

The Delta Kappa Gamma Society International  
**The Pi State Educational Foundation**  
**Project Grant Recipient Responsibilities**

Dear Grant Applicant(s),

If you apply for funding, please know that you have three basic responsibilities to fulfill if you become a Pi State grant recipient. They are:

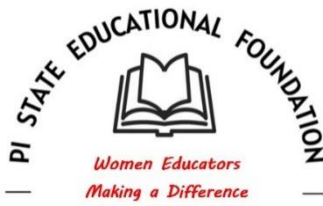
1. To complete your project as outlined in your grant according to the timeline you set forth.
2. To complete and return the Post-Project Report and financial statement to the Foundation's president within 45 days of the completion of your project. This form will be mailed to you when you are notified that your project has been approved for funding. **If you do not use all of your funds, the unused funds should be returned to the Foundation treasury.**
3. **To report on your project at the Annual Meeting of the Pi State Educational Foundation.** This is held at either NYSO DKG Executive Board Meeting or NYSO DKG State Convention, usually in April. The date(s) for this can be found on the NYSO DKG website under the "Important Dates" section. If you are unable to attend the state meeting, you may have another chapter member report on your project in your place. This allows sister Foundation members to learn how Foundation funds are being spent and to gain ideas for projects they might wish to try.

Please know these three requirements will be strictly adhered to. If you are unable to fulfill them, we suggest you apply for funding at a later date. Thank you.

**THIS PAGE MUST BE SIGNED AND RETURNED AS PART OF YOUR APPLICATION PACKET TO INDICATE THAT YOU AGREE TO THE RESPONSIBILITIES ABOVE SHOULD YOUR GRANT BE FUNDED.**

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Signature of Grant Applicant



Postmarked: \_\_\_\_\_

The Delta Kappa Gamma Society International  
**The Pi State Educational Foundation**  
**Project Grant Application Form**

All applications must be submitted by November 1 or May 1.  
Please type or print all information. Feel free to use more space than provided.

Date \_\_\_\_\_

Foundation Member submitting this application:

Name \_\_\_\_\_

Member of Chapter \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

1. **Project Director:**

\_\_\_\_\_

2. **Title of Proposed Project:**

\_\_\_\_\_

3. **Origin of Idea for this Project:**

\_\_\_\_\_

\_\_\_\_\_

4. **Description of the Project (include location):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Is this a Chapter project or an individual project?**

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6. **If this is a Chapter project, state the percentage of Chapter members who will participate.**

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**How will the members of your Chapter participate?**

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**7. Has this project or any other part of it been done previously by you or your Chapter? Explain.**

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**8. Explain the need for this project.**

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**9. State the approximate number of individuals who will benefit from this project.**

**10. Specific goals and objectives of this project:**

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**11. Timeline to accomplish goals:**

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**12. Explain the Chapter need for financial help:**

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**13. Itemized list of expenditure (Note: Salaries and overhead costs will not be funded.):**

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**14. Are you receiving additional financial support? If yes, list the source and amount.**

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**15. Total Amount Requested from the Foundation:**

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**16. List ways in which you will identify and publicize Delta Kappa Gamma and your Chapter in your project:**

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**17. List the specific methods to be used for evaluating your project:**

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**Preferred submission by email attachment to Susan Summerfield, [summy1@frontier.com](mailto:summy1@frontier.com), by due dates of November 1 or May 1. Or if no access, contact Susan directly, 518-248-4042 or send by postal mail to:**

**Pi State Educational Foundation  
Susan Summerfield  
346 Noeltner Road  
Amsterdam NY 12010**