



KAPPA ALPHA THETA FOUNDATION

COLLEGE OR ALUMNAE CHAPTER GRANT REQUEST INFORMATION

TO BE SUBMITTED ALONG WITH COVER SHEET

Please submit your grant request in three titled sections. The sections are outlined below. Send twelve (12) copies of your request to Kappa Alpha Theta Foundation's coordinator of programs. Applicants may be requested to provide additional materials during the review process.

- A. Proposal summary including amount of funds being requested. Define the time frame under which your group is working and identify the need served by the program.
- B. Narrative
 - 1. Background
 - a. Brief history leading up to request (for example, Why is this program being considered by the college or alumnae chapter?)
 - b. Current programs, involvement, activities, and accomplishments including highlights of the immediate past year.
 - 2. Funding request (include or describe)
 - a. Reason for request and how funds will be spent
 - b. Program objectives that address need
 - c. Constituency served/involved (for example, chapter members, panhellenic group, or public)
 - d. Events and activities planned (include timetable)
 - e. Key program organizers involved; describe their roles
 - f. Interaction with other organizations, if applicable
 - 3. Evaluation
 - a. Anticipated outcome
 - b. How will success be defined?
 - c. How will the effectiveness of your activity/program be evaluated?
- C. Attachments
 - 1. List of major officers including their titles, addresses, phone numbers, and e-mail addresses
 - 2. Finance
 - a. Current operating budget of college or alumnae chapter
 - b. Proposed line item budget of program
 - c. Other funding received or pending for this request, if applicable
 - 3. Letter of recommendation from college or alumnae chapter president
 - 4. Other support material such as newspaper articles, brochures, and proposed publicity pieces

Please direct questions regarding the above to Cindy Thoennes, Manager of Programs and Administration at 888-526-1870, extension 119, or by e-mail at cthoennes@kappaalphatheta.org.

The Kappa Alpha Theta Foundation strengthens and empowers members through philanthropy and education.



KAPPA ALPHA THETA
FOUNDATION

**GRANT REQUEST COVER SHEET
FOR
ALUMNAE OR COLLEGE CHAPTERS**

***APPLICATION DEADLINE: NO LATER THAN 90 DAYS PRIOR TO EVENT, PROGRAM, ETC.
(For example, an event or program with a start date of April 15 must have an application submitted
no later than January 15.)***

PLEASE SUBMIT THIS SHEET ALONG WITH GRANT APPLICATION INFORMATION

Alumna or College Chapter _____

Program Contact Person _____

Street Address _____

City/State/Zip _____

Phone
(include area code) _____

E-mail _____

Fax _____

Amount of Request _____

Program Date(s) _____

KAPPA ALPHA THETA FOUNDATION GRANT CRITERIA

Leadership Training and Development

This grant is to be used to advance personal development and leadership skills. The programming should provide tools to achieve new insights, build effective teams, or enhance society in a wider influence for good. Examples might include conflict management, group dynamics, vision setting, goal or priority setting, ethical decision making, diversity training or adapting to changes.

Education

This grant is to be used to obtain additional knowledge and skills for a particular purpose. A program of instruction should be of a specific nature or level which would enlighten, guide, train or develop the applicant in a broader manner. This grant would apply toward certification and job advancement opportunities. This grant is not for the purpose of completing coursework toward an undergraduate or graduate degree program. If the applicant is working toward a degree, she should apply for a scholarship.

Please note:

Grants will not be considered for foreign language immersion programs.

Grants will not be considered for application fees, exam fees, or course preparation fees for advanced degree programs.

The Grants Committee is empowered to examine and act on an alumnae grant application when circumstances warrant special consideration due to maturity, life experience and/or change in circumstances.