

## **Guidelines for Stipends**

### **The Lambda State Foundation for Educational Studies, Inc.**

1. The Foundation shall provide funds for members of Lambda State to assist educational research, to develop special projects related to the improvement of education in Illinois and to aid in the publication of the results of such research and special projects. Research projects and innovative special projects may be given priority by the Foundation Board when deciding on the stipends to be awarded.
2. Delta Kappa Gamma members, either as individuals, chapters or coordinating councils, may apply for a stipend from the Foundation. One of these three categories **MUST** be checked on the application.
3. The application and letters of recommendation must be submitted electronically to the Foundation Board secretary by May 1 or November 1 to be accepted.
4. The amount of the stipend award shall be determined by the Foundation Board upon reviewing the nature and scope of the research or project as presented in the application.
5. Stipends will be based on the amounts available in the Lambda State Foundation for Educational Studies, Inc. funds.
6. The application for a stipend consists of the application form available on the Lambda State website, [www.deltakappagamma.org/IL/](http://www.deltakappagamma.org/IL/), and three (3) letters of reference. One letter **MUST** be from the president of the member's chapter. If the applicant is the chapter president, the reference letter shall be from the immediate past president. One reference letter must be from someone outside the DKG community. The third letter of reference must be from someone of the applicant's choosing who is familiar with the research/project.
7. The Foundation Board is interested in the goals, the group impacted, the involvement of others (either DKG or community), and the means of evaluation (e.g., newspaper clippings, photos, applicant-made surveys and/or questionnaires, etc.) that will supplement the **required** *Project -Evaluation Form*.
8. The application and letters of reference must reach the Foundation Board secretary electronically no later than May 1 or November 1 in order to be eligible for consideration in the spring or the fall, respectively.
9. After receiving an award and completing the project, each applicant **MUST** send the Foundation Board chair the *Foundation for Educational Studies, Inc. –Project Evaluation Form* (available on the website ) as well as any other pertinent evaluation documents.
10. The applicant must be willing, if requested, to share the results of the research or special project with Lambda State members via a convention workshop, a written report, or a program presentation.
11. Credit shall be given to the *Lambda State Foundation for Educational Studies, Inc.* when projects are published, printed, or otherwise prepared for distribution.
12. A relative of any current member of the Foundation Board is ineligible to receive a stipend from the Foundation Board.
13. If the terms of the stipend are not fulfilled within the time limit set by the stipend application, the recipient will be required, upon notification from the Foundation, either to fulfill the requirements as stated or to make full restitution by returning to the Foundation the amount of the stipend granted.
14. If the full amount of the stipend is not consumed at the completion of the project and the same project will be presented to the Foundation for consideration at the next deadline, the applicant should include the money as a revenue source in the new budget. However, if there is no planned continuation of the project, funds not used must be returned to the Chair of the Lambda State Foundation for Educational Studies with the evaluation.