



## SIGMA DELTA PI Chapter Project Grants 2011

Sigma Delta Pi, the National Collegiate Hispanic Honor Society, is pleased to announce its chapter project grant program for 2011. Each eligible chapter of active status—at least one induction of new members in the past three years to include 2010-11—may apply for a grant of \$300 to support a chapter project that complements the mission of Sigma Delta Pi during the 2011-12 academic year.

**CRITERIA.** To be eligible to receive a project grant, a chapter must be of active status—at least one induction of new members since the 2008-09 academic year.

**OFFICIAL APPLICATION FORM.** Applicants must use the official form accompanying this announcement.

**DEADLINE FOR APPLICATIONS.** The **Chapter Adviser** must e-mail the complete application and supporting materials **by May 2, 2011** to Mark P. Del Mastro, Executive Director, at [delmastromp@cofc.edu](mailto:delmastromp@cofc.edu). The proposal must include a detailed description of the proposed project and a budget. The Committee will consider the quality of the proposal and the specificity of the budget, in addition to the merit of the proposed activity. Applications received after **May 2, 2011** will not be considered.

**JUDGING APPLICATIONS.** Members of the national Executive Committee will review the applications independently with a given set of criteria and will discuss and select the grant recipients during their annual meeting in the summer of 2011. Their decision will be final. The Executive Committee reserves the right to award the number of grants it deems appropriate while considering application merit and available funding.

**ANNOUNCEMENT OF AWARDS.** All applicants will be notified in August 2011.

**USE OF GRANTS.** Sigma Delta Pi chapter project grants **MUST** be used solely for the purposes stated in the chapter's original application. Permission will not be granted to alter the originally proposed chapter project plan. Sigma Delta Pi's chapter project grants are non-transferable. Grant monies will be sent to each awardee around September 1, 2011.

### **ADDITIONAL RULES AND GUIDELINES**

**1.** Chapters must propose only one activity/project, but they may submit a joint proposal for a cooperative activity with other chapters. The judging committee views cooperative proposals favorably, but a joint project is **not** a requirement for this program.

**2. WHAT IS NOT FUNDED:** Rental of campus meeting rooms, campus publicity, honoraria or any other payments to your own faculty or to Sigma Delta Pi officers or Council members, excessive travel costs for outside speakers, excessive decorations such as flowers, event receptions (e.g., food and refreshments), the purchase of Sigma Delta Pi merchandise, **or any activity that presents obvious danger to students or to others.** Students should seek university support for their projects in the form of meeting space, expect local faculty to participate without payment, and make use of campus publications to advertise their projects. The judging committee encourages proposals that plan to obtain additional or matching funding from other sources.

**3. LIABILITY:** If a proposed activity involves student travel, the proposal must affirm that the travel will be in accordance with university policies and that due diligence will be exercised with respect to the safety of the students. **THE NATIONAL OFFICE OF SIGMA DELTA PI DOES NOT PROVIDE LIABILITY INSURANCE FOR CHAPTERS OR STUDENT MEMBERS PARTICIPATING IN ACTIVITIES FUNDED BY THESE GRANTS, OR IN ANY OTHER CIRCUMSTANCES.**

**4.** A project may be continued after the initial undertaking, but this grant is only to be used to support the initial event/undertaking during the 2011-12 academic year.

**RESPONSIBILITIES OF WINNERS.** By **September 1, 2012**, each grant recipient **must send** via e-mail to Mark P. Del Mastro ([delmastromp@cofc.edu](mailto:delmastromp@cofc.edu)) a "Charter Project Grant Report" that includes:

**a) Accounting of the Expenditure of Funds**

A fully itemized account of how your chapter actually expended grant monies, including copies of all relevant receipts for national auditing purposes.

**b) Copy of the Program from the Event**

A copy of the program from your event or other concrete evidence that the event took place as scheduled.

**c) A Check Refunding Unused Portion of the Grant**

If grant monies remain after the specific grant activity is finished, the balance must be returned (check made out to "Sigma Delta Pi").

There is no penalty for unused funds. Checks should be sent via regular mail to Professor Del Mastro, the Executive Secretary-Treasurer.

**d) Photograph of Event and Essay**

A project-related photograph (.jpg or .gif file) and an essay (Word format) of at least 200 words in Spanish reporting in detail on the completed project. The photo and report will be published in the subsequent issue of Sigma Delta Pi's annual journal, Entre Nosotros.

Failure to submit the complete "Charter Project Grant Report" will result in the chapter's ineligibility for any future Sigma Delta Pi project grant competitions.

**Awardees unable to undertake the project made possible by the grant must inform the Executive Director ([delmastromp@cofc.edu](mailto:delmastromp@cofc.edu)) immediately and return any funding already received.**

**WHERE TO SEND COMPLETED APPLICATIONS.** The **Chapter Adviser** must e-mail the completed application and supporting materials to **Mark P. Del Mastro** at [delmastromp@cofc.edu](mailto:delmastromp@cofc.edu) by **May 2, 2011**.

**THE COMPLETED APPLICATION FORM AND ALL RELATED MATERIALS MUST BE E-MAILED TOGETHER AND AT THE SAME TIME OR THEY WILL NOT BE CONSIDERED.**