

## **Purpose of the Kappa Kappa Psi Chapter Development Award Grant**

The Kappa Kappa Psi Chapter Development Grant was created to promote leadership and chapter operations training for the brothers and band programs where chapters of Kappa Kappa Psi are located. This promotes the mission of the Fraternity by providing funds to bring one or more presenters to appropriate chapter events.

This application was created to ensure a transparent and professional funding process. Once reviewed by the National Council, approved programs will receive funding up to a maximum of \$1,000.

## **Award Criteria and Criteria for National Council Decisions**

Applications will be evaluated based on the following criteria:

- The number and variety of programs and events and the reach of the programs.
- The funded project is centered on the mission and values of Kappa Kappa Psi and helps develop students in chapters and band programs.
- The funded project demonstrates the skills and talents of the guest presenter(s).
- The plan to promote program(s) and reach a wide and diverse audience of students.

The National Council of Kappa Kappa Psi will use the criteria above to evaluate applications and determine if an award will be funded, as well as the amount that will be granted.

## **Chapter Development Grant Categories (inclusive of, but not limited to):**

### Fiscal Operations

- Budgeting
- Managing Finances
- Long and Short Range Planning

### Officer Development

- OMRS
- Chapter Paperwork
- Officer Long Term and Short Term Planning

### Chapter and Member Development

- Brotherhood and Chapter Bonding
- Meeting Etiquette
- Building Relationships with Director and Sponsor
- Small Chapter Issues and Solutions

### Membership

- Recruitment and Retention
- Road to Wisdom
- Post Membership Education

## **APPLICATION REQUIREMENTS**

- A complete application form signed by the Chapter President and Director of Bands (or Chapter Sponsor).
- A completed budget sheet for each guest presenter.

***Note: Chapters are STRONGLY encouraged to invite other Chapters and Brothers within surrounding areas to the development workshop in order to make the most of resources.***

**ALL MATERIALS INCLUDED IN THE GRANT APPLICATION FORM MUST BE TYPED. NO HAND-WRITTEN APPLICATIONS WILL BE ACCEPTED.**

**NOTE: ANY DEVIATION FROM THIS WILL RESULT IN A DISMISSED APPLICATION.**

## **DEADLINES**

Applications will be approved on a rotating basis, and limited funds are available each year. Once a decision on the application is made, awarded grantees will be notified first by electronic means and then with a mailed award letter. Applications that are denied will be notified by email. Applications can be resubmitted, and chapters are encouraged to request information about why the application was denied. Completed applications should be electronically submitted to Kappa Kappa Psi National Headquarters at [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org).

**Should you have any questions or concerns, please feel free to contact National Headquarters at [kkytbs@kkytbs.org](mailto:kkytbs@kkytbs.org).**

Applications for grants beginning in the Fall semester must be postmarked between **August 1 and December 1.**

Applications for grants beginning in the Spring semester must be postmarked between **January 1 and June 30.**



**KAPPA KAPPA PSI**  
**NATIONAL HONORARY BAND FRATERNITY**

# **Chapter Development Grant Application**

Chapter(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President's Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Guest Presenter(s)**

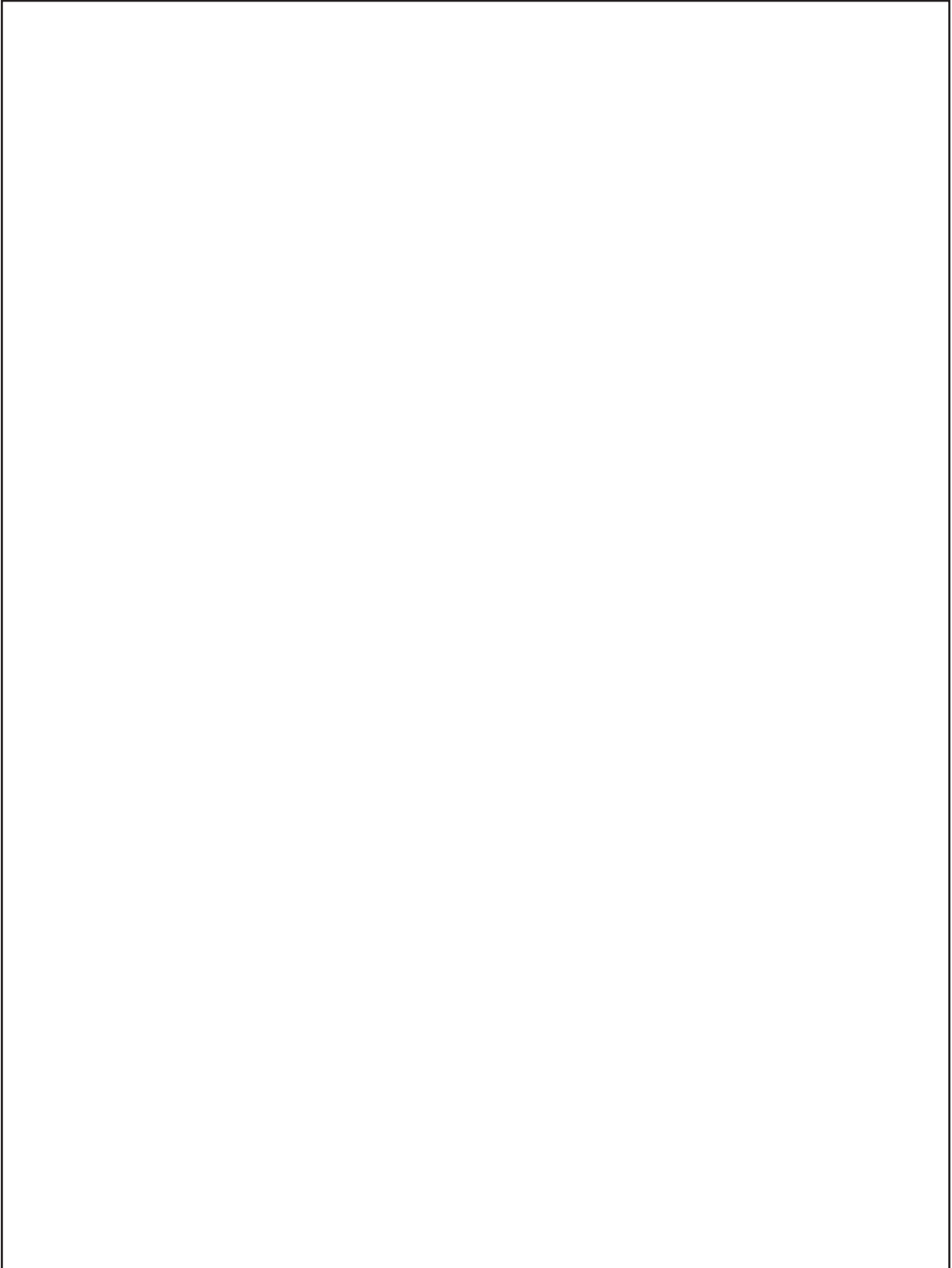
Name

Position/Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Programming (include anticipated participating Chapters  
and learning outcomes for the program)**



<b>BUDGET WORKSHEET</b>	<b>Budgeted Amount</b>	<b>Amount to be covered by Kappa Kappa Psi Chapter Development Grant</b>
Travel to/from Campus		
Lodging		
Travel on Campus		
Food		
Supplies		
Promotion Materials		
Other		
<b>TOTAL</b>		

**Timeline of all events (including travel to campus) (May attach a separate sheet if necessary)**

\_\_\_\_\_  
**Chapter President**

\_\_\_\_\_  
**Director of Bands or Chapter Sponsor**