



# KAPPA ALPHA THETA

Foundation

## 2024-2025 Chapter Grant Application Guide

*Each applicant is responsible for reading, understanding, and adhering to the following 2024-2025 Chapter Grant Application Guide and all instructions outlined in the application. Failure to thoroughly follow all instructions may result in disqualification.*

### **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 2024-2025 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 grant applications.

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## 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 recommendation forms submitted by the appropriate corresponding quarterly deadline will be considered.

- ◆ *Chapters must be represented by an officer or dues-paying member as the chapter application sponsor.*

## 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 within a chapter, on a chapter's campus, and/or in 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 or presentation of programs that advance personal development and leadership skills and contribute to the promotion of the widest influence for good. Leadership development 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 U.S. Department of State or a Level 3 or 4 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.*
- ◆ 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.*

## 2024-2025 GRANTS SCHEDULE

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

| Quarter  | Application Deadline | Notification via Email** | Acceptance Materials Due** | Funding Disbursed |
|--|----------------------|--------------------------|----------------------------|-------------------|
| Quarter 1<br><i>For programs beginning on or after September 1, 2024</i> | July 17, 2024        | August 21, 2024          | August 30, 2024            | September 6, 2024 |
| Quarter 2<br><i>For programs beginning on or after December 1, 2024</i>  | October 16, 2024     | November 20, 2024        | November 29, 2024          | December 6, 2024  |
| Quarter 3<br><i>For programs beginning on or after March 1, 2025</i>     | January 15, 2025     | February 26, 2025        | March 7, 2025              | March 14, 2025    |
| Quarter 4<br><i>For programs beginning on or after June 1, 2025</i>      | April 16, 2025       | May 21, 2025             | May 30, 2025               | June 6, 2025      |

*\*\*All chapter application sponsors will be notified of their chapter's award status via email on the corresponding quarterly notification dates. If selected to receive a grant, 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

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 [SmarterSelect](#). 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 [SmarterSelect](#) 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.

## GATHER REQUIRED 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
- ☐ Reference contact information

### HOW DO I FIND MY MEMBER ID?

As the chapter application sponsor, you are required to enter your Member ID in the application.

If you don't know your Member ID, you can:

- ◆ Log in to [Theta Portal](#). After you have signed in, select 'My Profile' from the drop-down menu in the top right-hand corner of the screen. Your Member ID should be listed at the top of the My Profile page.
- ◆ Check your membership card.
- ◆ If you require further assistance, please call Bailyn Dupont, programs manager, at 317-876-8593, ext. 1016, during normal business hours (8:30 a.m. – 4:30 p.m. Eastern Time, Monday through Friday). You may also email her at [bdupont@kappaalphatheta.org](mailto:bdupont@kappaalphatheta.org), but you will only receive a response during published business hours.

## APPLICATION TIPS & GUIDANCE

### REFERENCE ELIGIBILITY

In consultation with your chapter, it is up to your best judgment to select and contact an appropriate reference who meets the following eligibility requirements, has worked with the chapter, and can provide a recommendation that is appropriate within the context of a grant application. *Your chapter will be evaluated on the strength of its choice of reference as well as the content of the recommendation form itself.*

Your chapter's reference must be an initiated member of Kappa Alpha Theta in good standing with the Fraternity. This individual should be knowledgeable about the program for which the chapter is requesting Theta Foundation grant funding, be able to explain the chapter's goals for the program, and be able to clearly articulate how the program will help the chapter promote the widest influence for good.

**COLLEGE CHAPTERS:** Your reference must be a **current chapter advisor** or a **Fraternity college district director**.

**ALUMNAE CHAPTERS:** Your reference must be a **current alumnae chapter officer** (other than the chapter application sponsor), a **Fraternity alumnae district director**, or a **member of the International Fraternity's alumnae committee**.

## INELIGIBLE REFERENCES

A chapter with a recommendation form submitted by an ineligible reference will be disqualified. Ineligible references include:

- ◆ Current Theta Foundation grant applicants
- ◆ Current Theta Foundation trustees and staff
- ◆ Individuals that are related to you in any way, including step-relatives
- ◆ Members of Kappa Alpha Theta who are not in good standing with the Fraternity

## SENDING A RECOMMENDATION REQUEST

To send a recommendation request, enter your reference's contact information on the REFERENCE page of the application and click 'Next' at the bottom of the page. After you confirm the email address in the pop-up dialog box, SmarterSelect will send your reference an automated message with a unique link to the online recommendation form.

*Please remind your reference that Theta Foundation will only accept recommendations submitted via SmarterSelect; they should not attempt to submit separate letters of recommendation.*

## MONITORING & CONFIRMING REQUEST STATUS

After sending the online recommendation form, you can monitor the status of the request in the 'Request Status' section on the REFERENCE page of the application.

You will receive automated email confirmations after:

- 1) SmarterSelect has sent an automated recommendation request.
- 2) Your reference has submitted a complete recommendation form.

If you do not receive email confirmations, DO NOT assume you have properly submitted your reference's contact information or that your reference has submitted a recommendation form.

