



KAPPA ALPHA THETA
FOUNDATION

2019–20 Individual Grant Application Guide

Each applicant is responsible for reading, understanding, and adhering to the following 2019-20 Individual Grant Application Guide and all instructions outlined in the application form. Failure to thoroughly follow all instructions may result in disqualification.

ABOUT THETA FOUNDATION INDIVIDUAL GRANTS

Kappa Alpha Theta Foundation is proud to support collegiate and alumnae members of Kappa Alpha Theta Fraternity with grant funding to participate in 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 2019-20 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 2019-20 Individual Grant Applications.

APPLICANT ELIGIBILITY

Initiated collegiate and alumnae members of Kappa Alpha Theta in good standing with the Fraternity 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.

- ◆ *Alumnae members do not have to be dues-paying members of the Fraternity or an alumnae chapter or circle.*
- ◆ *New members may apply, but their chapters must report their initiation and submit their signed Loyalty Pledge cards and other required information to Kappa Alpha Theta Headquarters by the appropriate corresponding application deadline.*

GRANT USES/APPLICATION TYPES

Theta Foundation awards three types of grants to collegiate and alumnae members to promote the widest influence for good through participation in formally organized non-degree experiential learning programs. Applicants must select the most appropriate Application Type.

EDUCATION GRANTS For participation in non-degree 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 the individual, including, but not limited to, certification and professional development opportunities.

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 non-degree 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.

- ◆ Program fees
- ◆ Short-term (i.e., up to three weeks) accommodations or lodging
- ◆ Registration fees
- ◆ Travel expenses required for participation in the program

INELIGIBLE EXPENSES

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

- ◆ Academic expenses, including tuition, course-related fees, or textbooks and supplies for or related to a degree-granting program, including study abroad programs and internships. *Exceptions may be made for eligible expenses required for participation in an academic study abroad or experiential learning program (e.g., transportation expenses required for travel to and from the site of a study abroad program).*
- ◆ Exams (e.g., GRE, LSAT, MCAT, etc.) and prerequisite courses for academic credit required to gain admission to a degree-granting program.
- ◆ Food for individuals or groups.
- ◆ Group expenses beyond the applicable portion for the individual applicant.
- ◆ Living expenses, such as insurance, food, long-term (i.e., more than three weeks) housing, and long-term day-to-day transportation costs.
- ◆ Direct and indirect expenses for independent research and/or travel outside of the scope of a formally organized program.
- ◆ 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 U.S. Department of State or a Travel Health Warning issued by the Centers for Disease Control & Prevention 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.*
- ◆ Requirements for obtaining travel authorization, such as passports, travel insurance, visas, and vaccinations.
- ◆ Salaries, stipends, or benefits associated with internships or similar experiences.
- ◆ 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.

2019-20 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, 2019	July 24, 2019	August 28, 2019	September 6, 2019	September 13, 2019
Quarter 2 For programs beginning on or after December 1, 2019	October 16, 2019	November 26, 2019	December 6, 2019	December 13, 2019
Quarter 3 For programs beginning on or after March 1, 2020	January 15, 2020	February 26, 2020	March 6, 2020	March 13, 2020
Quarter 4 For programs beginning on or after June 1, 2020	April 15, 2020	May 27, 2020	June 5, 2020	June 12, 2020

**All applicants will be notified of their 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, navigate to [Theta's Apply for Scholarships & Grants page](#) and select the link for the application that corresponds to the quarter in which you would like to apply. Each link will redirect to 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 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 and log in with the email address and password you used to create your SmarterSelect account.

VERIFY OR UPDATE YOUR MEMBERSHIP INFORMATION

Theta Foundation will use the information on your official Kappa Alpha Theta Fraternity record to verify your membership and qualifications for designated grants, so please be sure the information on your record is accurate.

HOW DO I UPDATE THE CONTACT INFORMATION ON MY FRATERNITY MEMBERSHIP RECORD?

- ◆ Log in to the Theta Portal via Theta's website: www.kappaalphatheta.org.
- ◆ Select "Update Your Profile" from the home page.
- ◆ You should be able to review and verify/update your information from this page.

REVIEW INSTRUCTIONS, TIPS, & FAQs

After you have opened your 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

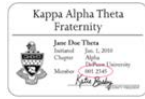
Locate all information you will need to complete the application, including, but not limited to:

- ◆ Kappa Alpha Theta member ID
- ◆ Program budget and funding request details
- ◆ Program logistics
- ◆ Contact information for references

HOW DO I FIND MY MEMBER ID?

If you are an initiated member of the Fraternity and have forgotten your member ID, you can:

- ◆ Check your member card.



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



- ◆ Log in to the Theta Portal via Theta's website: www.kappaalphatheta.org. After you have logged in, select "Update Your Profile" from the home page. You should be able to verify your member ID on this page.
- ◆ If you're still having trouble locating your member ID, please call Mary Kate Smith, 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 mksmith@kappaalphatheta.org, but you will only receive a response during published business hours.

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 Smith, programs manager. Her complete contact information is on page 9 of this guide and is noted throughout the application form.

VERIFY EXPENSES

You are required to itemize each expense for which you are requesting grant funding and must upload supporting documentation to substantiate your request. Make sure all expenses are eligible for Theta Foundation grant funding. Theta Foundation encourages applicants to contact program administrators to obtain thorough and accurate expense information. You should only request funding for expenses that may be eligible for Theta Foundation grant funding; requesting funding for ineligible expenses may negatively affect your 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.

