

Information for Applicants

The Lambda State Foundation for Educational Studies, Inc.

The Lambda State Foundation for Educational Studies, Inc. exists to provide financial assistance to those Delta Kappa Gamma Illinois State Organization (DKG-ILSO) members, chapters, or coordinating councils that are working on an educational project or a special innovative project which will improve and enhance the education of students in Illinois.

In order for applicants to receive any consideration and to assist the selection committee with its task, please do the following:

Read the following documents: *Guidelines for Stipends* and *Rubric for Foundation Applications*. Both are available on the state Website under the **Foundation Tab**.

Download the Application Form from the State Website (deltakappagamma.org/IL), complete the form, and save on your computer as a Word document.

Request the letters of reference in electronic form or scan into a file; save as a Word document.

In **one email**, send your application along with your reference letters electronically to Karen Parks, Foundation Secretary at twhit13@comcast.net. Please use **Foundation Application/Chapter Name** or **Individual name** as the subject of your email. E.g. Foundation Application/Alpha Nu or Foundation Application/Jane Doe.

Plan ahead as all documents must be received no later than **May 1** for spring consideration and **November 1** for fall consideration.

All applicants will be notified of the receipt of their submissions. If you do not receive a receipt of your application within 48 hours, please check the email address and resend or contact the Foundation Board Secretary asking if the submission was received.

The Foundation Board will review all Foundation Applications. The members will consider whether the research/project, as described in the proposal, meets the following criteria:

- Involves fiscal and participatory support by members and/or community resources;
- Benefits students educationally;
- Demonstrates creative and new ideas;
- Indicates clear goals and expectations;
- Identifies the project director and other members of the project team;
- Delineates the group impacted by the project;
- Proposes evaluation tools;
- Establishes a realistic and detailed budget that adds up correctly;
- Develops a realistic time line including preparation, implementation, and evaluation
- Describes procedures, resources and facilities;
- Explains itself carefully, concisely and completely.

The *Rubric for Foundation Applications* should be construed as an attempt to quantify the degree to which an application addresses EACH criteria listed. It does not imply that a project impacting 100 students is better than one impacting 10, nor that new ideas are inherently better than ongoing proposals.