



# KAPPA ALPHA THETA

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## FOUNDATION

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**2018-19**

## *Chapter Grant Application Guide*

Kappa Alpha Theta Foundation  
8740 Founders Road  
Indianapolis, Indiana 46268

<http://www.kappaalphatheta.org/foundation>

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Each chapter application sponsor is responsible for reading, understanding, and adhering to the following 2018-19 Chapter Grant Application Guide and all instructions outlined in the application form. Failure to thoroughly follow all instructions may result in disqualification.

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## QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the Foundation Programs Manager Mary Kate Kronzer at:



[mkronzer@kappaalphatheta.org](mailto:mkronzer@kappaalphatheta.org)



**1.800.KAO.1870**

*Ask for Theta Foundation's programs manager*

Theta Foundation will only answer questions about applications from applicants and references and will not communicate with third parties. Questions may only be answered during normal business hours (Monday through Friday, 8:30 a.m. – 4:30 p.m. Eastern Time), including the days applications are due.

For important updates and announcements about Theta Foundation grants and other Foundation facts, announcements, and tips, follow us on social media:



[facebook.com/thetafoundation](https://facebook.com/thetafoundation)



[@thetafoundation](https://twitter.com/thetafoundation)

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## ABOUT THETA FOUNDATION CHAPTER GRANTS

Kappa Alpha Theta Foundation is proud to support college and alumnae chapters of Kappa Alpha Theta Fraternity with grant funding to participate in or sponsor non-degree educational, leadership development, and service-learning programs that help build the skills necessary to promote the widest influence for good and make a real, positive difference in the lives of members and non-members alike.

Grants are awarded on a quarterly schedule throughout the fiscal year (July 1 – June 30). The 2018-19 Grants Schedule in this guide outlines quarterly application deadlines, notification dates, award acceptance deadlines, and funding disbursement dates. See the “Getting Started” section for information about accessing the quarterly 2018-19 Chapter Grant Applications.

## CHAPTER ELIGIBILITY

College and alumnae chapters of Kappa Alpha Theta are eligible for Theta Foundation grants. Eligible applicants with complete applications for qualified programs/expenses and references’ recommendation forms submitted by the appropriate corresponding quarterly deadline will be considered.

- ◆ *Chapters must be represented by a dues-paying member or officer as the chapter application sponsor. (See more information below.)*

## CHAPTER APPLICATION SPONSOR ELIGIBILITY

A chapter applying for a Theta Foundation grant must select a chapter application sponsor to submit an application on the chapter’s behalf. The chapter application sponsor is responsible for completing all requirements related to the grant process and serves as the primary contact for all grant communications. The chapter application sponsor must be:

- ◆ A current chapter officer or dues-paying member of the chapter in good standing with the Fraternity.
  - ◆ *College chapters are not permitted to select advisors as their chapter application sponsors.*
- ◆ Able to clearly articulate the chapter’s request and information about the proposed program.

## GRANT USES/APPLICATION TYPES

Theta Foundation awards three types of grants to college and alumnae chapters to help provide and participate in non-degree experiential learning programs that promote general education and the widest influence for good for a chapter, a chapter’s campus, and/or the broader community. The chapter application sponsor must select the appropriate Application Type in the chapter’s application.

**EDUCATION GRANTS** For participation in or presentation of programs that provide knowledge and skills for a particular purpose that will develop participants in a broader manner to promote the widest influence for good. Educational programs are of a specific nature or level which would enlighten, guide, train, or develop participants, including, but not limited to, workshops and presentations by speakers.

**LEADERSHIP DEVELOPMENT GRANTS** For participation in non-degree programs that advance personal development and leadership skills and contribute to the promotion of the widest influence for good. Leadership programs provide tools to achieve new insights, build effective teams, or enhance society in a wider influence for good, including, but not limited to: conflict management, group dynamics, vision setting, goal or priority setting, and ethical decision-making.

**SERVICE-LEARNING GRANTS** For participation in programs focused on service that promote the widest influence for good and produce meaningful, tangible results to fulfill the needs of a particular geographic area or population.

