

KAPPA CLASS FELLOWSHIP 2015-2016 FUNDING APPLICATION GUIDELINES

Overview

The current pledge class of the Mu Delta Chapter of Theta Tau is eligible for a supplementary fellowship (up to \$100). The guiding purpose of the Kappa Class Fellowship is to support the chapter's efforts to encourage pledge projects that exemplify and exceed the three pillars of the fraternity: Service, Profession, and Brotherhood. Proposed projects are encouraged to be a design of lasting impact upon the fraternity or community. Applicant pledge classes are encouraged to use this fellowship as an opportunity to practice the real-life process of grant writing and provide insight of their professionalism to the current active members. To be considered for this award, pledge classes must submit an application in advance of the project to the Pledge Educator for approval and conduct a verbal proposal to the current chapter. Award decisions are based on the quality of the proposal and its ability to embody the three pillars.

Key Dates

TBA	Pledge Pinning Ceremony
(4 th Sunday after Pinning, 6:00pm)	Applications due for Pledge Semester
(5 th Sunday after Pinning)	Application Voting
(Within 7 days of acceptance notification)	Sign Funding Acceptance Agreement
(Day of signing)	Recipients can begin to use the funds allocated them
(Before Initiation)	Deadline to finish project
(Within 3 days of project completion)	Deadline to submit final project report

Proposal Submission Process

Proposals must be submitted to the Pledge Educator through email (thetatau@ucmerced.edu) no later than **6:00pm on the 4th Sunday after the Pledge Pinning Ceremony** for pledge projects of the current semester. **Late submissions will not be reviewed.** After receiving notification of submission arrange a date, time and location for proposal presentation.

Eligibility

- To be considered for a Fellowship for the current semester, the applicant must be the semester's pledge class.
- Must have at least one Fundraiser approved by the Public Relations Chairman with an example flier.
- Funding is limited, so funding is not guaranteed for all proposals. The total awarded amounts can be increased or decreased as seen fit by the voting body.

Criteria for a Promising Proposal

Proposals are evaluated according to the quality of the project and evidence that the pledge class is prepared to complete the project successfully. Specific criteria for an effective proposal include:

- Project has clear objectives and measurable criteria for success.
- Project clearly exemplifies at least one pillar, however a strong proposal embodies all three.
- Project makes a unique contribution to the pledge process.
- Project is encouraged to be a design of lasting impact upon the fraternity or community.
- Pledge class will share the results of their project with the fraternity.
- Projected budget is itemized, specific, and detailed.
- Proposal and presentation shines positive light on the professionalism of the pledge class.
- Proposal demonstrates that the applicant is committed to the project and equipped to implement it effectively.
- Proposal is well-written and professional.

Requirements of Recipients

- In order to maintain eligibility for funding, the pledge class must show proof of successful fundraising of **150%** of the requested amount before the time of reimbursement (i.e. if asking for \$100 in funding, the pledge class must also fundraise \$150 on the side for a total project amount of \$250)
- In addition, the pledge class will:
 - Complete the funding acceptance agreement within 7 days after notification of application acceptance.
 - Maintain communication with the current Pledge Educator about project details.
 - Complete the project within the proposed timeframe. If circumstances change, it is the pledge class' responsibility to notify the Pledge Educator and file for an extension before the deadline.
 - Represent themselves, Theta Tau and UC Merced responsibly during all aspects of the project.
 - Submit a final project report including expense documentation within 7 days of the project's conclusion to the Pledge Educator. The report should include the following:
 1. Pledge Class
 2. Final Pledge Class Members
 3. Pledge Class Executives
 4. Budget report that includes a listing of all transactions
 5. All itemized receipts
 6. Any amount to be donated back into the Kappa Class Fellowship (encouraged, not required)
 7. Brief overview of the proposed project and a description of (1) how the actual project was conducted with logged man-hours and attendance, (2) results of the project, (3) what the recipients learned from the project, and (4) what the recipients thought went well and what challenges they faced.
 - Provide information (e.g., quotes, photos, etc.) to the Public Relations Chairman for publications (e.g., website, tabling, etc.) as requested.

Materials Required for a Complete Application

- ☐ **Cover sheet** with demographic information and abstract (maximum 150 words)
- ☐ **Narrative** (one page, single-spaced, 12 point font) addressing the three pillars, importance of the project, objectives, fundraising plan and implementation plan
- ☐ **Budget** (one page)

Cover Sheet Format (please include numbering on cover sheet)

1. Pledge Class
2. Executive Board Members
3. Project Title
4. Total project cost
5. Amount requested

Narrative

The narrative should be limited to 350 words addressing the three pillars, importance of the project, objectives, fundraising plan and implementation plan. Be sure to clearly specify how you will achieve the goals of your project. Reviewers will be looking for concrete, specific details that indicate project feasibility. All proposals should include the following:

- Specific, identifiable objectives to be attained.
- Clear and specific details for the project implementation plan.
- Ways in which project will contribute to the intended population.
- Tangible outcomes of project beyond the experience itself.
- Explain the research methods and/or project plan clearly and in detail.
- Complete fundraising plan.

Budget

Applicants must submit a detailed, itemized budget for the total project costs (even if this exceeds the \$100 award). Indicate how the funds will be spent, and how the expenses will be recorded (original receipts, email copy of payment, copy of checks, etc.). The sample budget below is meant to be a guide and not to restrict the fields included; pledge classes may need to include more line-items to capture the scope of the project.

Sample budget format for letter construction

Expense	Notes	Amount	Funding Source	Record
Plywood	19/32 in. x 4 ft. x 8 ft. Rtd Sheathing Syp; Home Depot	\$20.00	Kappa Class Fellowship	Original receipt
Primer Paint	White Valspar Spray Primer; Lowes	\$10	Fusion Café Fundraiser	Copy of check
Color Paint	(2) Red and Yellow Valspar Spray Paint	\$20	Pledge Donations	Original receipt
Painter's Tape	(1) roll of Blue Tape; Amazon.com	\$5	Wingstop Fundraiser	Email Copy Receipt
TOTAL:		\$55		

For more information and/or assistance with writing your project proposal, contact the Pledge Educator