

Guidelines for Grants

1. The Foundation provides funds for North Carolina educators and chapters of NC DKG to advance the professional/personal growth of educators, to develop special projects related to the improvement of education in North Carolina, and to aid in the publication of the results of such studies and special projects.
2. The Foundation provides funding for approved study or projects. It does not provide goods, services, or loans.
3. Foundation members or non-members may apply for a grant from the Foundation for educational purposes. Applications may be submitted by individuals, chapters, or two or more chapters operating jointly.
4. Only projects advancing the professional/personal growth of educators and excellence in education and meeting the 501(c)(3) requirements of serving broad public, charitable, educational purposes will be considered.
5. Grant applications are evaluated and ranked by the Foundation Grants Review Committee using a rubric. Each application is judged on its own merits, without bias or partiality. The committee recommends a level of funding for each grant based on the nature and scope of the application and on available funds. Committee recommendations are submitted to the Foundation Board of Directors for approval.
6. The number and amount of grants awarded in a given year is based on Foundation funds available for distribution.
7. The application for a grant consists of the application form (available on the Foundation website or from the Grants Review Committee chair) and one letter of reference. The letter should come from someone who is familiar with and can speak with authority in support of the proposed study or project.
8. The application must be**complete**. The Grants Committee requires (1) the goals of the applicant(s), (2) an itemized budget of expenses incurred, (3) the anticipated impact of the study or project, and (4) the **required** *Self-Evaluation Form.*

**NOTE:**Grants will not cover salaries, overhead costs, nor any expenses not listed in the proposed budget.

1. Application materials must be submitted electronically, in Word or PDF format, to the person/s listed on the application.
	* 1. Fall Grants: Applications **must be received** no later than September 30 each year. Applications received **after** the deadline will be considered in the **next** granting period.  **Awards will be made by November 1 of each year.  Grants must be completed by August 15 of the following year.**
		2. Spring Grants: Applications **must be received** no later than January 31 each year. Applications received **after** the deadline will be considered in the **next** granting period.  **Awards will be made by March 1 of each year.  Grants must be completed by January 15 of the following year.**
2. Upon completion of the approved study or project, each applicant**must** complete the*Self- Evaluation Form*and return it to the Grants Review Committee Chair, along with other evaluation documents, within the timeframe set when the grant was approved.
3. Applicants must be willing, if requested, to share the results of the study or project with other educators via a written report for publication, NC Delta Kappa Gamma convention workshop, or a program presentation in some other educational setting.
4. Credit shall be given to the North Carolina Delta Kappa Gamma Educational Foundation when information about the study or project is published, printed, or otherwise prepared for distribution.
5. Immediate relatives of a current member of the Grants Review Committee or the Foundation Board of Directors are ineligible to receive a grant from the Foundation during that member’s tenure on the Grants Committee or the Foundation Board.
6. Members of the Grants Review Committee will not participate in any part of the Grant Review Process for a grant application from that member’s DKG chapter.
7. If the terms of the grant are not fulfilled within the time limit set by the grant application, the recipient shall be required upon notification from the Foundation either to fulfill the requirements as stated, to negotiate an extension, or to make restitution by returning to the Foundation treasurer the full amount of the grant.
8. If the full amount of the grant is not consumed at the completion of the project, unused funds MUST BE RETURNED to the Foundation treasurer to be re-deposited in the appropriate fund.
9. In any given funding cycle, an individual or group may not submit proposals for multiple grants funding the same project.
10. A proposal by an individual for a project that has been awarded funding in a previous grant cycle may be considered for funding in subsequent grant cycles **IF** the request is not identical to the original project but rather enhances or builds on the original activity.