## ELIGIBLE EXPENSES

The following expenses (or qualifying portions) reasonably required to participate in or present a program may be eligible for Theta Foundation grant funding. This list is neither guaranteed nor all-encompassing. In most cases, Theta Foundation will not fund 100% of total program expenses or 100% of a grant request.

- ◆ Materials directly related to educational goals
- ◆ Room reservation fees for presentation space
- ◆ Short-term accommodations or lodging
- ◆ Travel expenses for speakers or participants
- ◆ Program fees
- ◆ Registration fees
- ◆ Speaker fees

## INELIGIBLE EXPENSES

The following expenses are not typically funded. This list is not intended to be all-encompassing.

- ◆ Food for individuals or groups.
- ◆ Expenses related to programs located in or in any way associated with a location under a Level 3 or 4 Travel Advisory issued by the US Department of State or a Travel Health Warning issued by the Centers for Disease Control at the time an application is reviewed regardless of program approval status from sponsoring organizations. *Applications for programs in locations under one of these travel advisories/warnings will be automatically disqualified.*
- ◆ Theta- or fraternity/sorority-specific programs focused solely on improving one's Theta or fraternity/sorority membership experience, chapter operations, or the fraternal community with no generally educational content that will be applied outside of Theta or the fraternity/sorority experience.

*Due to IRS regulations, as a charitable, tax-deductible organization, Theta Foundation cannot and does not grant any funding solely for Theta- or fraternity/sorority-specific benefit.*

## 2018-19 GRANTS SCHEDULE

There are four quarterly application deadlines for grants awarded during the fiscal year (July 1 – June 30). All deadlines are 3:00 p.m. Eastern Time.

Quarter	Application Deadline	Notification via Email**	Acceptance Materials Due**	Funding Disbursed
Quarter 1 For programs beginning on or after September 1, 2018	July 18, 2018	August 29, 2018	September 7, 2018	September 14, 2018
Quarter 2 For programs beginning on or after December 1, 2018	October 17, 2018	November 28, 2018	December 7, 2018	December 14, 2018
Quarter 3 For programs beginning on or after March 1, 2019	January 16, 2019	February 27, 2019	March 8, 2019	March 15, 2019
Quarter 4 For programs beginning on or after June 1, 2019	April 17, 2019	May 29, 2019	June 7, 2019	June 14, 2019

\*\*All chapter application sponsors will be notified of their chapter's award status via email on the corresponding quarterly notification dates. Recipients must submit acceptance materials by the deadline indicated. Failure to submit acceptance documents by the deadline indicated in notification materials will result in automatic forfeiture of a grant.

## GETTING STARTED



### OPEN YOUR APPLICATION

All applications and recommendations must be completed and submitted via SmarterSelect, a third-party online application and recommendation system. To open an application for your chapter, navigate to [Theta's Apply for Scholarships & Grants page](#) and select the link for the application that corresponds to the quarter in which the chapter would like to apply. Each link will redirect to [www.smarterselect.com](http://www.smarterselect.com). Follow the instructions to create a SmarterSelect account or sign in using your existing account.

Carefully review all requirements after opening an application. You do not have to complete the application in one session and may save entered information and return later. To access your chapter's application after you have opened it, follow the link on the Apply for Scholarships & Grants page and select "Sign In" on the application landing page to log in, or navigate to [www.smarterselect.com](http://www.smarterselect.com) and log in with the email address and password you used to create your SmarterSelect account.



### VERIFY YOU HAVE BEEN SELECTED AS THE CHAPTER APPLICATION SPONSOR

Make sure you have permission from your chapter to submit a grant application on its behalf and that you meet the eligibility requirements to serve as the application sponsor.

#### HOW DO I FIND MY MEMBER ID?

As the chapter application sponsor, you are required to enter your member ID in the chapter's application. If you have forgotten your member ID, you can:

- ◆ Check your member card.



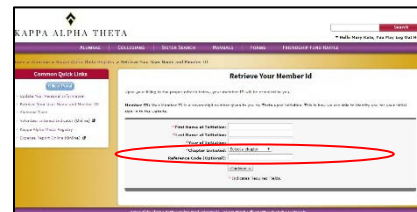
- ◆ Locate it on your *Kappa Alpha Theta Magazine* label.



