

**Phi Chi Theta  
Chapter Grant Policy  
Adopted by the Executive Council on December 16, 2019**

**Purpose**

Phi Chi Theta will provide a limited number of grants to chapters to support a chapter program that is designed to promote membership growth or educational opportunities for the chapter.

**Funding**

The National Executive Council will fund the Chapter Grant Program annually as part of the normal budget process. The total number of grants awarded each fiscal year is limited by available funding.

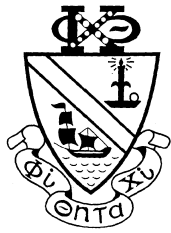
Individual grants will not exceed \$250.

**Rules, Requirements, and Process**

See the attached Chapter Grant Application for additional information.

The National Executive Policy Board will determine the grant recipients.

This policy supersedes any previous documents published on this issue. This policy does not however supersede any provisions in the Phi Chi Theta National Bylaws.



## **Phi Chi Theta Chapter Grant Application**

### **Purpose**

Phi Chi Theta will provide a limited number of grants to chapters to support a chapter program that is designed to promote membership growth or educational opportunities for the chapter.

Grants will not exceed \$250. The total number of grants awarded each fiscal year is limited by available funding. Grants will be considered in the order in which they are received.

### **Process**

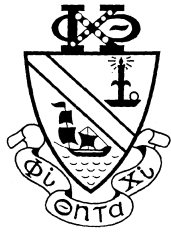
1. A chapter submits an application. The application must address the following:
  - a. the purpose for which this grant will be used
  - b. how the program supports membership growth or educational opportunities for the chapter, and
  - c. the benchmarks that will be used to measure the success of the program which the grant is intended.
  
2. The National Office will review the application and determine if a grant can be awarded and the amount. Grant applications will be considered in the order in which they are received.
  - a. If a grant is approved, the National Office will advise the chapter of the grant and the amount. Funds will not be released until after the program is completed and the chapter satisfies all requirements of the grant application.
  
  - b. If a grant is not approved, the National Office will advise the chapter.

### **Payment**

Within 30 days of completion of the stated program, the chapter must submit a written report to the National Office. The report must include an accounting of how the money was spent and summarize the accomplishments of the program. If the accounting does not support the total amount of the grant, the grant amount will be reduced. The report must address the benchmarks cited in the grant request.

If a grant is approved, funds will only be released once the National Office receives a timely report demonstrating that the program satisfied its stated purpose and met the defined benchmarks.

Any chapters in arrears with the National Office are ineligible for the grant.



**Phi Chi Theta  
Chapter Grant Application**

Please complete the form, sign and return to [ChapterGrants@phichitheta.org](mailto:ChapterGrants@phichitheta.org).

Chapter Name \_\_\_\_\_ University \_\_\_\_\_

Mailing Address (address, city, state, zip) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Authorized Officer/Representative \_\_\_\_\_ Title \_\_\_\_\_

**Grant Request**

**Briefly describe the purpose for which this grant will be used:**

**Briefly describe how this program supports chapter membership growth or educational opportunities for the chapter membership:**

**Briefly describe the benchmarks that will be used to measure the success of the program which the grant is intended:**

**Amount Request:** \_\_\_\_\_  
(cannot exceed \$250)

**Expected Date for Program Execution:** \_\_\_\_\_

Please note: Within 30 days of completion of the stated program, the chapter must submit a written report to the National office. The report must include an accounting of how the money was spent and briefly summarize the accomplishments of the program. The report must address the benchmarks cited above.

If a grant is approved, funds will only be released once the National Office receives a timely report demonstrating that the program satisfied its stated purpose and met the defined benchmarks.