1. The Foundation provides funds for educators and chapters of Delta Kappa Gamma in North Carolina to advance the professional/personal growth of women 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 – either as individuals, chapters, or coordinating councils (two or more chapters operating jointly) – may apply for a grant from the Foundation for educational purposes. Educators who are not Foundation members may apply for a grant with sponsorship by a local Delta Kappa Gamma chapter.
4. Only projects satisfying the Foundation’s mission – to advance the professional/personal growth of women educators and excellence in education – and meeting the 501(c)(3) requirements of serving broad public, charitable, educational purposes can be considered.
5. All grant applications are evaluated and ranked by the Foundation Grants Review Committee using the “Rubric for Grant Reviewer.” 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 then go to the full Board of Directors for approval.
6. The number and size 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 two or three letters of reference (depending on the grant). One reference must be from the president of the local Delta Kappa Gamma chapter. (If the applicant is the chapter president, the reference letter shall be from the immediate past president of the chapter.) The other letter(s) should come from someone outside the Delta Kappa Gamma network who is familiar with the proposed study or project.
8. The application must be**complete and comprehensive**, using additional pages if necessary. The Grants Committee will be especially interested in the goals of the applicant(s); an itemized budget of expenses to be incurred**\***; the anticipated impact of the study or project; the involvement of others (e.g. Delta Kappa Gamma chapters, school personnel, community); methods the applicant will use for evaluation to supplement the **required** *Self Evaluation Form* (e.g. a journal of the study or project, newspaper clippings, photos, applicant-made surveys, questionnaires, etc.).  **\*NOTE:**Grants will not cover salaries, overhead costs, nor any expenses not listed in the proposed budget.
9. Application materials must be submitted electronically – via email – to the Grants Review Committee Chair. 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.**
10. Upon completion of the approved study or project, each applicant**must** complete the*Self- Evaluation Form*(available from the website or the Grants Review Committee Chair) and return it to the Grants Review Committee Chair, along with other evaluation documents, within the timeframe set when the grant was approved.
11. Applicants must be willing, if requested, to share the results of the study or project with other educators via a written report for publication, a Delta Kappa Gamma convention workshop, or a program presentation in some other educational setting.
12. 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.
13. 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.
14. 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.
15. 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.
16. If the full amount of the grant is not consumed at the completion of the project, funds not used MUST BE RETURNED to the Foundation treasurer to be re-deposited in the fund from which the grant came.