**DKG International Educators Foundation (DKGIEF)**

 DKGIEF Project 1

**Projects Information Page**

Thank you for seeking information concerning initial project funding or continuing project funding from the DKG International Educators Foundation (DKGIEF). The enclosed packet contains the official guidelines and the application form.

All projects must be consistent with and show a clear connection to the DKGIEF Mission Statement and the DKGIEF Purposes. Examples of funded projects may be found at dkg.org.

**The DKGIEF Mission Statement** DKG International Educators Foundation supports effective educational projects, the educational and charitable activities of The Delta Kappa Gamma Society International, and professional growth of educators worldwide.

The Purposes are to 1. support and encourage intercultural understanding

2. encourage standards of excellence in education, and

 3. assist and cooperate with schools, colleges, universities and other persons,

 with organizations, trust funds, or foundations in support, encouragement and

 improvement of education.

**PROJECT AWARDS ARE NOT GRANTED FOR SALARIES OR OVERHEAD COSTS.**

NOTE: Professional development funding should be submitted on the Cornetet Individual Professional Development Fund Application (CIPD). Seminar funding must be submitted on the Cornetet Seminar Application (CSPD. This is not that form.

Project money is awarded for one (1) year, July 1-June 30. The maximum individual award is $8,000. Continuation of Project funding will be considered upon electronic submission of a new application form and mid-year report. **If funding is granted, it must be considered start-up funding and may not be renewed more than one (1) time. Other funding sources should be sought. After six years, prior applicants who have received at least two DKGIEF grants may apply again. The six years begin after the second project is completed and reported. Recipients must return unused funds to DKGIEF. Be sure to confirm whether the project can go forward if the foundation grant is partial.**

**Please read all information and be aware of all**

**electronic submission deadline dates indicated below.**

##  Application forms for 2023-2024 available at [www.dkg.org](http://www.dkg.org) July 1

 Deadline for submitting electronically:

##  Current applications for new or existing projects March 1

##  (Upon receipt an acknowledgment number will be sent as confirmation. Keep this as proof of receipt

##  and for future reference. Applications electronically dated after March 1 will not be considered.)

##  Date of grant status notification April 30

##  Funds to be received by applicant June 30

 Deadlines for submitting electronically:

##  Mid-Year Report January 15 of the following year

##  Year-End Report May 15 of the following year

All applications, mid-year and year-end reports must be submitted electronically only. Photographs of the projects in action must be submitted with the mid-year and/or year-end reports. Photographs may be mailed or emailed. If emailing, please send to: edfndproj@dkg.org. Designate **Application, Mid-Year or Year-End Report** in the subject line and include **Project Name**. Photographs may be mailed to: DKG International Educators Foundation, 12710 Research Blvd., Ste 230, Austin, TX 78759. Please include the name of the project with the photos. **Website address:** [**www.dkg.org**](http://www.dkg.org)

 DKGIEF Project 2

**DKG International Educators Foundation Project**

**Application Guidelines and Responsibilities**

**Adopted June 2022**

***Note: No salaries or overhead costs will be funded***.

**Mission Statement:** The DKG International Educators Foundation supports effective educational projects, the educational and charitable activities of The Delta Kappa Gamma Society International and professional growth of educators worldwide.

**First Time Applicants: To be considered for funding, your application must meet the following initial and follow-up responsibilities.**

1. The project must comply with one or more of the following Purposes and the Mission Statement, to

a. support and encourage intercultural understanding,

b. encourage standards of excellence in education, and

c. assist and cooperate with schools, colleges, universities and other persons, organizations, trust funds or foundations in support, encouragement, and improvement of education.

2. Obtain application packet on Website at [www.dkg.org](http://www.dkg.org/) July 1 - March 1. Applications must be submitted electronically to Headquarters **by March 1** in order to be considered.

3. Complete current Mid-Year Report and submit electronically by **January 15, 2024**.

4. Complete current Year-End Report including copies of all receipts and submit electronically by **May 15,**

**2024.**

**Continued Funding Applicants must meet the following criteria:**

 1. A current renewal application form must be submitted electronically by March 1.

 2. Continuation of funding will NOT be considered without a valid Mid-Year Report submitted electronically by January 15.

 3. A current Year-End Report including copies of all receipts must be submitted electronically by May 15. Failure to submit

 documentation in the time frame will result in forfeiture of the remaining funds.

