



Theta Delta Chi International Fraternity

Grant Application Instructions

The Foundation considers direct grant application for educational purposes. Most grants are made to the Grand Lodge to support its educational programs, including MINERVA session at Convention and the Preamble Institute (Pi) each January.

Grants may also be made directly to Charges for such educational purposes as libraries (or dedicated study areas) and internet wiring. These grants have ranged from \$100-\$2500.

The Foundation will consider Grants for programs that align with the mission of the organization that promote the improvement of membership in the areas of scholarship, leadership and a responsible social life and fall within their 501c3 tax status.

Sample grant ideas:

- Specific leadership training through the NIC (North American Interfraternity Conference) or FEA (Fraternity Executives Association)
- CPR and First Aid certification
- TIPS and other drug and alcohol programs
- Support for Bros UnitedD programs
- Bystander Intervention training
- Support for sponsoring programming on the host campus aligned with the programming standards of the Grand Lodge
- Mentorship activities in the local community
- Any ideas that fall within the promotion and improvement of the Brotherhood in the areas of scholarship, leadership and a responsible social life.

Grant Application Checklist

Cover Letter

The cover letter needs to present a context for the project and describe the benefits of the project to the Charge, the community and/or the host institution. This letter also needs to explain the reason for this project and discuss how the project aligns with the mission of the improvement of scholarship, leadership or a responsible social life.

Completed application form

The application form is attached to these directions

Detailed budget (see sample)

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- Include **all** sources of income, including the amount requested in this grant application along with funding from alumni, University or possible other sources.
- Include all expenses, in detail
- In the report of this project, the applicant is to include all actual expenses for the project

- **Calendar of project, if applicable (see sample)**
 - Include all major steps in the project
 - Include the process for reporting on the project and the date the final report will be submitted

- **Supporting documents**
 - Construction estimates (3) if necessary
 - Samples of materials to be purchased for project (ie: T-Shirt Designs, materials list and vendors, etc)
 - Letters of support if applicable
 - Contact information of supporting agencies if applicable
 - Information about speaker or presented if appropriate
 - Information about purchased program and such as ASTP or NIC/FEA programs

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Sample Grant Cover Letter

1/23/2019

Theta Delta Chi Educational Foundation
214 Lewis Wharf
Boston, MA 02110

Dear Brother Nuveau,

The XXXXX Charge of Theta Delta Chi has made the “improvement of our academic being” a priority over the past year. Our Academic Chair has worked with brother who have not met the minimum standard for active participation in the brotherhood, we have instituted minimum study hours for all brothers and the entire Charge has participated in programming through our campus academic center to improve our academic progress. We have seen a substantial growth in our grades and we have moved from 12th place out of 15 fraternities to 7th place in our academic standing.

To help us continue this positive growth, we realize we need to have a common, high capacity printer in the Charge house. None of the brothers currently have access to free and timely printing, and thus resort to paying for printing services at our libraries, which is not only costly but these services are often out of the way of where we have class.

We have found an affordable, durable, and practical printer on HP’s website that we believe would meet our need. The HP LaserJet Pro MFP M227fdw, with toner included, costs \$326.53 with tax. This investment would allow our brothers to continue the progress we are making in our academic goals.

I have included the documentation about the printer and the high yield toner we are looking to purchase. I am also including our budget for this purchase. On behalf of the entire XXXXX Charge, I would like to thank you for considering this grant request.

Sincerely,
XXXXXXXXXX
Charge President

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Sample Budget

Income

Charge	\$100.00
Alumni	\$150.00
EF Grant	\$120.98

Total Income \$370.98

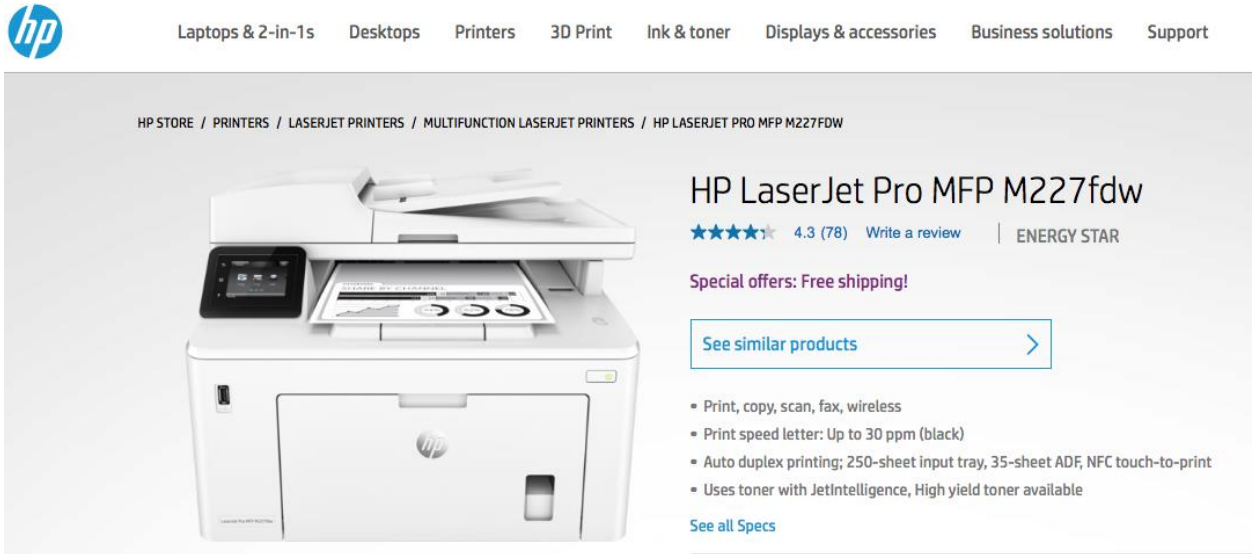
Expenses

Printer	\$269.99
Cartridge	\$100.99

Total Expenses \$370.98

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Supporting Documents



HP STORE / PRINTERS / LASERJET PRINTERS / MULTIFUNCTION LASERJET PRINTERS / HP LASERJET PRO MFP M227FDW

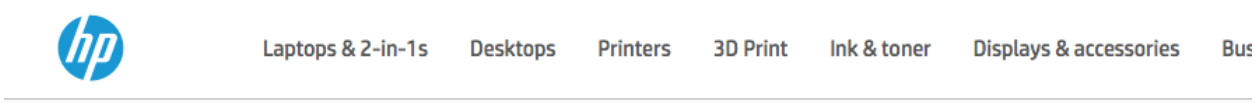
HP LaserJet Pro MFP M227fdw
★★★★☆ 4.3 (78) [Write a review](#) | ENERGY STAR

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- Print, copy, scan, fax, wireless
- Print speed letter: Up to 30 ppm (black)
- Auto duplex printing; 250-sheet input tray, 35-sheet ADF, NFC touch-to-print
- Uses toner with JetIntelligence, High yield toner available



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YOUR CART

	QTY	TOTAL
 <p>HP LaserJet Pro MFP M227fdw G3Q75A#BGJ Return policy Ship date: 05/11/20 Hurry, only 1 left!</p>	1	\$269.99
 <p>HP 30X High Yield Black Original LaserJet Toner Cartridge, CF230X CF230X Return policy Ship date: 05/11/20</p>	1	\$100.99
Sub-total		\$370.98