

Guidelines for Stipends
The Lambda State Foundation for Educational Studies, Inc.

1. The Foundation shall provide funds for members of Delta Kappa Gamma Illinois State Organization (DKG-ILSO) to aid in the development of special innovative projects related to the improvement of education in Illinois, to assist with on-going educational projects and to aid in the publication of the results of such special projects. Innovative special projects may be given priority by the Foundation Board when deciding on the stipends to be awarded.
2. DKG- ILSO 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* that can be found on the state website.
3. The *Application* and letters of reference must be submitted to the Foundation Board secretary, Karen Parks, electronically (twhit13@comcast.net) no later than **May 1** or **November 1** in order to be eligible for consideration in the spring or the fall, respectively.
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. Each stipend award will be based on the amounts available in the Lambda State Foundation for Educational Studies, Inc. funds.
5. The *Application* for a stipend consists of the application form available on the State website, 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 or another chapter officer. 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.
6. The Foundation Board is interested in the goals, the group impacted, the involvement of others (either DKG-ILSO members or community members) and a **detailed** budget with **specific** items listed and with each cost **accurately** recorded.
7. If it is necessary to make changes in the submitted budget, i.e. exchange of item(s) that result in more than a 20 % alteration of the initial budget, the recipient must contact the Foundation Chair to inform the board of this change.
8. 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, Inc. with the evaluation.
9. 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.
10. 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 <http://www.deltakappagamma.org/IL/>) as well as any other pertinent evaluation documents (e.g., newspaper clippings, photos, applicant-made surveys and/or questionnaires, etc.). The required *Project Evaluation Form* should be submitted to the Foundation Board Chair within **30 days** of the completion of the project. **Please note, no new**

application will be considered by the board if a past evaluation is outstanding, for example: 1) beyond the due date of one month after completion of the project; 2) an incomplete evaluation which does not include the originally stated evaluation tools. If you have questions about or a problem with your evaluation, please contact the board. Once the outstanding evaluation has been received, new applications can once again be considered.

11. The Applicants are encouraged to share the results of the project with Illinois State members via a convention workshop, a written report, or a program presentation.
12. Credit shall be given to the *Lambda State Foundation for Educational Studies, Inc.* when projects are published, printed, or otherwise prepared for distribution.
13. A relative of any current member of the Foundation Board is ineligible to receive a stipend from the Foundation Board.

03/30/22 cm