KAPPA ALPHA THETA
Foundation

2024–2025 Individual Grant Application Guide

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

ABOUT THETA FOUNDATION INDIVIDUAL GRANTS

Kappa Alpha Theta Foundation is proud to support college 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 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 applications.

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APPLICANT ELIGIBILITY

Initiated college 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 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 a member of an alumnae chapter or circle.
♦ New members may apply, but they should be initiated prior to the appropriate corresponding application deadline.

GRANT USES/APPLICATION TYPES

Theta Foundation awards three types of grants to college and alumnae members to promote the widest influence for good through participation in formally organized non-degree 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 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 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
♦ Registration fees
♦ Short-term (i.e., up to three weeks) accommodations or lodging
♦ 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).*
- Exam preparation courses or exam application fees (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 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.*
- 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.

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 *For programs beginning on or after September 1, 2024*	July 17, 2024	August 21, 2024	August 30, 2024	September 6, 2024
Quarter 2 *For programs beginning on or after December 1, 2024*	October 16, 2024	November 20, 2024	November 29, 2024	December 6, 2024
Quarter 3 *For programs beginning on or after March 1, 2025*	January 15, 2025	February 26, 2025	March 7, 2025	March 14, 2025
Quarter 4 *For programs beginning on or after June 1, 2025*	April 16, 2025	May 21, 2025	May 30, 2025	June 6, 2025

**All applicants will be notified of their 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

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 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 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 AND/OR UPDATE YOUR THETA PORTAL PROFILE

Theta Foundation will use the information on your Theta Portal profile to verify your membership and qualifications for certain designated grants, so please be sure the information on your profile is accurate.

HOW DO I UPDATE THE INFORMATION ON MY THETA PORTAL PROFILE?

- ♦ Log in to Theta Portal. *If you have trouble logging in, please email support@kappaalphatheta.org.*
- ♦ Select 'Update Your Profile' from the landing page.
- ♦ You will be able to verify and/or update your contact information on the My Profile page. Please click 'Save' after making any changes.

GATHER REQUIRED INFORMATION

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

- ◆ Kappa Alpha Theta Member ID
- ◆ Program logistics
- ◆ Reference contact information
- ◆ Program budget and funding request details

HOW DO I FIND MY MEMBER ID?

If you are an initiated member of the Fraternity and 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, but you will only receive a response during published business hours.

APPLICATION TIPS & GUIDANCE

REFERENCE ELIGIBILITY

It is up to your best judgement to select an appropriate reference who meets the following eligibility guidelines. You are encouraged to consider your choice of reference in the context of a job or academic application rather than for membership recruitment purposes. *You will be evaluated on the strength of your choice of reference as well as the content of the recommendation form itself.*

Your reference should be your **current or former supervisor or mentor in an academic, community, professional, and/or Theta-related capacity**. This individual should be:

- ◆ Able to compellingly speak to your commitment to education, service, and/or personal excellence;
- ◆ Knowledgeable about the program for which you are requesting Theta Foundation grant funding;
- ◆ Able to explain your goals for participating in the program;
- ◆ Able to clearly articulate how the program will help you promote the widest influence for good;
- ◆ More than just a social contact

INELIGBLE REFERENCES

An applicant with a recommendation form submitted by an ineligible reference will be disqualified, along with any applicant attempting to serve as a reference. 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 confirmation emails 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 MY 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 your 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:** This recommendation form has been successfully submitted by your reference.

RESENDING/CANCELING RECOMMENDATION REQUESTS

Applicants are solely responsible for ensuring their reference submits a complete 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 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 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 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 behalf, the submitted recommendation form and all entered data will be automatically deleted from SmarterSelect.

RECOMMENDATION FORM REQUIREMENTS
Your 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 reference, details about your relationship, and responses about your accomplishments and character 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 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 circumstances. There are no exceptions to this requirement.

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

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.

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. **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 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 APPLICATION

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

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 application, we must receive two complete components by the deadline:
- Application
- Recommendation form submitted by your reference

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

You may submit your application before your reference submits their recommendation form, but **your 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 reference's recommendation form.

CONFIRMING YOUR SUBMISSION

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

- ◆ An on-screen confirmation. You may not be able to access your submission after the deadline, so please click the 'Save Your App' button to save a 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.
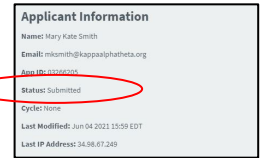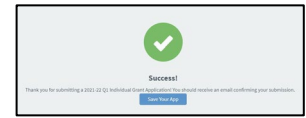
WHAT SHOULD I DO IF I'M HAVING TROUBLE SUBMITTING MY APPLICATION?

If your submission is not successful, the page will refresh and you will see an error message at the top of the page.
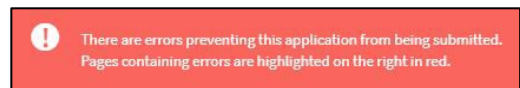
Select the page(s) highlighted in the navigation pane to identify any errors. After you have corrected the errors, navigate to the TERMS OF AGREEMENT & SUBMISSION INFORMATION page and attempt to submit your application again.

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 your 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 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.
- Reference is appropriate for a grant application, highly regards the applicant, and understands the program and its benefits.

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

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 the corresponding acceptance deadline. 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 as outlined in their 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. 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 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, Bailyn Dupont, at:

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.