**Phi Alpha Honor Society  
Chapter Grant Program**

**Overview**

**About the Program**

Phi Alpha Honor Society established the Chapter Grant Program to promote and support chapters’ engagement in service learning. Phi Alpha seeks to support activities consistent with its mission of promoting: (1) humanitarian goals and (2) bonds among students. Up to $6,000 is awarded each year ($3,000 per semester). The maximum grant award is $1,000. Applications are submitted online by an officer of the Phi Alpha chapter. Chapters who are awarded grants are responsible for submitting an Activity Report within a month of the activity. Activity Reports will be posted on phialpha.org. Applications for Fall semester are due September 1st. Awards for the Fall semester will be announced by October 1st. Applications for Spring semester are due January 1st. Awards for the Spring semester will be announced by February 1st.

**Eligibility**

-Application is open to all Phi Alpha Chapters registered with the Phi Alpha Honor Society International Office.   
-Chapters may partner with community organizations or other university organizations.

**Application Process**

-Applications are submitted through an abstract management system.

-Application forms are available at [http://www.phialpha.org](http://www.phialpha.org/).

-There are five content areas where students are asked to provide information.  The system allows for cutting and pasting from a Word document.

-Chapter advisors must be involved in the application and activity processes.  Advisors may be contacted during the application and activity periods. Advisors will be contacted before any funds are dispersed.

**Grant conditions**

-Funds should focus on bringing services to the community.  Chapters are encouraged to engage with the university for support of the activity.

-Funds must be used only for the activity listed on the application.

-Activities may not place students or community members at-risk for injury.

-Activities must comply with university policies.  Phi Alpha International Office does not provide liability coverage for chapters or students participating in activities sponsored by these grants.

-Chapters may apply for one grant per academic year.

-Chapters must return any unused funds to the Phi Alpha International Office.

**Expenses not funded**

Chapters are encouraged to maximize the amount of funds used for specific activities by using free resources available in the schools and communities.  These may include donations, meeting space, publicity, and speakers.  Chapters may not apply for funds for payment to students, faculty, or staff, excessive decorations, food or merchandise primarily for students.

**Activity report**

-The chapter officer who submits the application is responsible for submitting an Activity Report within a month of the activity.

-The Activity Report includes: (1) a brief summary of the activity and outcomes, (2) a full accounting of funds expended, and (3) any supporting evidence that the activity occurred (i.e., photographs, brochures, media coverage).

-Chapters that do not submit the Activity Report will jeopardize their future grant funding.

If you require more information

Phi Alpha website:   [phialpha.org](http://www.phialpha.org/)Email:                       [phialphainfo@etsu.edu](mailto:phialphainfo@etsu.edu%20)Telephone:               (423) 439-7467  
Fax:                          (423) 439-7450

**Chapter contact Information**

Name of College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phi Alpha Chapter Advisor Information**

Advisor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phi Alpha officer completing this form contact information**

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester submission: Fall \_\_\_ Spring \_\_\_\_

**Grant program dates**

September 1st application materials due for fall semester

October 1st awards announced for fall semester

Within 1 month of the project Chapter Grant Program Activity Report due

January 1st application materials due for spring semester

February 1st awards announced for spring semester

Within 1 month of the project Chapter Grant Program Activity Report due

**Narratives**

|  |
| --- |
|  |
|  |
| **Instructions**  Briefly and succinctly describe or explain your proposed activity and how it will benefit others. Please complete each of the five boxes below. There is a 500-word maximum for each box. You may type your responses in the boxes or cut and paste from a Word document. Applications will be scored on the degree to which your project application addresses the purposes of the Phi Alpha Honor Society and the degree to which your application addresses the criteria listed below. Be sure to save your work periodically. Incomplete applications will not be judged.   **Grant program dates**  September 1st application materials due for fall semester  October 1st awards announced for fall semester  Within 1 month of the project Chapter Grant Program Activity Report due  January 1st application materials due for spring semester  February 1st awards announced for spring semester  Within 1 month of the project Chapter Grant Program Activity Report due  **Activities**  Provide a brief description of the activities that will take place. This may include, but is not limited to:  Community education function, provide food or clothes, bring healthcare, organize a holiday event, meet other basic needs.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Impact**  Provide a brief description of how your project will benefit others. This may include, but is not limited to:  Allow children to participate in beneficial activity, bring services to aged community residents, provide nourishment to an underserved population, raise awareness.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phi Alpha contribution**  Provide a brief description of how your project promotes the purpose of Phi Alpha to provide a closer bond among students of social work and promote humanitarian goals and ideals, this may include but is not limited to:  Strengthens the Phi Alpha chapter, promotes students joining Phi Alpha, improves the image of the social work profession in your university, includes alumni, faculty, or other student organizations, brings people together, meets a need, raises awareness, promotes visibility of Phi Alpha.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Budget**  Provide a brief description of the project budget, consisting of the amount requested and anticipated expenditures. Please be as specific as you can of how the funds will be used and the projected costs of each item:  Equipment, services, food, clothing, entertainment, supplies, honoraria, travel.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Time Frame**  Provide a brief description of the timeframe for the project. This may include but not limited to:  When the organizing would start, when the function will be held, how long the project will operate, when you would submit the Chapter Grant Program Report.  You would be notified of your award for the fall semester by October 1st or February 1st for spring semester.  **Application’s certification**  Please check yes or no to the below:   * All information contained in my application is accurate to the best of my knowledge \_\_\_ * I will use the funds only for the project listed in this application \_\_\_ * The activity does not place anyone at risk \_\_\_ * The activity complies with university policies \_\_\_ * I will return any unused funds \_\_\_ * I will provide evidence of the project completion \_\_\_ * I have shared this application with my advisor \_\_\_ * I will notify Phi Alpha International Office and return funds if the project does not take place \_\_\_ * I give permission for Phi Alpha Honor Society to post our activity report on the Phi Alpha website \_\_\_ |

**\*Please send application to: PhiAlphaInfo@etsu.edu**

|  |
| --- |
|  |
|  |