

Phi Delta Kappa International Regional Project Application

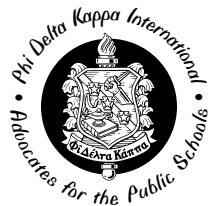
NAME _____ DATE _____

PROJECT TITLE _____

CHAPTER NAME _____ or MEMBER NAME _____

CHAPTER NUMBER _____ MEMBER ID NUMBER _____

REGION _____ REPRESENTATIVE _____



Leadership / Research / Service

PHI DELTA KAPPA INTERNATIONAL
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REGIONAL PROJECT SUBMISSION PROCEDURES

The Phi Delta Kappa International Board allocates funds to each region at the beginning of the fiscal year for the purpose of supporting projects conceived and carried out by chapters and members. The procedures for submitting a regional project application are provided below. Additional information about the project program and a copy of the application form are available on the PDK Website at www.pdkintl.org/chapters/rproject.htm.

What you should do:

- Read the application carefully to understand the proposal format, evaluation criteria, funding and reporting processes, and the final report.
- Discuss the proposal with your Chapter/Member Liaison and/or chapter governing board.
- Complete all parts of the proposal application and secure the appropriate signatures.
- Send your completed application to your regional representative for review by the region's project selection committee.

What you can expect:

- Acknowledgement from your regional representative that the proposal was received and what action was taken by the selection committee – approval as submitted, conditional approval with revision, or not approved.
- Approval – funds will be sent to the financial agent as described in the application guidelines.
- Conditional approval with revision – explanation of the modifications needed and the timelines for resubmission.
- Not approved – reasons for not approving the project proposal.

Timelines:

- Applications may be submitted at any time.
- Proposals will be evaluated as received.
- The regional representative will notify applicant of the status of the proposal within 30 days of receiving the application.
- The PDK International Office will send initial funding to the financial agent within 14 days of receiving the approved application from the regional representative.
- The PDK International Office will send the Project Director and Financial Agent a reminder letter during the month of project completion.
- The PDK International Office will send appropriate final payment after the final report has been received and approved.

Contacts:

- Region A: Kathy Andreson, 505-266-3104, Andreson@synergyltd.com
- Region B: Robert Meyers, 402-592-8991, rlmeyers@hotmail.com
- Region C: Sandee Crowther, 785-832-5000, scrowthe@usd497.org
- Region D: Ron Strahanoski, 815-838-7327, rstrahanoski@comcast.net
- Region E: Gerry Lonsway, 419-691-0929, GLONS0929@aol.com
- Region F: Otelia Frazier, 703-754-2501, OTFrazier@aol.com
- Region G: Christian Cherau, 912-786-5235, Fax: 912-786-9940
- Region H: Frank Nappi, Jr., 515-984-8830, happynappi@aol.com
- Region I: Bernadine Moldoch, 716-874-8418, Bernadine_Moldoch@kenton.k12.ny.us
- PDK International Office: Sandy Weith, 800-766-1156, ext.2222, sweith@pdkintl.org

Regional Project Application

REGIONAL PROJECT PROPOSAL PHI DELTA KAPPA INTERNATIONAL

- A. Project Title _____
- B. Sponsoring Chapter _____ Chapter No. _____
 or Sponsoring Member _____ Member ID _____
- C. Statement of Project Objective (supported by attached narrative)

D. Project Personnel

Director _____	Title _____
Address _____	E-mail _____
_____	Business Phone () _____
_____	Home Phone () _____

Co-Director* _____	Title _____
Address _____	E-mail _____
_____	Business Phone () _____
_____	Home Phone () _____

Chapter Treasurer or Financial Agent** _____

Title _____	E-mail _____
Address _____	Business Phone () _____
_____	Home Phone () _____

*For chapter-sponsored projects, a chapter officer must be identified as director or co-director. For member-sponsored projects, a regional chapter/member liaison must be identified as co-director.

**For chapter-sponsored projects, the chapter treasurer must be identified as the financial agent. For member-sponsored projects, an approved agency named in the project proposal must be identified.

E. Beginning Date _____ Ending Date _____

F. Amount of Regional Project Funds Requested (supported by attached budget) _____

G. Signatures

Project Director

Co-Director

Treasurer or Financial Agent

Chapter/Member Liaison

Chapter President (chapter-sponsored only)

Project Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional (explanation below)
Regional Representative _____ Date _____

PROPOSAL NARRATIVE FORMAT

Please answer the following questions about your project and attach to the application.

What do you expect to happen? Outcomes sought? Project goal(s)?

What are your objective(s)? How will you accomplish your goals?

How will the success of the project be evaluated?

For additional guidelines and assistance, visit the PDK website at www.pdkintl.org or contact your Chapter/Member Liaison, Region Representative, or PDK International.

Regional Project Application

REGION PROJECT PROPOSAL BUDGET

Project Title: _____

Sponsoring Chapter or Member: _____

BUDGET ITEM	Phi Delta Kappa Regional Support	Chapter Support		Other Support		Total
		In-Kind	Real Money	In-Kind	Real Money	
1. Speakers, Other Personnel						
2. Miscellaneous Supplies						
3. Support Services						
a. Office Supplies						
b. Clerical Services						
c. Phone						
d. Postage						
e. Printing						
f. Other						
4. Equipment Rental (Include Computer Services)						
5. Travel						
6. Other (Please see "Budget Explanation" statement below.)						
a.						
b.						
c.						
TOTAL						

Current Balance in Chapter Treasury _____
(for chapter projects only)

BUDGET EXPLANATION

Provide at least one sentence of specific information for each budget item. Please use a separate sheet. Also identify sources of "other support."

Regional Project Application

EVALUATION CRITERIA REGIONAL PROJECT APPLICATION

Name of Applicant _____

Chapter Number _____ OR Member ID Number _____

Title of Project _____

Date Submitted for Review _____ Date of Project Implementation _____

The following are criteria used in evaluating Regional Project applications. These criteria collectively will be used in making a final decision about funding your project submission.

The scale ranges from 1 (lowest) to 5 (highest).

1. Significance of activity to PDK	1	2	3	4	5
2. Clarity of project description	1	2	3	4	5
3. Soundness of procedure/methodology	1	2	3	4	5
4. Ratio - "in-kind" to direct dollar support	1	2	3	4	5
5. Cost Effectiveness	1	2	3	4	5
6. Evidence of funding support	1	2	3	4	5
7. Evidence of member involvement	1	2	3	4	5
8. Project impact on recipients	1	2	3	4	5
9. Quality of project - genuine benefit	1	2	3	4	5
10. Application complete and thorough	1	2	3	4	5

Total Points (50 potential) _____

Other considerations:

Is the application the first one from the chapter or member? Yes / No

Is the application a repeat of a previously funded project? Yes / No

Has the chapter or member ever been funded? Yes / No

Is the chapter or member eligible for regional support?
(e.g. good-standing, reports filed, etc.) Yes / No

Evaluator's Name: _____ Date Reviewed: _____

Regional Project Application