- ◆ Submit the Fraternity's member ID retrieval form at <http://bit.ly/thetaID>.

**You must enter the reference code FdnGrant2019 where requested even though it notes "Optional."**

After you submit the form with the reference code, the website will email your Theta website username and member ID. Check your spam/junk mail folder if you submit the form with the reference code and do not receive an email with your member ID.



- ◆ If you're still having trouble retrieving your member ID, please call Mary Kate Kronzer, programs manager, at 317-876-8593, ext. 113, during normal business hours (8:30 a.m. – 4:30 p.m. Eastern Time, Monday through Friday). You may also email her at [mkronzer@kappaalphatheta.org](mailto:mkronzer@kappaalphatheta.org), but you will only receive a response during published business hours.



### REVIEW INSTRUCTIONS, TIPS, & FAQs

After you have opened your chapter's Theta Foundation grant application, before you begin entering information, you should read all instructions to help you prepare for the process. The grant application outlines additional instructions required to successfully complete the application process.

## GATHER INFORMATION

Locate all information you will need to complete the chapter's application, including, but not limited to:

- Program logistics
- Program budget
- Funding request details
- Contact information for references

## APPLICATION TIPS & GUIDANCE

### GET HELP WHEN YOU NEED IT

As you're working on the application, refer to the Application Resources section on the APPLICATION INFORMATION page for details about the various resources available to help you.

If you have questions about the application process, please don't hesitate to contact Mary Kate Kronzer, programs manager. Her complete contact information is on page 2 of this guide and is noted throughout the application form.

### VERIFY EXPENSES

You are required to itemize each expense for which your chapter is requesting grant funding and must upload supporting documentation to substantiate your chapter's request. Make sure all expenses are eligible for Theta Foundation grant funding. Theta Foundation encourages chapter application sponsors to contact program administrators to obtain thorough and accurate expense information. Your chapter should only request funding for expenses that may be eligible for Theta Foundation grant funding; requesting funding for ineligible expenses may negatively affect your chapter's application score or could result in disqualification.

### TEST TECHNOLOGY

Become familiar with SmarterSelect and how to use it. SmarterSelect recommends completing applications on either a desktop or laptop computer rather than a tablet or smart phone. Although SmarterSelect should work with all internet browsers, the user experience is typically optimized when using either Google Chrome or Safari. You can download Google Chrome for free at [google.com/chrome/browser](https://google.com/chrome/browser).

You are also required to upload certain materials in PDF format. You can download Adobe Reader for free at [get.adobe.com/reader](https://get.adobe.com/reader).

#### WHAT IF I EXPERIENCE A PROBLEM WITH TECHNOLOGY?

Theta Foundation and SmarterSelect are not responsible for lost application information. Theta Foundation will not extend the deadline for any reason, including problems with technology or with submission of an application. We recommend saving your work often and completing and submitting your chapter's application well in advance of the deadline in case of any issues.



## SELECT REFERENCES CAREFULLY & CONTACT THEM EARLY

In consultation with your chapter, it is up to your best judgment to select an appropriate Theta reference and community reference within the eligibility guidelines outlined on the REFERENCES page of the application. You will be evaluated on the strength of your reference choices as well as the content of their recommendation forms.

After you confirm they are willing to submit recommendation forms on your chapter's behalf, verify the chapter's references' contact information and send recommendation requests via the REFERENCES page of your chapter's application form as soon as possible. *You do not have to complete your chapter's application before sending recommendation requests.*

Each reference is required to submit Theta Foundation's online recommendation form; we will not accept separate recommendation letters. The recommendation form requests basic information about the reference, details about his or her relationship to the chapter, and responses about the program for which the chapter is requesting Theta Foundation grant funding, including how it will help the chapter promote the widest influence for good. The time required to complete the form varies, but references can expect to spend at least 30 minutes. Because there is potential for unexpected issues and technology glitches, we recommend submitting recommendations well in advance of the deadline.

### MY CHAPTER IS HAVING TROUBLE CHOOSING REFERENCES. WHAT SHOULD WE DO?

Consider the following:

Your THETA REFERENCE must be a current chapter advisor or Fraternity college district director (college chapters) or a Fraternity alumnae district director, current chapter officer other than the chapter application sponsor, or member of the international Fraternity's alumnae committee (alumnae chapters).