 4. Funding will not be continued without the completed Mid-Year and Year-End Project Reports. It is the applicant’s

 responsibility to obtain the current appropriate forms from the website for continuance of funds.

 5. A request for continuation of funding will be reviewed for project effectiveness, revisions,

 and evidence of seeking additional sources of income. Funding for any project may be RENEWED ONLY ONE time.

**Foundation Responsibilities:**

1. Inspect electronic submission date and determine Mission/Purposes compliance.

2. Determine awards.

3. Notify all applicants by mail or email on or before April 30.

4. Distribute 90% of the award by June 30.

5. Distribute the remainder (10%) of the award upon receiving the Mid-Year Report, Year-End Report and copies of all receipts. Failure to submit documentation in the time frame will result in forfeiture of the remaining funds.

**Complete the current online application and submit it electronically no later than March 1, 2023. Email to DKGIEF at:** **edfndproj@dkg.org****. Please designate Project Application in the subject line. If you do not receive an acknowledgement number as confirmation, contact Martha Smith at 1-512-478-5748, ext.121.**

**Rubrics are included for the applicant’s information. Applications will be scored using these rubrics.**

 DKGIEF Project 3

**DKGIEF Projects Proposals**

**RUBRIC – NEW PROJECTS**

Adopted July 2021

**Requirements**

1. Complies with laws governing tax-exempt Foundations

2. Provides appropriate documentation of clearance for Native Americans or others requiring special clearance

3. Fulfills all deadline requirements

4. Does not encroach upon the duty or responsibility of a committee of the Society

5. List Project Director’s contact information

6. Responds completely to all items. Mark NA if not applicable

7. Does not include costs of salary nor overhead in budget

8. Project must **not** have received funding at any time in the past six years. No person or organization who has had a

project grant in the past 6 years may apply for a new grant. Former projects with a different name will not be counted as a new one or funded.

*Numbers correspond with the numbers in the application form*

1. **Proposal…………………………………………………………………20 points**
	1. Project rationale 1-7
	2. Project description 7
	3. Project narrative 8
	4. Target group/Diversity 8
	5. Acronyms are written out the first time used
2. **Project……………………………………………………………………30 points**
	1. Project activities 9
	2. Justification of needs 10
	3. Goals 11
	4. Intercultural understanding 11
	5. Excellence in Education 11
	6. Improvement of Education 11
3. **Evaluation……………………………………………………………….20 points**
	1. Specific outcomes 12
	2. Evaluation methods 13
	3. Sharing outcome with others 15

 **4. Budget** **…………………………………………………………………………………20 points**

 a. Is clear, specific, and does not fund salary or overhead costs 17

 b. Indicates efforts to obtain additional sources of funding 17

 c. Costs are comparable with planned activities 17

**5. Quality of Application** **………………………………………………..…………10 points**

**DKGIEF Projects Proposals**

 DKGIEF Project 4

**RUBRIC – RENEWALS**

Adopted July 2021

**Requirements**

1. Complies with laws governing tax-exempt Foundations
2. Provides appropriate documentation of clearance for Native Americans or others requiring special clearance
3. Fulfills all deadline requirements
4. Does not encroach upon the duty or responsibility of a committee of the Society
5. Project Director contact information must be listed
6. Responds completely to all items. Mark NA if not applicable
7. Does not include costs of salary or overhead in budget

8. Submitted mid-year report and copies of press releases, articles, Facebook postings, etc. to show how the Foundation was given recognition for funding

*Numbers correspond with the numbers in the application form*

1. **Proposal…………………………………………………………………15 points**
2. Project rationale 1-7
3. Project description 7

c. Project narrative 8

d. Target group/Diversity 8

e. Acronyms are written out the first time used

1. **Project……………………………………………………………………25 points**

a. Project activities 9

b. Justification of needs 10

c. Goals 11

d. Intercultural understanding 11

e. Excellence in Education 11

f. Improvement of Education 11

1. **Evaluation……………………………………………………………….20 points**

a. Specific outcomes 12

b. Evaluation methods 13

c. Sharing outcome with others 15

1. **Budget……………………………………………………………………15 points**

a. Is clear, specific, doesn’t fund salary or overhead costs 17

b. Indicates efforts to obtain additional sources of funding 17

c. Costs are comparable with planned activities 17

**5. Renewals………………………………………………………………..15 points**

a. Secured additional funding 4

b. Previous results 16

c. How will additional funding develop the project 14

d. Mid-year report with documentation of Foundation recognition for funding

e. End year-report

**6. Quality of Application……………………………………….………..10 points**

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 DKGIEF Project 5

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| --- | --- |
| **This Box for Foundation Use Only**Electronic Submission Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_Acknowledgement Receipt Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **NOT Valid after March 1, 2023** |

**DKG International Educators Foundation (DKGIEF)**

**Project Grant Application Form**

Note: The first time you use an acronym, the words must be written out with the short form placed in parentheses immediately after.

