**Guidelines for Lambda Delta Member Grant Application**

**Funding Period: June 2023 – May, 2024 Total Funds Available: $ 500**

**Submit Application to:** **lambda.delta.dkg@gmail.com** **Deadline to Apply: May 1, 2023**

1. **PURPOSE AND ELIGIBILITY**
2. Member grant funds under this program are intended for Higher Education, Professional

Development, or Certification expense that is not supported by other funds.

1. Application is open to any active member of Lambda Delta who has been a chapter member for at least 12 (twelve) months and is current on their dues.
2. Applicant may be actively teaching or currently employed in an education position and seeking to improve her professional skills. Applicant may also be retired and have a desire to improve her skills as a consultant, serving in an organized volunteer capacity, or similar purpose where the acquired skills and expertise would be of benefit.
3. Applicant should document active participation in the Lambda Delta Chapterthrough such things as attendance at chapter meetings, service committees, elected offices, and/or chapter projects and activities. Scholarship recipients are expected to remain active contributing members of the Lambda Delta Chapter.
4. **HOW TO APPLY**
5. Chapter members may apply by submitting a chapter member grant application form and describe how the funds will be spent and the activities that will be completed.
6. The application form must be completed and signed by the applicant. The application should be typed. If handwritten, all information must be legible.
7. **DISTRIBUTION**
8. The number of recipients and the amounts of the awards will be at the discretion of the Scholarship Committee, based on the number of applicants for the funding period and the funds available. The entire amount may be granted to one member or may be divided among more than one deserving applicant.
9. The Scholarship Committee will consider applications based on completion of the application, the description of the proposed higher learning, professional development or certification, the clarity of explanation, amount of funds requested, and the applicant’s level of commitment to chapter activities.
10. **DOCUMENTATION AND PAYMENT**
11. If an application is approved the member will be issued a short form to summarize how the funds were spent and a description of activities completed.
12. Chapter member grant funds will be paid after the treasurer receives the required summary report along with proof of funds spent, such as an attendance certificate and/or receipts showing expenses incurred.

**Lambda Delta Chapter Member Grant Application**

**Please review and follow Chapter Member Grant Guidelines. Applications that are incomplete, unsigned, or are not submitted by the appropriate deadline cannot be considered. Please proof-read for accuracy before submission.**

**Scholarship Term** *(June, 2023 – May, 2024)*

**Description of the Professional Development Activity:**

*(What do you plan to do? Name of activity, date, time span, and location, etc):*

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| --- |
| **Personal Data:**Name: Email: Mailing Address:Phone Home: Work: Cell:Membership in DKG (# Years or Initiation Date):Current or Former Assignment: |

**Goals/Justification for the Professional Development Activity:**

*(Describe the skills, certification, or training that will make you a better professional for your employment or a better chapter member at a personal level?)*

**Budget:** (List all expenditures and total amount. Be as specific as possible.)

**Lambda Delta Chapter Involvement:** *(Describe your past and current contributions or involvement with our Chapter and/or goals for future involvement.)*

***Electronic signature verifies that you have read the Chapter Member Grant Guidelines and the information you have provided is true and complete. Save your document with a new file name and return attachment via email as directed in the Chapter Member Grant Guidelines.***

*X*

 **Signature** *(Insert an image of your signature or just type your name)*