



Alpha State Texas Educational Foundation

The Delta Kappa Gamma Society International

Think You'd Like to Apply for an ASTEF Project Stipend?

Helpful Tips for Designing, Developing, Implementing, Managing, and Evaluating a Project That Will Make an Impact

1. **Congratulations!** Just by contemplating it, you are on your way to making a difference for Texas educators and students!
2. Projects must further **ASTE F's mission**:
 - a. Provide services and activities that **support professional and personal growth of women educators in Texas and promote educational excellence for Texas students.**
 - b. 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 from projects that serve teachers or other educators.
 - c. In the application, you must describe how your project is directly connected to ASTEF's mission.
 - d. **DKG member recruitment activities or expenses will not be funded by ASTEF.**
3. **Identify a specific need or problem** in your community/school and **propose a solution** to the need or problem.
 - a. Decide first what you want to accomplish ~ what your **vision** is and what your **goal** is. It may involve creating a brand new project, or it may involve enhancing or expanding an existing project.
 - b. Conduct research, study the problem and proposed solutions, and work as a team to develop solutions that meet the needs of your targeted audience.
4. **Projects that support early-career educators**:
 - a. Chapters are **strongly encouraged** to provide some form of **mentoring** for the early-career educators during the school year in addition to the more tangible teacher and/or classroom supplies and materials.
 - b. Mentoring programs are designed to answer a new teacher's questions as they arise. New teachers may need advice and guidance pertaining to classroom organization and management, discipline management, recordkeeping, teaching strategies, etc. Most importantly, new teachers want emotional support during the year, and experienced teachers can provide it. Don't be afraid to share your experiences and advice!
 - c. ASTEF highly discourages early-career educator projects that are only "one-time" events or activities. **Continual contact** with early-career educators is strongly encouraged.

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5. **Design** objectives and activities that will help you realize your vision and accomplish your goal, thereby addressing the need, problem, or idea that you have identified.
 - a. Decide **what** activities will occur, **where** they will occur, **when** they will occur, and **why** they will occur (rationale).
 - b. **Develop** specific activities, including a **timeline** for major activities.
 - c. Identify the **resources** that will be needed to carry out your project: i.e., money, chapter members, other volunteers, supplies and materials, etc.
 - d. You must describe in the application specifically **how members will be involved** and the **number of members to be involved** in carrying out the various activities.
 - e. You are encouraged to develop activities that involve most or all of your members in some aspect. One or two members involved in the project is not sufficient when it is a "chapter" project.
 - f. **You must describe how you plan to financially support ASTEF in return for receiving a Project Stipend.**
6. Develop a **budget** sufficient to carry out the activities for the project and identify other potential funding. It is expected that the applicant will provide or solicit contributions/donations from other sources to support the project.
7. 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**. If you are requesting **continuation funding**, you must describe how this project will be different from the previously funded project. ASTEF may choose not to fund the same project **with no expansion or the same focus as the previous year**.
8. Design a **plan for evaluating/assessing the impact** of your project and determine **how you will know if it was successful**. Determine the anticipated number of the targeted population to be served, data to be collected, and determine how you will know if your project was successful. You must describe this in the application.
9. **Follow the instructions**; use headings in the order requested; provide clear, concise information; and respond to every item.

To pursue the application process, visit the Forms tab on the ASTEF website at www.astef.org. Review the *Project Stipend Application Guide* and the *Project Stipend Application* for more detail.

To learn more about the requirements and expectations once you are awarded a Project Stipend, view the document entitled "Now That You Have Received a Project Stipend: Best Practices in Project Management" posted on the Forms tab.

Here's to great success in designing a project that will make an impact!