*References will only receive an on-screen confirmation message immediately after successfully submitting the form and WILL NOT receive a confirmation email. If they do not see the on-screen confirmation, they have not successfully submitted a recommendation form.*

## HOW WILL I KNOW IF OUR REFERENCE HAS SUBMITTED THEIR RECOMMENDATION FORM?

Review the 'Monitoring & Confirming Request Status' section above for information about verifying the status of your reference's recommendation form. You should also monitor the 'Request Status' field in the chapter's application. Request Status options include:

- ◆ **NOT SENT:** You have not yet sent a request for a recommendation to your reference. See the instructions in the 'Sending a Recommendation Request' section above for more information.
- ◆ **PENDING:** You have sent a recommendation request to your reference, but they have not yet submitted the form via SmarterSelect. See the 'Resending/Canceling Recommendation Requests' section below for more information about resending and canceling recommendation requests if necessary.
- ◆ **RECEIVED:** The recommendation form has been successfully submitted by your reference.

|                     |   |
|---------------------|---|
| Request Status      | Resend Request                          |
| Pending             | Delete and/or Send to Different Contact |
| Request Sent        |   |
| 00:04:2021 03:42 PM |   |
| Request Received    |   |
| Pending             |   |

## RESENDING/CANCELING RECOMMENDATION REQUESTS

Chapter application sponsors are solely responsible for ensuring their chapter's reference submits a recommendation form by the deadline. To help you fulfill this requirement, consider resending a request or canceling it and sending a new one if your reference fails to submit a recommendation form in a timely manner.

### **RESENDING A REQUEST TO THE SAME REFERENCE**

If the status of your chapter's recommendation form is 'Pending' and your reference has not received SmarterSelect's automated recommendation request via email, verify you entered the correct email address and select 'Resend Request.'

### **CANCELING A REQUEST & SENDING A REQUEST TO A NEW REFERENCE**

If the status of your chapter's recommendation form is 'Pending' and your reference hasn't responded to your original request, OR if they cannot submit the form by the deadline, you can cancel the request and send one to a new reference:

- 1) Click 'Delete and/or Send to Different Contact' on the REFERENCE page of the chapter's application and confirm cancellation in the dialog box.
- 2) Enter contact information for a new reference and click 'Next' at the bottom of the page.

*DISCLAIMER: When you cancel your reference's recommendation request, the original recommendation form link will be deactivated and the reference will be unable to submit the form unless you re-enter their contact information and send a new recommendation request. If they have already submitted a recommendation form on your chapter's behalf, the submitted recommendation form and all entered data will be automatically deleted from SmarterSelect.*

## RECOMMENDATION FORM REQUIREMENTS

Your chapter's reference is required to submit Theta Foundation's online recommendation form; we will not accept separate letters of recommendation. The recommendation form requests basic information about your chapter's reference, details about their 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 about 30 minutes on the form. Because there is potential for unexpected issues and technology glitches, we recommend that references submit their recommendations well in advance of the deadline.

## RECOMMENDATION FORM DEADLINE

References must submit complete recommendation forms according to the published quarterly deadlines.

*Theta Foundation will not accept late or incomplete recommendation forms under any circumstance. There are no exceptions to this requirement.*

**Your chapter will be disqualified if your reference's recommendation form is not submitted by the deadline, even if you have submitted an application. As the chapter application sponsor, you are solely responsible for ensuring your chapter's reference submits a complete recommendation form by the deadline.**

## 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 accurate and thorough 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.

## 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. **Keep in mind that the narrative response fields within the application DO NOT have spell-check.**

### 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.purdue.edu/owl>.
- ◆ YOUR CAMPUS WRITING CENTER: Most campuses have a writing or tutoring center to help students with writing projects. Ask your academic advisor or another campus professional where to find your campus writing center and then make an appointment to go over your responses with a writing center staff member.

## 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, and all grant acceptance materials.

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

- ◆ Application
- ◆ Recommendation form submitted by your chapter's reference



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

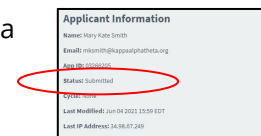
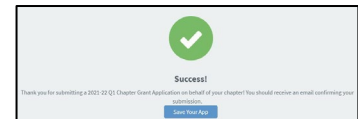
You may submit your chapter's application before your reference submits their recommendation form, but **your chapter's application will only be considered if both components are submitted by the deadline.**

Review the 'Application Tips & Guidance' section of this guide for information about monitoring the status of your chapter's recommendation form.

## CONFIRMING YOUR SUBMISSION

When you successfully submit your chapter's application, you will receive two confirmation messages:

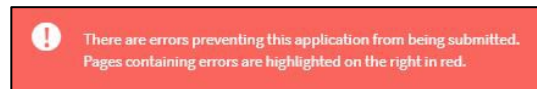
- ◆ An on-screen confirmation. You may not be able to access your chapter's submission after the deadline, so please click the 'Save Your App' button to save a copy for your chapter's records.
- ◆ An email with a confirmation code. Please save this message for your chapter's records.



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.



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 'Application Tips & Guidance' section of this guide for information about how to update your reference's contact information if they are 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 & 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.
- ◆ Reference is appropriate for a grant application, highly regards the chapter, and understands 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 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 [bdupont@kappaalphatheta.org](mailto:bdupont@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 outlined in 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 the corresponding acceptance deadline. Required acceptance documents will include, but are not limited to, a grant agreement and media release form, which require signatures from the chapter application sponsor and the chapter president.

### WILL MY CHAPTER FORFEIT OUR 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 as outlined in their 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. The funding disbursement will be mailed to the attention of the chapter application sponsor at the chapter's address as 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 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 funding and may be reported to Kappa Alpha Theta Fraternity with a potential impact on the chapter application sponsor's membership and/or the chapter's status.

## QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the Foundation programs manager, Bailyn Dupont, at:



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



**317.876.8593 ext. 1016**

*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.*