**1. Title of Proposed Project: (If applying to renew a project, give the exact title of the previously awarded project.)**

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**2. Type of Application** (check one): [ ]  New [ ]  Renewal (Funded previously at any time)

|  |  |
| --- | --- |
| **3. Amount requested from DKGIEF this year (USD):**  | **$**  |

If the project is for **Renewal**, indicate previous year funding and amount:

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**4.** **If the project is for Renewal, list additional sources of funding received since prior year’s application.**

|  |  |
| --- | --- |
| Organization or Funding Source | Amount (USD) |
| 1. | $  |
| 2.  | $  |

**5. Type of Project Activities** (mark all that apply)**:**

**[ ]** Excursions, study visits

 [ ]  Stipends, awards

 [ ]  Technology/Equipment

 [ ]  Books

 [ ]  Classroom supplies

 [ ]  Teacher training

 [ ]  Instructional development

 [ ]  Tutoring

 [ ]  Others (specify)

**6. Topics of the Project** (must not exceed two)**:**

 [ ]  Reading and writing

 [ ]  Math

 [ ]  Science

 [ ]  Arts

 [ ]  Values, like Equal Opportunities/Democracy

 [ ]  Intercultural Education/Understanding (Integration, ESL, etc.)

 [ ]  Others (specify)

**7. Description of the Project:**

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 DKGIEF Project 6

**8. Brief Narrative: What will your project involve and how will you implement the project plan?**

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| Language(s) that the students and teachers of the project will practice: |       |
| Age Group: |       |
| Number of individuals who will be served: |       |
| School/Organization: |       |
| Location/Country: |       |

**9. Project Activities:**

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**10. Justification of Need** (statistics, research, best practices, etc.)**:**

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**11. Goals of the Project** (Goals must reflect the DKGIEF Mission Statement and the DKGIEF Purposes provided on the cover letter and in the application guidelines.)

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**12. Specific outcomes expected/achieved.**

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**13. Methods to be used for evaluating this Project.**

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Give the name and qualifications of the person(s) who will evaluate the project.

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**14. If Renewal, how will additional funding further develop project?**

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**15. Sharing**

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| What can other groups or individuals learn from your project? |
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| To whom will you disseminate your experiences? |
|       |

 DKGIEF Project 7

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| DKG Chapter name. Answer NA if not a DKG member. |       |

 Describe the involvement of chapter members (number and activities) in the project.

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**16. Previous Results**

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| If this project was funded previously, please provide the results of the evaluation. **Future funding is dependent upon these results.** |
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**17. Itemized Funding Request: *Make sure that amount requested matches requested amount in #3.***

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| **Items** | **Amount (USD)** |
|       | $       |
|       | $       |
|       | $       |
|       | $       |
|       | $       |
| **Total** | $       |
| **Amount requested from DKGIEF this year** | $       |
| **List other sources and amounts of financial support currently being received for this project.** |
| **Organization (year)** | **Amount (USD)** |
|       | $       |
|       | $       |
|       | $       |
|       | $       |
|       | $       |

**18. If the project is funded, will you be able to do the project if you receive a partial grant from DKGIEF?** **[ ]  Yes** **[ ]  No**

 **a. For projects located in the United States and Canada,** please indicate the following:

|  |  |
| --- | --- |
| Make Check Payable to: |      |
| If check should be sent to someone other than the person submitting application, please indicate below: |
| Name: |       |
| Address: |       |
| Street/P.O. Box, City, State, Zip/Postal Code, Country |

 DKGIEF Project 8

**b. For projects located in Japan, Africa, Latin America or Europe,** a wire transfer to fund the project is

 preferred. The information below is required to complete the transaction.(Information may be obtained

 from bank)**.**

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| Recipient Name:  |       |
| Name of person on the account: |       |
| Street Address (or PO Box): |       |
| City, State/Region/Province: |       |
| Country: |       |
| Bank Routing Number (ABA or Swift): |       |
| Bank Name: |       |
| Street Address: |       |
| City, State/Region/Province: |       |
| Country: |       |
| Recipient Account Number (IBAN): |       |
| Email Address to notify of wire transfer: |       |

