

The Delta Kappa Gamma Society International
The Pi State Educational Foundation
Project Grant Recipient Responsibilities

Dear Grant Applicant(s),

If you apply for funding, please know that you have three basic responsibilities to fulfill if you become a Pi State Foundation Grant recipient. They are:

1. To complete your project as outlined in your grant according to the timeline you set forth.
2. To complete and return the Post-Project Report and financial statement to the Foundation's President within 45 days of the completion of your project. The financial statement must be an itemized report and include copies of receipts for items purchased for the project. This form will be mailed to you when you are notified that your project has been approved for funding. **If you do not use all of your funds, the unused funds must be returned to the Foundation treasury.**
3. **To report on your project at the Annual Meeting of the Pi State Educational Foundation.** This is held at either the Pi State Spring Executive Board Meeting or Pi State Convention, usually in April. The date(s) for this can be found on the Pi State website under the "Important Dates" section. If you are unable to attend the State meeting, you may have another Chapter member report on your project in your place. This allows sister Foundation members to learn how Foundation funds are being spent and to gain ideas for projects they might wish to try.

Please know these requirements will be strictly-adhered to. If you are unable to fulfill them, we would suggest you apply for funding at a later date. Thank you.

THIS PAGE MUST BE SIGNED AND RETURNED AS PART OF YOUR APPLICATION PACKET TO INDICATE THAT YOU AGREE TO THE RESPONSIBILITIES ABOVE SHOULD YOUR GRANT BE FUNDED.

Signature of Grant Applicant

**All checks for Pi State Educational Foundation literacy grants, both Chapter and individual projects, will be issued from the Pi State Educational Foundation to the Chapter of the Project Director. The Chapter Treasurer will then release the funds to the Project Director to be used for the grant.