Your COMMUNITY REFERENCE may be a member of the chapter's greater campus/community or a Theta chapter officer involved in or impacted by the chapter's proposed program (other than the chapter application sponsor).

#### APPROPRIATE COMMUNITY REFERENCES

- ✓ Director of Student/Greek Life at your institution (college chapters)
- ✓ A non-Theta community member who is knowledgeable about and impacted by the program (alumnae chapters)

#### INAPPROPRIATE COMMUNITY REFERENCES

- ✗ The chapter application sponsor
- ✗ Anyone who doesn't know the chapter well or cannot speak to the value of the program



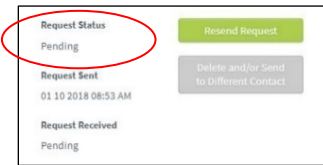
## MONITOR THE STATUS OF RECOMMENDATION FORMS

You will be disqualified if one or more of the chapter's references' recommendation forms are not submitted by the deadline, even if you have submitted the chapter's application form. As the chapter application sponsor, you are solely responsible for ensuring your chapter's references submit complete recommendation forms on time, even if a reference does not initially receive a recommendation request message from SmarterSelect or forgets to submit a complete form.

Follow up with the chapter's references and review the instructions in the application for resending and canceling recommendation requests, including sending a request to a new reference. These tools should help you ensure both of your chapter's references submit recommendation forms on time.

## HOW WILL I KNOW IF REFERENCES HAVE SUBMITTED THEIR RECOMMENDATION FORMS?

Review the “Monitoring & Confirming Request Status” section of the REFERENCES page of the application for information about verifying the status of your chapter’s references’ recommendation forms. You should also monitor the corresponding “Request Status” field for each recommendation request. Request Status options include:



The screenshot shows a table with columns for 'Request Status', 'Request Sent', and 'Request Received'. The 'Request Status' column contains the word 'Pending', which is circled in red. To the right of the table is a green button labeled 'Resend Request' and a grey button labeled 'Delete and/or Send to Different Contact'. The 'Request Sent' column shows the date and time '01 10 2018 08:53 AM'. The 'Request Received' column also contains the word 'Pending'.

- ◆ **NOT SENT** You have not yet sent a request for a recommendation to this reference. You should ask an appropriate contact to serve as one of your chapter’s references, gather his or her contact information, and send the request as soon as possible. See the instructions on the REFERENCES page of the application for more information about sending recommendation requests.
- ◆ **PENDING** You have sent a recommendation request to this reference, but he or she has not yet submitted the recommendation form via SmarterSelect. Follow up with the reference to confirm the request was received and that the recommendation form will be submitted before the deadline. See the REFERENCES page of the application for more information about resending and canceling recommendation requests if necessary.
- ◆ **RECEIVED** This recommendation form has been successfully submitted by the reference.



## PROOFREAD, PROOFREAD, PROOFREAD

You are responsible for editing your chapter’s application for accuracy prior to submission. Your chapter may be disqualified for submitting false, inaccurate, or plagiarized information and you may be reported by Theta Foundation to Kappa Alpha Theta Fraternity with a potential impact on your membership.

When entering information into your chapter’s application, particularly the narrative components, remember that the application is your only chance to make a good impression with evaluators. Theta Foundation’s grants program is competitive, and we have high standards. Make sure your responses are well-written and free of errors; poorly written responses will negatively affect your chapter’s application score, and incorrect or incomplete answers may result in disqualification.

## WHERE CAN I GET HELP WITH WRITING RESPONSES?

Your narrative responses—though short in length—make up a significant part of your chapter’s application and the evaluation process. There are a number of resources to help you construct well-written responses as part of a competitive application submission for Theta Foundation grants. A couple of suggestions include:

- ◆ **PURDUE OWL:** The Purdue Online Writing Lab (OWL) offers free resources to help all students—not just Purdue students—with the writing process, including outlining, avoiding plagiarism, rhetoric and logic, and style and language. You can access the Purdue OWL at: <https://owl.english.purdue.edu>.
- ◆ **YOUR CAMPUS WRITING CENTER:** Most campuses have a writing or tutoring center to help students with the writing process. Ask your academic advisor or another campus professional where to find your campus’s writing center and then make an appointment to go over your responses with a writing center staff member.



