefly describe the main activities and structure of the program.

Organizing/Sponsoring Entity

You must provide all pertinent information about the organization providing or sponsoring your proposed program.

- **Explanation** Briefly describe the organization offering the program.
- **Other Organizations** List other organizations involved in sponsoring the program and briefly indicate the nature of their involvement if possible and appropriate.
- **Supporting Documents** Please upload any supporting materials you believe are relevant to the consideration of your application (optional). A brief explanation of the purpose/relevance of the uploaded document is required with each.

Budget

- **Total Cost to Participate** All expenses associated with the program, including but not limited to program fees, travel, etc.
- **Itemized Expenses** Detail each expense associated with your program, including the expense category.
- **Amount Requested** Support requested from Theta Foundation. This may be the full amount of your total cost to participate or a portion of that total cost. *Theta Foundation will not fund 100% of total expenses and values applicants who earn, raise, or seek other sources of funding.*
- **Requested Expenses** Detail each expense for which you are requesting Theta Foundation funding. Please refer to the eligible and ineligible

expenses outlined on page 2 of this guide for more information. Theta Foundation may require an explanation of any non-descript funding including what is covered by a program fee.

- **Expense Support** Provide proof of expenses included in your itemized expenses, such as a program brochure or website screen shot verifying a program fee, an airline print out or website screen shot verifying the estimated cost of travel, a hotel print out or website screen shot verifying the estimated hotel cost, etc.
- **Other Funding** Explain any funds you have or plan to earn, raise, or request from other organizations. For funds requested from other organizations, please detail toward which expenses the funds will be applied. You may not receive support from Theta Foundation for an expense that is or will be supported by another organization.

General Statements

- **Previous Grant Support** Your response will be verified in Theta Foundation records. If you have previously received a Theta Foundation grant, you should address how your current request will further or differ from your previously funded request in the statements that follow.
- **Statements** Word limits are indicated on the application for each question. Keep in mind Theta Foundation grants are for the purpose of individual education and development. A question is provided to address benefit to others.

Educational/Leadership Programs

Only complete this section if you are applying for funding to support your participation in an **educational or leadership program**. *All questions are required and your application will not be reviewed if any of the questions are not answered.*

Service-learning Programs

Only complete this section if you are applying for funding to support your participation in a **service-learning program**. *All questions are required and your application will not be reviewed if any of the questions are not answered.*

References

Two references must be submitted for each applicant. **References from relatives or current grant applicants are not permitted**; submission of such will result in possible ineligibility.

Individuals selected to provide your references should know you well or have some personal or professional experience with your achievement.

The e-mail you provide will be used to contact your reference. You should verify that the individual is willing and able to complete your reference by the application deadline and that your reference's e-mail address is valid prior to submitting the application.

You may change your reference or resend a reference e-mail at any time up to the deadline by signing into your application and accessing the reference section. *Only one reference (the first reference to complete and submit a reference form) will be accepted for each Reference One and Reference Two. That is, if you change a reference, the application will not accept more than one submitted reference form in each category. As such, you should choose references carefully.*

References must be completed online and will not be accepted after the application deadline. The reference is an online form, not a traditional reference letter. You are responsible for ensuring your references are aware of the online format and know the application deadline and that references are submitted. You may verify reference

completion by signing into the application. You will also receive an e-mail confirmation once each reference has been submitted. If you do not receive an e-mail confirmation, do not assume your references have been properly submitted.

Theta Reference

Undergraduate applicants: Preference is as follows:

1. A Theta alumna including advisor with whom you've worked.
2. A current or former Theta chapter officer.
3. A Theta collegian who has been a member for a minimum of one calendar year.

Graduate applicants: Theta reference must be a Theta alumna.

- **Reference Name** First and last.
- **Reference E-mail Address** For sending the online reference form and contact, if necessary.
- **Reference Phone Number** For contact in cases of urgency. Theta Foundation does not generally make contact with references outside of the reference form and, in such rare cases, generally prefers e-mail.
- **Reference Title** Officer or advisor position or brief description of her relationship to you and Kappa Alpha Theta, for a reference who is not an officer or advisor.
- **Reference Organization** Chapter for which the above position applies or chapter of membership for a reference who is not an officer or advisor.

Community Reference

A community, academic, or professional reference familiar with the experience for which you are requesting support is preferred. Your reference need not be familiar with the experience or organization specifically, but rather your pursuit of the experience, interest, and motivation. The reference form is designed for an individual who is knowledgeable about you, your character, and your commitment to personal development and service.

- **Reference Name** First and last.
- **Reference E-mail Address** For sending the online reference form and contact, if necessary.
- **Reference Phone Number** For contact in cases of urgency. Theta Foundation does not generally make contact with references outside of the reference form and, in such rare cases, generally prefers e-mail.
- **Reference Title** Title in his or her academic or professional position or brief explanation of your relationship to the reference for community references.
- **Reference Organization** Place of employment for reference.

AWARD DETERMINATION

Applications will be evaluated by a committee. Awards are granted based on grant program policies and guidelines, the quality of the application, and the mission and funding priorities of Theta Foundation. Award amounts are approved by the Board of Trustees. All decisions are final. Grant award amounts may vary based upon the proposed program and goal, the quality of the application, and grant funds available.

APPLICANT/RECIPIENT NOTIFICATION

Theta Foundation notifies all applicants of their grant approval or disapproval via e-mail according to the calendar on page 3. Notifications are sent to the e-mail address associated with your application.

Applicants who do not receive e-mail notification within 24 hours of the notification date should contact Theta Foundation's Manager of Programs at gmerritt@kappaalphatheta.org.

Theta Foundation will not make exceptions to award acceptance deadlines for recipients who do not inform Theta Foundation that they did not receive notification within 24 hours of the published date.

RECIPIENT EXPECTATIONS

AWARD ACCEPTANCE

Complete and official information on acceptance requirements and deadlines will be provided via official notification of selection.

Recipients will be required to submit a grant acceptance form with original signature to Theta Foundation via mail to receive a grant. Any other documents outlined in the initial notification must also be submitted by the deadline indicated for official award acceptance.

Failure to submit the required forms by the date indicated in the e-mail approval notification will result in forfeiture of the award.

FUND DISBURSEMENT

Grant checks are made payable to the recipient and mailed to the address indicated in the application.

USE OF GRANT FUNDS

Recipients are required to return unused grant dollars in excess of \$50 to Theta Foundation by the grant report deadline. Funds must be used for the purpose for which they were granted and cannot be kept or spent on other expenses.

Failure to return unused funds may affect continued eligibility for Theta Foundation grant and scholarship funding and may be reported to Kappa Alpha Theta Fraternity with a potential impact on Kappa Alpha Theta membership.

GRANT REPORT

Each grant recipient is required to submit a grant report outlining the use of funding. The link to the report form, which is completed online, will be provided during the grant acceptance process, along with report deadlines, which vary for each recipient. Recipients are also required to provide receipts for grant fund expenditures and thank-you letters to donors.

Failure to submit a grant report by the deadline will require that grant funds be returned to Theta Foundation. Failure to return unused funds or submit required report materials may affect continued eligibility for Theta Foundation grant and scholarship funding may be reported to Kappa Alpha Theta Fraternity with a potential impact on Kappa Alpha Theta membership.