

The North Carolina Delta Kappa Gamma Educational Foundation

**Linda G. Richards Endowment Grant
Proposal Form Spring 2024**



The Linda G. Richards Endowment supports female high school volleyball coaches in North Carolina public schools by awarding grants which can be used to purchase volleyball equipment , to support professional development of coaches, and to support the operation of summer volleyball camps. A Richards Grant may not be used to purchase clothing or other items which are the responsibility of the school to provide. Grants may be used to fund attendance at coaches' clinics or other professional development activities related to coaching volleyball. One grant, up to \$500, is available to be awarded.

Directions Checklist:

- ___ 1. Proposal Form must be complete.
- ___ 2. Include with the proposal, one letter of recommendation. Do not send separately.
- ___ 3. The proposal must be **emailed in WORD or PDF** to pbrought123@gmail.com and ncdkgef@gmail.com, and **received** no later than January 31. Proposals received AFTER January 31 will not be considered for this grant cycle
- ___ 4. If awarded a grant, the recipient must submit a record of experiences and actual expenses with receipts, along with *Self-Evaluation Form* no later than **January 15** following completion of activity.
- ___ 5. Your signature on the last page of the Proposal Form, indicates your acceptance of conditions of the grant as specified herein.

2. PERSONAL DATA:

Name: _____

Mailing Address: _____

Email Address: _____

Phone: _____

3. TEACHING/COACHING EXPERIENCE: (List chronologically from most recent.)

Number of years of teaching/coaching experience: _____

PLACE	POSITION	YEARS OF SERVICE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. *Complete if proposal includes CONFERENCE/CLINIC or other PROFESSIONAL DEVELOPMENT:

A. Name of organization offering the proposed educational activity:

B. Beginning date of proposed activity (mm/dd/year): _____

C. Ending date of proposed activity (mm/dd/year): _____

D. Will educational credits (i.e. CEU's) be offered? YES NO

If so, detail the credits expected to be earned: _____

5. DESCRIPTION OF HOW THIS GRANT WILL BE USED:

Include goals and objectives, projected benefits, number of people served/ involved and potential to reach a wider audience, innovative and/or collaborative aspects, and timeline. Use a separate attachment if more space is needed.

6. BUDGET: Total cost: _____

Itemize projected expenses below or attach an itemized budget. Grant recipients will also submit a financial report at the conclusion of the project or educational experience to show actual expenditures.

- 1. _____ Cost: _____
- 2. _____ Cost: _____
- 3. _____ Cost: _____
- 4. _____ Cost: _____

7. EVALUATION: Describe how you plan to evaluate the success of this activity, in addition to completion of the **required** *Self-Evaluation Form*. Include both qualitative and quantitative measures.

8. SHARING: How will you share information about your experience? Check all that apply.

- write a brief article for publication
- present at the NC DKG State Convention
- share in other educational settings, example: _____

9. REFERENCE: Attach one letter of recommendation. Do not send separately.

Reference should be written by someone who is familiar with and can speak with authority in support of the proposed project or continuing education activity.

Contact information for reference:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

10. PUBLICITY: Grant recipients are expected to furnish to the Foundation photos of their projects with consent from everyone in the photos for use in NC DKG publications and on websites. 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 *Self-Evaluation Form* no later than August 15 following the completion of the project or study.

11. YOUR SIGNATURE indicates acceptance of the conditions of the grant as indicated throughout the Proposal Form and by your responses herein.

(Signature)

12. SUBMISSION: Submit all Proposal materials, including Letters of Recommendation, **via email** to pbrought123@gmail.com and copy to ncdkgef@gmail.com

Do not submit items in separate mailings. Applicant will be notified upon receipt of proposal.

DEADLINE FOR SUBMISSION: The proposal must be received no later than **January 31**.

Proposals received after that date will not be considered for the fall granting cycle.

Awards will be announced on or before **March 1**.





The North Carolina Delta Kappa Gamma Educational Foundation
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 pbrought123@gmail.com by **January 15**.

Project /Activity Title: _____

Grant Recipient: _____

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

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

1. Record the actual number of people involved/served: _____.

2. ATTACH a list of all expenditures with copies of receipts. Do not send separately.

3. Describe how your grant was actually used.

4. REFLECT on your study/project and DESCRIBE the positive outcomes.

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