## STAY INFORMED

Be sure to regularly check your email and Theta Foundation’s social media pages for messages and information related to your chapter’s grant application and the application process. You can find information for following Theta Foundation on social media on page 2 of this guide.



## HOW WILL THETA FOUNDATION COMMUNICATE WITH ME ABOUT MY CHAPTER'S GRANT APPLICATION?

SmarterSelect will send automated emails and the programs manager will send deadline reminders to the email address associated with your SmarterSelect account. To ensure you receive all communications related to your chapter's grant application, you should add [automated.email@smarterselect.com](mailto:automated.email@smarterselect.com) to your email address book.

## SUBMITTING YOUR CHAPTER'S APPLICATION

Theta Foundation will not accept late materials for any reason. There will be no exceptions to this requirement.

### CAN I SUBMIT APPLICATION MATERIALS AFTER THE DEADLINE?

No; Theta Foundation will not accept late materials, including, but not limited to: applications, recommendation forms from references, and all grant acceptance materials.

For Theta Foundation to review your chapter's application, we must receive three complete components by the deadline:

- ◆ Application form
- ◆ Recommendation form submitted by the chapter's Theta reference
- ◆ Recommendation form submitted by the chapter's community reference

### WHAT IF I'VE FINISHED MY CHAPTER'S APPLICATION, BUT IT'S MISSING RECOMMENDATION FORMS?

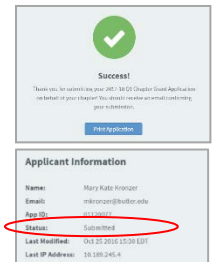
You may submit your chapter's application before references submit their recommendation forms, but **your chapter's application will only be considered if all components are submitted by the deadline.**

Review the REFERENCES page of the application and the reference tips & guidance in this guide for information about monitoring the status of your chapter's references' recommendation forms.

**CONFIRMING YOUR SUBMISSION** When you successfully submit an application form, you will receive two confirmation messages:

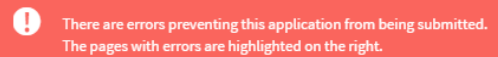
- ◆ An on-screen confirmation. *You may not be able to access your chapter's submission after the application deadline, so please click the "Print Application" button to save the printed copy for your chapter's records.*
- ◆ An email with a confirmation code. *Please save this message for your chapter's records.*

You can also verify your chapter's application submission status by re-opening your application and reviewing the "Applicant Information" box at the top of the page.



### WHAT SHOULD I DO IF I'M HAVING TROUBLE SUBMITTING MY CHAPTER'S APPLICATION?

If your submission is not successful, the page will refresh and you will see an error message at the top of the page.

 There are errors preventing this application from being submitted. The pages with errors are highlighted on the right.

Select the page(s) highlighted in the navigation pane to identify any errors. After you have corrected the errors, navigate to the TERMS OF AGREEMENT & SUBMISSION INFORMATION page and attempt to submit your chapter's application again.

If you continue to have trouble, please contact Theta Foundation's programs manager as soon as possible.

**UPDATING A SUBMITTED APPLICATION** You can update your chapter's application after you initially submit it up until the deadline. To update your chapter's application:

- ◆ Log in to the application, complete changes, and re-submit. If your update is successful, you will see an on-screen confirmation message and will receive a new confirmation email.
- ◆ Review the REFERENCES page of the application form for information about updating references' contact information if a reference is unable to submit a recommendation form by the deadline.

#### WHAT IF MY CHAPTER DECIDES NOT TO PURSUE THE PROPOSED PROGRAM?

If your chapter's plans to participate in or sponsor a program change after submitting an application, please notify Theta Foundation immediately. Returned grants cannot be re-awarded during the same application quarter, so please apply **only** if your chapter will participate in the program regardless of Theta Foundation's funding decision.

