

GUIDELINES FOR REGIONAL PROJECT FUNDS AS ESTABLISHED BY THE PHI DELTA KAPPA INTERNATIONAL BOARD

Phi Delta Kappa International provides funds within its budget for the support of projects conducted within each region. The International Board has established minimum guidelines for the program. Regional representatives are responsible for approval of project proposals within their regions. The regional representatives will establish regional criteria and procedures for submitting and reviewing project proposals. Staff at the Phi Delta Kappa International Office are responsible for the administration of the program and the disbursement of project funds.

The Board-approved criteria and procedures are found below. Additional information can be obtained by contacting the appropriate regional representative, chapter/member liaison, or the international office.

1. Project funds support activities conceived and carried out by members or chapters in the region.
2. One or more individual members or chapters may submit a project proposal. Each proposal is to identify a project director, co-director(s), and financial agent.
3. The project director has primary responsibility for completion of the proposed activity and reporting procedures.
4. One or more co-directors are to be named as follows. For chapter projects, a co-director is to be a current officer in good standing of a chapter conducting the project. For member projects, a co-director is to be a chapter/member liaison in the region of residence. The co-director(s) is to serve as the liaison between the project director and the regional representative.
5. The financial agent is responsible for receiving funds from all supporting agents, including Phi Delta Kappa International, and for expending funds according to the approved budget proposal. For chapter projects, the financial agent is to be a treasurer in good standing of a chapter conducting the project. For member projects, the financial agent is to be an approved individual or agency named in the project proposal.
6. Project proposals are to be submitted to the regional representative or his/her designee.
7. Proposals are to be reviewed by a committee named by the regional representative. The review committee is to provide the regional representative with a recommendation regarding approval, rejection, or revision within thirty days of receipt of the proposal. The final decision regarding approval of a project rests with the regional representative.
8. The regional representative is responsible for written notification to the member or chapter(s) submitting a proposal of the decision to approve, reject, or revise the project proposal. Notification is to occur within ten days of receiving the committee's recommendation.
9. When a project proposal is not approved or requires revision, the regional representative is to provide written notification to the project director, co-director(s), and financial agent regarding lack of approval or revision necessary for resubmission. Notification is to include a statement of the reasons for rejection and/or details about the revisions to be made for resubmission.
10. When a project proposal is approved, the regional representative is to provide written notification to the project director, co-director(s), financial agent, and program administrator at Phi Delta Kappa International. Notification is to include project approval, level of funding, and the procedures to be followed in proceeding with the project. Notification to the program administrator at Phi Delta Kappa International is to include a copy of the complete program proposal as approved.

11. Approval for a second project proposal shall not occur until the reporting requirements for any previous project by the same member or chapter(s) have been met.
12. Upon receipt of an approved project proposal at the international office, the program administrator is to set up the project file, arrange for the payment of initial funding, and provide project personnel and the regional representative with written instructions regarding the disbursement of funds and reporting procedures.
13. The initial payment to the financial agent of the project is to be a partial payment of 75% of the total amount of regional support.
14. Final payment of project funds is to be remitted to the financial agent following completion of the project and acceptance of the final report. The final report is to detail all financial transactions, including those of other supporting agencies, and indicate the balance of project funds due to the financial agent or the amount of unexpended project funds to be returned to Phi Delta Kappa International.
15. The final report on a project is to be submitted to the program administrator at Phi Delta Kappa International. In addition to the complete report of all financial transactions, the final report is to include a narrative summary of the project and a sample of any products resulting from the project.
16. The program administrator at Phi Delta Kappa International is to monitor each approved project to see that the timelines and procedures are followed. When a project is not progressing satisfactorily, the program administrator will contact project personnel and may consult with the regional representative to determine appropriate action.
17. Projects that are not completed on the date specified will be considered overdue. The project director may request an extension of the completion deadline by contacting the program administrator at the international office. The request for an extension is to indicate the status of the project, reasons for the extension, and the anticipated completion date.
18. Projects that are not completed within six months of the date specified in the original proposal or an extended date approved by the program administrator will be terminated and the initial payment returned.