

2024-2025
ALPHA KAPPA DELTA CHAPTER ACTIVITY GRANT APPLICATION
PROPOSAL GUIDELINES

PURPOSE

The mission of Alpha Kappa Delta is to acknowledge and promote excellence in scholarship in the study of sociology, the research of social problems, and such other social and intellectual activities as will lead to improvement in the human condition. In support of this mission, Alpha Kappa Delta chapters are invited to submit proposals for a supplemental grant to fund a chapter activity to facilitate scholarly pursuits, member development, and chapter experiences. Alternately, two or more chapters may work cooperatively to submit one proposal.

AMOUNT AVAILABLE FOR FUNDING

AKD will provide **up to \$750.00** per chapter for the Chapter Activity Grant.

Early submission is encouraged as funds are limited. Proposals will be reviewed for acceptance on a first-come, first-served basis if applications exceed the budget. One application per chapter per academic year.

ELIGIBILITY FOR GRANT PROPOSAL CONSIDERATION

For a proposal to be considered, the following basic eligibility requirements must be met:

- Chapters must be active and in good standing with the Executive Office in order to receive funding;
- Only Chapter Representatives who are Voting members of AKD are eligible to submit a proposal for a Chapter Activity Grant;
 - Voting members are those who pay annual dues. Voting membership runs on calendar year (January through December). Only sociology faculty members may serve as Chapter Representatives;
- Funding amounts will depend on the number of quality proposals received per granting period, completeness of individual proposals, and the detail of the budget proposed. The review committee will determine approval and amounts of each award.

CRITERIA

Chapter Activities must:

- Involve and benefit at least three or more members of the chapter;
- be organized and conducted by student members as best as possible;
- take place during the current academic year.

ELIGIBLE activities should be academic or service centered. Examples of eligible activities include, but are not limited to:

- special speakers*;
- a chapter-hosted, student-centered research conference;
- fundraiser start-up costs;
- service projects;
- career exploration or conference etiquette workshops;
- chapter field trip that is sociological in nature (museum, prison, etc.);
- community engagement
- registration costs for non-presenting AKD members to attend a sociology-related conference

*Note: Speakers cannot be for an induction ceremony (must be separate event; see Initiation Speaker Grant). The chapter must collect the speaker's W9 form and show proof of payment by your institution for reimbursement.

Activities and costs **ineligible** for funding include, but are not limited to:

- standard chapter business (e.g., member induction ceremonies or induction ceremony speakers, chapter or officer meetings, graduation-related events)
- recognition breakfasts, luncheons, and dinners
- honoraria for faculty or other persons affiliated with the chapter's institution
- activities without an academic or service component
- awards, grants, or scholarships
- any AKD merchandise
- AKD memberships
- chapter travel costs to a sociology-related conference

*Note: For travel to a sociology-related conference, AKD will reimburse registration costs for non-presenting AKD members. For AKD members presenting at a sociology-related conference, please see our Student Member Research Travel Grant.

Chapters are encouraged to invite nearby AKD chapters to participate.

PROPOSAL SUBMISSION DEADLINES

Fall: September 25, 2024

Winter/Spring: January 31, 2025

PROPOSAL REQUIREMENTS

An eligible Chapter Representative (i.e., a faculty member who is a Voting member of AKD) must complete and send the proposal (PDF format).

- The completed grant proposal must be received in the AKD Office by the listed submission deadline.
- Funded events must be completed before May 1st of each academic year.
- All eligible proposals must include:
 - **Contact Information:** Main chapter representative's contact;
 - **A detailed description of the activity and students' involvement in the activity's organization**
 - Abstract of the proposed chapter activity;
 - Brief explanation of why your chapter would like to sponsor the proposed chapter activity;
 - Brief explanation of why the chapter activity will be beneficial to Alpha Kappa Delta and how it relates to Alpha Kappa Delta's mission;
 - Chapter Activity Plan (including a description of the activity, objectives, specific program, format, length, tentative date, location, any other sources of funding pursued, and other relevant logistical arrangements for the event);
 - How many members/people are expected to attend, participate, volunteer, etc.
 - Description of student (undergraduate/graduate) involvement and proposed student learning outcomes and its impact on members, the chapter, and/or community and how the activity's impact will be measured.
 - Proposed method of publicizing the chapter activity;
 - **Budget:** an itemized, comprehensive, and detailed list of activity costs including the amounts of each listed item. Each chapter may request up to a maximum of \$750 from Alpha Kappa Delta for a single activity; the cost of most activities will be below this threshold. Budgets should be created with the following in mind:
 - Include the full budget of the activity, including the total amount of funds the chapter is requesting from AKD.
 - Include any other sources of funding.
 - Be sure that budget items designated to receive any awarded AKD funding adhere to the activity criteria presented above

- Care should be given to keep costs low
- Costs not integral to the academic, service, or logistical aspects of an activity should not compose a significant part of an activity's budget.
- Partial grants may be awarded.

SUBMISSION

Send one electronic copy of a proposal to AKD@alphakappadelta.org

ACKNOWLEDGMENT

The Executive Office will acknowledge the proposal in two ways:

1. The office staff will reply to the emailed proposal indicating its receipt.
2. The Executive Director will send an email to the Chapter Representative approving or denying an award of support no later than two weeks after the submission deadline.

If the request is approved, an AKD Chapter Activity Grant Payment Request form will be attached.

A NOTE ABOUT CHAPTER ACTIVITY GRANT AWARDS

As a part of the Terms and Conditions of a Chapter Activity Grant, awardees should ensure that all materials (promotional materials, agenda, publications on internet sites) includes an acknowledgement of AKD grant support. A disclaimer stating the following should also be included where appropriate:

“Funding for this [event] was made possible [in part] by a Chapter Activity Grant from Alpha Kappa Delta International Sociology Honor Society. The views expressed in written materials and by speakers and presenters do not necessarily reflect the official opinions of Alpha Kappa Delta; nor does mention of trade names, commercial practices, or organizations imply endorsement by Alpha Kappa Delta.”

FINAL SUBMISSION

After the event is completed, the Chapter Representative must submit (via email to AKD@alphakappadelta.org):

- a **completed payment request form** (sent by the Executive Office with approval letter);
- any **printed materials from the event**;
- **receipts from the event to justify the amount requested**;
- a **statement of learning outcomes and/or evaluation results**

Pictures of the event are not required, but would be appreciated by the Executive Office to use for AKD materials and to put on the website.

When documentation of the event is received in the AKD Office, a check will be cut. Please allow up to 4 weeks for the check to be cut and arrive. No funds will be paid without complete documentation. **Completed vouchers must be received in the AKD Office no more than 15 days after the event. No funds will be paid out after May 31, 2025.**