## EVALUATION & SELECTION

Theta Foundation's Chapter and Individual Grants Committee evaluates complete applications and selects grant recipients on an objective and non-discriminatory basis. Evaluation criteria include, but are not limited to:

- ◆ Program has a clear focus and is designed to educate or otherwise enhance development and will allow the chapter to promote the widest influence for good.
- ◆ Chapter provides strong justification for choosing the proposed program.
- ◆ Chapter has clear, tangible goals and demonstrates a strong understanding of the program's benefits.
- ◆ Requested expenses are reasonable and eligible for Theta Foundation funding.
- ◆ Appropriate documentation in PDF format accompanies all requested expenses.
- ◆ Responses to prompts demonstrate thorough effort and proofreading.
- ◆ References are appropriate for a grant application, highly regard the chapter, and understand the program and its benefits.

Grant funding is awarded based on grant policies and guidelines, the quality of the application, and the mission and funding priorities of Theta Foundation. Grant amounts may vary based upon the proposed program and goal, the quality of the application, and available grant funding. All decisions are final.

## AWARD STATUS NOTIFICATIONS

On the quarterly notification dates outlined in the schedule on page 4 of this guide, Theta Foundation will notify all chapter application sponsors via email whether or not their chapters have been selected to receive Theta Foundation grant funding. The chapter's notification will be sent to the email address the chapter application sponsor registered with SmarterSelect.

#### WHAT SHOULD I DO IF I DON'T RECEIVE A NOTIFICATION ON THE QUARTERLY NOTIFICATION DATE?

Chapter application sponsors who do not receive an email notification on the corresponding quarterly notification date should contact Theta Foundation's programs manager at [mkronzer@kappaalphatheta.org](mailto:mkronzer@kappaalphatheta.org) **within 24 hours of the notification date**. *Theta Foundation will not make exceptions to award acceptance deadlines for applicants who do not receive email notifications and who fail to follow up with the programs manager within 24 hours of the published notification dates on page 4 of this guide.*

## AWARD ACCEPTANCE EXPECTATIONS

If the chapter is notified that it has been selected to receive grant funding, the chapter application sponsor will be required to complete an award acceptance process. Theta Foundation will provide complete information about acceptance requirements in the official award status notification message.

All award acceptance materials must be received by Theta Foundation by the Acceptance Materials deadlines outlined on page 4 of this guide. Required acceptance documents will include, but are not limited to, an online grant agreement and media release form, which require signatures from the chapter application sponsor and the chapter president/chief executive officer.

### WILL MY CHAPTER FORFEIT GRANT FUNDING IF I MISS THE ACCEPTANCE DEADLINE?

Yes; failure to submit all required information by the award acceptance deadline will result in forfeiture of any grant funding. There are no exceptions to the deadlines.

## RECIPIENT EXPECTATIONS

Recipients can only apply Theta Foundation grant funding toward approved expenses and allocations outlined in the grant agreement and cannot keep or apply grant funding toward unapproved or other expenses.

**FUNDING DISBURSEMENT** If the chapter is selected to receive grant funding and the chapter application sponsor successfully completes the award acceptance process, Theta Foundation will disburse grant funding on each quarterly fund disbursement date on page 4 of this guide. The funding disbursement will be mailed to the attention of the chapter application sponsor to the chapter's address indicated in the application. Please be sure to contact Theta Foundation if your address information changes following submission of the chapter's application.

**GRANT REPORT** The chapter application sponsor for a chapter that receives a Theta Foundation grant will be required to submit a grant report documenting the use of the funds with receipts at the conclusion of the chapter's program. A link to the online report form will be provided following the grant acceptance process, along with all report instructions and requirements.

### WHAT WILL HAPPEN IF MY CHAPTER DOESN'T SUBMIT A GRANT REPORT?

Chapters that fail to submit a grant report, to properly document approved expenditures, to apply grant funding solely toward approved expenses, or to return unused funds by the deadline may be required to return all grant funding in its entirety to Theta Foundation. Failure to comply may affect the chapter application sponsor's continued eligibility for Theta Foundation grant and scholarship funding and may be reported to Kappa Alpha Theta Fraternity with a potential impact on the application sponsor's Kappa Alpha Theta membership and the chapter's status.