You are also required to upload certain materials in PDF format. You can download Adobe Reader for free at 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 application well in advance of the deadline in case of any issues.

SELECT REFERENCES CAREFULLY & CONTACT THEM EARLY

It is up to your best judgment to select and contact an appropriate Theta reference and community reference within the eligibility guidelines outlined on the REFERENCES page of the application. You are encouraged to think about selecting references in the context of a job or academic application rather than for membership recruitment purposes. 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 behalf, verify your references' contact information and send recommendation requests via the REFERENCES page of your application form as soon as possible. *You do not have to complete your 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 your relationship, and responses about your character and accomplishments as well as how the program for which you are requesting grant funding will help you 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.

I'M HAVING TROUBLE CHOOSING MY REFERENCES. WHAT SHOULD I DO?

Applicants are encouraged to think about selecting references in the context of a job or academic application rather than for membership recruitment purposes. In addition to specific eligibility guidelines, consider the following:

Your THETA REFERENCE should be your current or former supervisor or mentor in a Theta-related capacity and not just a social contact. A recommendation from an alumna is required for alumnae applicants.

APPROPRIATE THETA REFERENCES

- ✓ Chapter advisor or ELC
- ✓ District officer
- ✓ Chapter executive officer

INAPPROPRIATE THETA REFERENCES

- ✗ Your Theta "Big" or "Little"
- ✗ A family friend who is not your supervisor or mentor in a Theta-related capacity

Your COMMUNITY REFERENCE may be a community, academic, or professional reference who has worked with you as an advisor, instructor, supervisor, or mentor.

APPROPRIATE COMMUNITY REFERENCES

- ✓ A current or former professor or academic advisor who knows you well
- ✓ A current or former employer

INAPPROPRIATE COMMUNITY REFERENCES

- ✗ Anyone who doesn't know you well or cannot speak to the value of your program
- ✗ A high school teacher or instructor

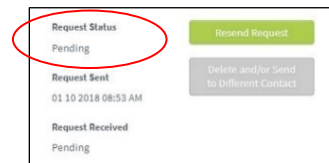
MONITOR THE STATUS OF RECOMMENDATION FORMS

You will be disqualified if one or more of your references' recommendation forms are not submitted by the deadline, even if you have submitted an application form. You are solely responsible for ensuring your 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 your 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 references submit recommendation forms on time.

HOW WILL I KNOW IF MY 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 references’ recommendation forms. You should also monitor the corresponding “Request Status” field for each recommendation request. Request Status options include:



- ◆ **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 references, gather their 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 they have 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 application for accuracy prior to submission. You 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 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 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 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.

HOW WILL THETA FOUNDATION COMMUNICATE WITH ME ABOUT MY 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 grant application, you should add automated.email@smarterselect.com to your email address book.

SUBMITTING YOUR 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 application, we must receive three complete components by the deadline:

- ◆ Application form
- ◆ Recommendation form submitted by Theta reference
- ◆ Recommendation form submitted by community reference

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

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

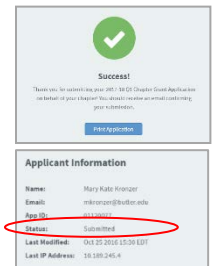
Review the REFERENCES page of the application and the reference tips & guidance in this guide for information about monitoring the status of your references' recommendation forms.

CONFIRMING YOUR SUBMISSION

When you successfully submit your application form, you will receive two confirmation messages:

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

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

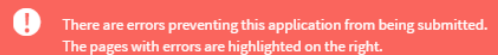


WHAT SHOULD I DO IF I'M HAVING TROUBLE SUBMITTING MY APPLICATION?

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

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 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 application after you initially submit it up until the deadline. To update your 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 I DECIDE NOT TO PURSUE THE PROPOSED PROGRAM?

If your plans to participate in 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 you will participate in the program regardless of Theta Foundation's funding decision.

EVALUATION & SELECTION

Theta Foundation's Chapter & 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 applicant to promote the widest influence for good.
- ◆ Applicant provides strong justification for choosing the proposed program.
- ◆ Applicant 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 applicant, 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 3 of this guide, Theta Foundation will notify all applicants via email whether or not they have been selected to receive Theta Foundation grant funding. Your notification will be sent to the email address you registered with SmarterSelect.

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

Applicants who do not receive an email notification on the corresponding quarterly notification date should contact Theta Foundation's programs manager at mksmith@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 3 of this guide.*

AWARD ACCEPTANCE EXPECTATIONS

Grant recipients are required to complete an award acceptance process themselves. As a condition of applying, applicants agree Theta Foundation will not communicate with third parties, including parents, regarding application or award status.

If you are selected to receive a grant, 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 3 of this guide. Required acceptance documents will include, but are not limited to, a grant agreement and media release form.

WILL I FORFEIT MY 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 you are selected to receive grant funding and you successfully complete the award acceptance process, Theta Foundation will disburse grant funding on each quarterly fund disbursement date on page 3 of this guide. The funding disbursement will be mailed to the address you indicated in your application. Please be sure to contact Theta Foundation if your address information changes following submission of your application.

GRANT REPORT

All grant recipients are required to submit a grant report documenting use of the funds with receipts at the conclusion of their 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 I DON'T SUBMIT A GRANT REPORT?

Individuals who 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 recipient's continued eligibility for Theta Foundation grant and scholarship funding and may be reported to Kappa Alpha Theta Fraternity with a potential impact on Kappa Alpha Theta membership status.

QUESTIONS? CONTACT US!

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



mksmith@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.