If the person submitting the application is not the person who should be notified of wire transfer, please indicate below the name and email of the person who should be notified:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Email: |       |

**Please make sure both parts of #19 are filled out completely.**

**19. Individual(s) submitting application:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Email: |       |
| Address: |       | City:       |
| State: |       | Region/Country: |       | Zip/Postal Code: |       |
| Preferred Telephone: |       | Fax: |       |

 **If funded, the check will be sent to the Project Director (if other than individual submitting application)**

**Project Director**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Email: |       |
| Address: |       | City:       |
| State: |       | Region/Country: |       | Zip/Postal Code: |       |
| Preferred Telephone: |       | Fax: |       |
|  |  |  |  |
| **20. Your electronic signature:** |       |  Date:       |  |  |  |
|  | Typing complete name is sufficient for electronic signature. |

An expectation of receiving a DKGIEF award is the promotion of the DKGIEF through the event and/or projects for which the award was granted. By your submission of this application, you are agreeing to supply the DKGIEF with pictures and text to show how DKGIEF funding was recognized. A video is also encouraged. You are also granting your permission for these pictures/texts/videos to be used by DKGIEF on its website and social media platforms without compensation.

**SEND APPLICATION ELECTRONICALLY BY MARCH 1 TO edfndproj@dkg.org**

 DKGIEF Project 9

For Foundation Use Only:

Date Rcvd: \_\_\_\_\_\_\_\_\_\_\_\_\_



**The DKG International Educators Foundation**

**Mid-Year Project Report Form**

(Must be submitted electronically by January 15, 2024)

If additional funding is requested, **the mid-year report must have been submitted electronically by** January 15

**and a renewal application form must be submitted electronically by March 1.**

**Project Title:**

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**Amount and year of any funding in the past:**

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**Project Director:**

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| --- | --- | --- | --- |
| Name: |       | Email: |       |
| Address: |       |
| City: |       | State/Country: |       | Zip/Postal Code: |       |
| Telephone: |       | Fax: |       |

**To date, how have the DKGIEF funds been used?**

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**How are the goals and objectives of the project and the mission statement and purposes of the DKGIEF**

 **being implemented?**

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**To date, has any evaluation been conducted? If yes, by whom was it carried out and what are the results?**

**If not, how is your planning for the project evaluation proceeding? Please indicate when, by whom and**

**how an evaluation will take place.**

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**Indicate the number/age level of people currently being served.**

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**List other sources and amounts of financial support received during the past six (6) months.**

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**Please include documentation such as copies of press releases, articles, Facebook postings, website**

**screenshots, video, etc. to show how the DKGIEF funding was recognized.**

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 |
| **Name of Person Submitting Form** | **Date** |

Instructions for submitting this form:

This form must be submitted electronically and dated on or before January 15. Email to the Foundation Specialist at edfndproj@dkg.org

 DKGIEF Project 10

For Foundation Use Only:

Date Rcvd: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**DKG International Educators Foundation**

**Year-End Project Report Form**

 (Must be submitted electronically by May 15)

**Project Title:**

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**Project Director:**

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**DKGIEF funds were used in the following manner:** (please attach an itemized list with specific expenditures)**:**

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**Indicate number and age level of the population served:**

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**Clearly describe the impact of the project on the population served:**

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**Emphasize clear connections to the DKGIEF Mission Statement and Purposes** (to support and encourage

intercultural understanding and encourage standards of excellence in education):

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**NOTE:** Please include photographs that showcase the project in action. A video is also encouraged.

(Photographs may be emailed as attachments or mailed).

**Evaluation**

 1. State the expected outcomes and briefly explain the methods used to evaluate the project. Describe in detail the results of the evaluation.  In the accomplishment of the project, were plans altered? How were results affected? Please attach instruments used in evaluation of this project.

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2.  Using data from the evaluation, describe specific ways in which this project improved educational opportunities for your students.

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**Presentations**

  1.  List date(s) and location(s) of presentations about your project.

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2.  As a result of your presentations, have others implemented this project successfully?  Explain.

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**Name of Person Submitting Form Date**

**Instructions for Submitting:**

Form must be submitted electronically and dated on or before May 15.

Send to the Foundation Specialist at edfndproj@dkg.org