

**DELTA KAPPA GAMMA INTERNATIONAL**  
**SIGMA STATE**  
**ADVISORY COUNCIL FOR ACTION IMPLEMENTATION**  
**2016 ACTION GRANT APPLICATION PROCEDURES FOR PROJECTS IN 2017-2018**  
**MISSION STATEMENT:**

*THE SIGMA STATE ADVISORY COUNCIL FOR ACTION IMPLEMENTATION WILL GUIDE THE MEMBERSHIP TOWARDS ACTION PROJECTS THAT STRIVE TO HAVE A POSITIVE IMPACT ON SOCIETY IN PROMOTING THE PURPOSES OF DELTA KAPPA GAMMA.*

Sigma State chapters are encouraged to apply for Sigma State Action Grant monies that will allow chapters to implement an action program. *Action Grants must incorporate a literacy element.* (Sigma State Bylaws, Article IX, Section 3C8b: "The Council (for Action Implementation) shall design the applications for Action Grants to Chapters for Literacy Projects.") Project focus should relate to the Strategic Action Plan of Sigma State and/or the general purposes of Delta Kappa Gamma. (See "Criteria for Evaluating Action Grant Applications" on page 4.)

No chapter should submit more than ONE application in any one year. Grants will be available for new or ongoing projects. Please **TYPE/WORD-PROCESS** all applications. Please use the current application form provided. You may make additional copies as necessary.

**DO NOT USE YOUR CHAPTER NAME IN THE APPLICATION.** Be sure, however, to **identify your chapter on this cover page and include this page** in your mailing. It will be expected that each Action Grant recipient will:

1. Present the project at the 2017 Fall Workshop.
2. Send a **voucher** with receipts and a **written statement** of progress and evaluation of your project to this point, to the Advisory Council Chair, between July 1, 2017 and May 1, 2018

CHAPTER \_\_\_\_\_

CHAPTER PRESIDENT \_\_\_\_\_

CHAPTER ACTION COMMITTEE CHAIR \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**DEADLINE** for all grant applications is a POSTMARK DATE of December 1, 2016 for applications sent via the postal service and a DATE SENT of December 1, 2016 for those submitted via the internet. The Sigma State President will acknowledge receipt of your application.

Mail/send completed form to: Marilyn Lambert  
4865 Gravel Pit Road  
New Franken, WI 54229

CHAPTER PRESIDENTS: Provide copies of this grant application for your chapter membership chair, program chair, scholarship chair, and/or chapter members. The application is available online at [www.deltakappagamma.org/WI](http://www.deltakappagamma.org/WI). Scroll down and click *Sigma State Action Grant Application*.

FOR OFFICE USE ONLY

POSTMARK DATE/DATE SENT: \_\_\_\_\_

APPLICATION # 2017: \_\_\_\_\_



2016 ACTION GRANT APPLICATION FOR PROJECTS IN 2017-2018

4. What will be the local, state, and or global impact of this project? Be realistic and specifically state the impact. Example: When other SIGMA State members learn about this project at the Fall Workshop similar projects could be created in other chapters. This would impact other communities.
  
5. How will the members of your chapter be involved? Be specific; indicate the percentage of chapter members who will be involved. Emphasis on actual “physical, hands-on” membership participation is encouraged.
  
6. Cite the SPECIFIC PORTION/S of the purposes or *programs of Delta Kappa Gamma International and /or Sigma State SAP (strategic action plan) that speaks to your project.* For programs or purposes of Delta Kappa Gamma, go to [www.dkg.org](http://www.dkg.org) and click on Projects and Programs, as well as About Us. For SAP go to [www.dkg.org/WI](http://www.dkg.org/WI) . Literally use the vision/mission statements and link those to your project.

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7. Resources

A. BUDGET:

Estimate the anticipated expenditures for your intended project. What is the TOTAL AMOUNT needed for the project? Itemize all anticipated expenditure categories, e.g., supplies, materials, printing, postage, etc. Be specific. Attach additional page if needed

Supplies \_\_\_\_\_ \$ \_\_\_\_\_  
Services \_\_\_\_\_ \$ \_\_\_\_\_  
  
Literacy Component Materials \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_  
  
TOTAL NEEDED FOR PROJECT \$ \_\_\_\_\_

B. SOURCES OF CHAPTER FUNDING:

Note any FINANCIAL contributions (chapter/other sources) toward this project. Do not include amount being requested through the Action Grant nor translate personal time contributions into a dollar amount.

Contributions from the Chapter \$ \_\_\_\_\_

Contributions from outside the Chapter

Identify the sources  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL AMOUNT OF FUNDING LISTED IN SECTION B \$ \_\_\_\_\_

C. TOTAL REQUESTED FROM SIGMA STATE:

Subtract total of Section B from total of Section A \$ \_\_\_\_\_

Review your application before submitting it, using the following criteria by which your application will be judged. Delta Kappa Gamma members are “master teachers.” Your application for a grant is expected to reflect this level of accuracy and professionalism.

### **CRITERIA FOR A QUALITY GRANT**

- A. The proposal speaks to the promotion of literacy in clearly defined activities.**
- B. The proposal is clearly defined and has specific goals that can be measured.**
- C. The proposal clearly presents an action plan that will be used to reach the stated goals.**
- D. The timeline for achieving the goals is clearly stated.**
- E. A well-designed evaluation method will be used to determine whether stated goals have been met.**
- F. The proposal identifies the local, state, and or global impact.**
- G. The proposal demonstrates the involvement of many chapter members.**
- H. The proposal cites specific portions of the purposes or programs of Delta Kappa Gamma International.**
- I. The budget is completed accurately and clearly shows chapter contributions and/or other funding sources.**

### **GRANT WRITING SUPPORT INFORMATION**

**Please go to the Sigma State website and find more information about SMART Goals under Action Grants/SMART Goals.**

**Please go to the Sigma State website to find more information about Grant Writing under Action Grants/Grant Writing. This is a Power Point presentation from our speaker Michelle Goetsch from UW-Stevens Point.**