

TEXAS STATE ORGANIZATION
The Delta Kappa Gamma Society International

2008 Instructions for Mini-Grant Applicants

I. PURPOSE

The purpose of the mini-grant program of the Alpha State, Texas, Scholarships Program is to support non-traditional types of professional development activities for Society members.

II. AMOUNT

- A. The maximum amount available for annual distribution to members is \$10,000.00.
- B. The maximum amount available per member will be **\$500.00**.
- C. Applicants may apply for any amount up to the maximum.

III. GENERAL INFORMATION/ELIGIBILITY

- A. Applicant must secure current form from State Headquarters at P. O. Box 797787, Dallas, Texas 75379-7787, chapter president, alphasttx@sbcglobal.net or www.alphastatetexas.org
- B. Applicants must have been a member of Alpha State for a minimum of five years **Before June 1** of the application year.
- C. Applicant should document active participation in Delta Kappa Gamma through such things as attendance at chapter meetings, service through committees, elected offices, chapter projects and activities, attendance at workshops, conferences, conventions, etc.
- D. Applicant must be actively employed in the education profession at the time of application and remain employed in education during the academic year following the application.
- E. The applicant is responsible for submitting all required data including: completed application, transcripts as defined, endorsement letters.
- F. The scholarships chairman or committee can assume no responsibility for collecting data for any application.
- G. **Incomplete/Unsigned applications will not be considered.**
- H. **Faxed applications will not be accepted.**
- I. Scholarship recipients are expected to remain active contributing members of the Society.
- J. Eligible non-traditional activities include, but are not limited to attendance at a professional conference or workshop that has the potential to enhance one's professional skills; research activities; and other types of activities, the value of which can be justified by the applicant. Delta Kappa Gamma sponsored activities, such as Travel/Study or Purposeful Living Seminars, will not be funded.

IV. APPLICATION PROCEDURE

- A. Each applicant must request a Mini-Grant Application and Information Form from Alpha State Headquarters.
- B. The application form must be completed in its entirety and must be signed by the applicant.
- C. The application form must be accompanied by a
 - 1. Letter of recommendation with original signature from the chapter president (should address chapter participation in areas such as attendance, committees, projects, chapter activities and offices held);
 - 2. Letter of support from the immediate supervisor of the applicant;
 - 3. Completed Mini-Grant Application; and
 - 4. Complete current transcript. (Unofficial copies acceptable.)
- D. The application materials must be postmarked by and no later than either March 1 or October 1 of the year in which application is made.
- E. ALL REQUIRED DATA MUST BE SUBMITTED IN ONE ENVELOPE.

III. INFORMATION ON DISTRIBUTION AND DOCUMENTATION

- A. Stipends are paid **after July 1** of scholarship year.
- B. Stipends of up to \$500 are paid after recipient provides proof of enrollment or activity.
- C. The scholarship time period is one year: beginning June 1 with the summer term in the year of receipt of the scholarship to the end of the spring term May 31 of the following calendar year. **No recipient will receive an award unless enrollment is for the time period for which the scholarship is granted.**
- D. A recipient cannot receive a state scholarship or mini-grant for more than two years in succession. Applicants may apply for additional scholarship after a lapse of one (1) year.
A recipient may receive only 1 scholarship per year.
- E. A recipient may not accept a State and International Delta Kappa Gamma Scholarship for the same scholarship year.

CHECK LIST: Did you:

- _____ 1) sign your application?
- _____ 2) provide all letters of recommendations?
- _____ 3) give your date of initiation?
- _____ 4) complete the Goals/Justification of Event or Activity? (Statement must include detailed description of event/activity, specific goals certificate, and professional enhancement.)
- _____ 5) document your contribution to Delta Kappa Gamma?
- _____ 6) respond to each request for information?
- _____ 7) submit all required data in one envelope?

Revised 06/07