Alpha State Texas Educational Foundation (ASTEF)

2027-2028 Project Stipend Application Guidelines

Purpose of Project Stipends: The Alpha State Texas Educational Foundation (ASTEF) annually awards **project stipends** for **educational** projects that support the mission of ASTEF. Projects awarded must benefit the **education** community such as children, students, classrooms, schools, families of students, teachers and other educators, preservice teachers, etc. Because ASTEF is a public charity and serves members as well as non-members, **projects that serve teachers and other educators must include both men and women in the provision of all goods, services and activities. Men must not be excluded**.

Applicants are encouraged to consider projects related to the DKG *international* focus of *Supporting Early-Career Educators* and to incorporate some form of mentoring activities and encouragement for early-career teachers in addition to the more tangible forms of support, such as teacher and classroom supplies that are so desperately needed by new teachers. Projects that provide direct or indirect services and activities to children and students and their families and that promote educational excellence for students are also encouraged.

*****DKG member recruitment activities or expenses will not be funded by ASTEF.**

The mission of Alpha State Texas Educational Foundation is to provide funding for activities that support professional and personal growth of women educators in Texas, and to promote educational excellence for Texas students

Eligible Applicants: Eligible applicants for project stipends are individual members of *The Delta Kappa Gamma Society International* (DKG) in Texas and DKG chapters, areas, and coordinating councils in Texas. Eligible applicants may submit more than one application at a time. The ASTEF Programs Committee may choose to fund more than one application per applicant if sufficient funds are available and provided the application is for an entirely different project. All applicants must describe how they plan to financially support ASTEF in return for receiving a Project Stipend.

Project Period: Project funds are awarded for one year, July 1-June 30. Project stipends are intended to provide **"seed money"** to assist a recipient in implementing a new project or to assist in expanding or enhancing an existing project. Previous recipients may reapply for the same project; however, priority consideration may be given to projects that have not previously received funding. In addition, if applying for a second year or beyond for the same or similar project, the applicant must describe specifically how the project is different from the prior year. **Project funding will not exceed more than 3 years. If a project has received funds for three consecutive years, the application will only be considered if additional funds remain after awarding all other worthy applications.**

Selection for Funding: Projects are selected for funding by the ASTEF Programs Committee, and stipends are presented during the ASTEF Annual Meeting each year at the TSO Convention or the Regional Conference.

About ASTEF: ASTEF, a 501(c)(3) non-profit organization, is a partner and fundraiser for the Texas State Organization (TSO) of DKG, building and disbursing funds to enhance the work of DKG in Texas. To learn more about ASTEF and its purposes, visit the website at www.astef.org.

2027-2028 Project Stipend Application Guidelines and Instructions

Instructions for Completing the Application: Open the Google Forms file for the Project Stipend Application (https://www.astef.org/forms.html). Complete it and submit it when you are finished.

Selection Criteria (The following criteria will be used to determine selection of projects for funding):

- Does the application provide a clear, concise explanation of project goals and activities, including the rationale and a timeline? If the application is for a returning project, does the application provide a clear explanation of specifically how the project is different?
  - Does the application provide a clear connection to the mission of ASTEF and description of project beneficiaries?
  - Does the application provide a specific description of how members will be actively involved in this project and how many will be involved? (applicable if **chapter, coordinating council, or area** project). • If the applicant is an **individual**, does the application describe the degree to which the applicant will be directly involved in implementing the project activities? Does the applicant describe how ASTEF will be supported in return for receiving a Project Stipend?
  - Does the application clearly describe the anticipated impact, including the target population; number to be served; data to be collected; and how project success will be determined/measured?
  - Did the applicant follow instructions, write clearly and concisely, and provide the required information under headings in the order requested?

By submitting an application, the applicant agrees to complete and submit a Mid-Year Report, End-of-Year Report, and Project Scrapbook on the dates specified below. A project will not receive funding for another year if the reports are not submitted on time or if the Project Scrapbook is not present at the TSO Convention or Regional Conference.

Please read the information below and be aware of all electronic submission deadline dates.

Application forms available at www.astef.org/forms	
Deadline for submitting completed application electronically via Google Forms	April 1, 2027

Upon receipt of the application, an acknowledgement will be sent as confirmation. Keep the confirmation as proof of receipt and for future reference. Applications electronically dated after April 1, incomplete applications, and those lacking a detailed budget will not be considered.

Funds to be received by recipient	By July 1, 2027
Project Period	July 1, 2027 – June 30, 2028
Deadline for electronic submission of **Mid-Year Report**	January 31, 2028
Deadline for electronic submission of **End-of-Year Report**	June 1, 2028

All applications must be submitted electronically **by completing the Google Form on the ASTEF website.** Photographs with captions of the project in action must be included with the Mid Year and End-of-Year reports. An article about the project suitable for publishing must be included with the End-of Year report. **Recipients are required to develop and provide a scrapbook** that **visually communicates and illustrates the project for display at the Regional Workshop or TSO Convention.** Scrapbook should consist of a 3-ring binder (scrapbook) with photos of activities in progress, with captions, copies of letters, website pages, articles, thank-you notes received, etc. Electronic versions of the scrapbook will not be accepted. A photo release of all the people photographed must be kept on file with the individual or group submitting the reports and/or display.