



**The North Carolina Delta Kappa Gamma Educational Foundation**

**Learning/Literacy Project Grant  
PROPOSAL FORM**

**Learning/Literacy Project Grants**, of up to \$500 each, may be initiated by Delta Kappa Gamma chapters or individual educators. They cover a broad range of possibilities, focusing directly on meeting an immediate need that will enhance learning or literacy for students in pre-school, K-12 classrooms, or community settings. Added value for *Innovation, Creativity, and/or Collaboration*.

**Directions Checklist:**

- \_\_\_ 1. The Proposal Form must be complete, including an itemized list of expenses to be incurred.
- \_\_\_ 2. Applicants may be chapters or individuals (active or retired educators), but these projects must have the sponsorship of a local DKG chapter or coordinating council.
- \_\_\_ 3. Include with the proposal (not mailed separately) two (2) letters of recommendation as specified.
- \_\_\_ 4. Proposal must be **emailed** to the Grants Chair and **received** no later than **Jan 31, 2021**. Proposals received AFTER the deadline will not be considered for the 2021-2022 grant cycle.
- \_\_\_ 5. If awarded a grant, the recipient must submit no later than **Jan 15, 2022**, the *Self-Evaluation Form*, accompanied by a record of experiences and a financial report showing actual expenses.
- \_\_\_ 6. Checking each of these 6 items and your signature on the last page of the Proposal Form, indicate your acceptance of conditions of the grant as specified herein.

**1. Title of Proposed Project:**

\_\_\_\_\_

**2. Contact Information for Lead Person on the Project:**

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

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

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

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

**3. Description of Proposed Project:** Write a BRIEF description of the project and objectives.

**4. Target Group:** Who will ultimately benefit from this project?

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Approximately how many persons will benefit? \_\_\_\_\_

**5. Justification of Need:** Cite statistics, research, best practices, and so forth.

**6. Action Plan**

**a. Activities:** List action steps to accomplish project goals:

**b. Innovation:** List innovative, creative, and/or collaborative elements of this project:

**c. Outcomes:** List specific outcomes expected:

**d. Impact:** What short and long term effects do you envision for those served and those serving?

**7. Member Involvement:**

Will DKG members be involved in this project? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, state the expected involvement of chapter members in this project (number and activities) and the effect anticipated on future charitable educational efforts.

**8. Timetable:** State time parameters for this project.

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Check points in between: \_\_\_\_\_

\_\_\_\_\_

**9. Budget:** Total cost of project: \_\_\_\_\_

Itemize expenses below or attach itemized budget if more space is needed.

1. \_\_\_\_\_ Cost: \_\_\_\_\_

2. \_\_\_\_\_ Cost: \_\_\_\_\_

3. \_\_\_\_\_ Cost: \_\_\_\_\_

4. \_\_\_\_\_ Cost: \_\_\_\_\_

**10. Other funding sources?**

List any other funding sources for this project and the amount anticipated for each.

1. \_\_\_\_\_ Amt. \_\_\_\_\_

2. \_\_\_\_\_ Amt. \_\_\_\_\_

**11. Evaluation.** How will you evaluate the success of your project?

Qualitative Measures:

Quantitative Measures:

Other Evaluation Strategies:

**12. Sharing.** Will you be willing to share your findings by writing an article for publication or doing a presentation at the NC DKG State Convention or in another educational setting?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If YES, describe how, when, and in what settings you envision sharing what you learn from this project. What could others learn from this project?

**13. Letters of Recommendation:** Attach two (2) letters of recommendation.

One letter must be from the president of the local Delta Kappa Gamma chapter. If the person filing the Proposal is president, the letter should come from the chapter's immediate past president.

The other letter should be written by someone outside the Delta Kappa Gamma community who is familiar with and can speak with authority in support of the proposed project.

**Contact information for references:**

Chapter President: \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Reference outside the DKG network: \_\_\_\_\_

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

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

**14. Publicity:** Grant recipients are expected to furnish to the Foundation photos of their projects with consent from everyone in the photos for publication in brochures, newsletters, news articles, website, and the like. All publicity for grant projects must include reference to the North Carolina Delta Kappa Gamma Educational Foundation as a funding source. Copies of publicity items and photos are to be submitted with the Evaluation Form no later than August 15, 2021.

**15. Chapter or Coordinating Council Sponsoring This Project:**

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

**16. Your signature** indicates acceptance of the conditions of the grant as indicated throughout the Proposal Form and by your responses herein:

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(Signature of the Lead Contact Person for the Project)

**17. Submission:** Submit all Proposal materials, including Letters of Recommendation, **via email** to Dot Carter, [dotcarter@embarqmail.com](mailto:dotcarter@embarqmail.com) and copy Grants Review Committee, [ncdkgef@gmail.com](mailto:ncdkgef@gmail.com) . Do not submit items in separate mailings.

Applicant will be notified upon receipt of proposal.

**DEADLINE FOR SUBMISSION:**

The application must be **received** no later than **January 31, 2021**.

Proposals received **AFTER** the due date will not be considered for the 2021-22 granting cycle.

Awards will be announced on or before March 1, 2021.

02-03-2020



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## Self Evaluation Form

**MUST BE SUBMITTED FOLLOWING THE COMPLETION OF THE PROJECT OR STUDY**

Attach additional sheets if needed to give complete answers.

Send all requested items with this form to Dot Carter: [dotcarter@embarqmail.com](mailto:dotcarter@embarqmail.com) by **Jan 15, 2022**.

Project /Activity Title:

\_\_\_\_\_

Grant Recipient: \_\_\_\_\_

Amount of Grant: \_\_\_\_\_ Date Grant received (m/d/y): \_\_\_\_\_

Date Self-Evaluation was submitted (m/d/y): \_\_\_\_\_

1. The grant application indicated this study/project would involve or serve approximately \_\_\_\_\_ people.

2. The actual number of people involved/served was \_\_\_\_\_.

3. ATTACH a detailed description of how your grant was actually used.

4. ATTACH a list of all expenditures with receipts for each.

NOTE: Include copies of receipts with this report. Do not send separately.

5. What changes, if any, were necessitated in your original proposal by funding that was less than expected or by unanticipated circumstances?

6. Evaluate the outcomes of this venture.

Describe the most successful and most rewarding aspects of your study/project?

7. What did you learn of significance from the study or project?

8. What would you change if you were to do a similar study/project again?

9. List any other evaluation items you are submitting with this form.

10. Describe your plans to follow up this study/project.

***Thank you for furthering education in North Carolina  
by completing this NC DKG Educational Foundation-assisted project!***