



# OMICRON DELTA KAPPA

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## The National Leadership Honor Society

The OΔK National Awards Committee reviews and approves applications for the Maurice A. Clay Leadership Development Initiative Grants each year. This document includes the criteria by which the grants are judged and some tips to help circles submit the best possible application. Please use this document as a guide when you are developing and finalizing your Clay Grant application.

### Clay Grant Awards

Beginning with the 2020 Clay Grants, Omicron Delta Kappa will award variable amounts from \$100 to \$1000. There is a \$6000 pool of funds available. The National Awards Committee will review applications and make the best use of available funds to fund as many circles as possible. The committee will use the previous maximum amount of \$500 as a benchmark. However, if a circle only needs \$250 and requests that, then that allows other circles to apply for more.

In applying for a Clay Grant, consider carefully the funds actually needed for your program. You may be more likely to receive \$250 to fund the cost of leadership workshop than \$750 toward a \$10,000 University event of which the circle is only a small sponsor.

### Criteria for Award

#### Program Details

Program is Focused on Leadership Development - The program or project must have leadership components such as instruction, personal growth or leadership in action. Service projects are acceptable but they should describe how leadership DEVELOPMENT of members or the campus community will be one of the outcomes.

Furtheres circle engagement with the campus community - The program or project is designed to have the more engaged with campus programs and organization AND/OR engaged with community partners beyond the campus. The important factor is that the CIRCLE is engaging in activity beyond just their members.

Enhances current programming - This program proposed either expands a current program or project being produced by the circle OR it enhances a campus program through support both financially and using OΔK members as part of the program. Develops new initiatives to increase publicity-The program should enhance the image, reputation, and exposure of the circle on the campus.

Evidence of collaboration with leaders across campus and demonstrates one or more the five phases - Clay Grants are designed to encourage circles to collaborate with other student

organizations and university departments - and can also collaborate with community groups as well."

## Application Quality

Quality of Program Brief - A concise explanation and outline of the project. This description should include an outline of the overall goals of the project, the connection to specific curriculum standards, how the project will be implemented.

Detailed Plan - Detailed description including these elements: planned activities, presenters/planners, marketing, locations, and expected attendance

Description of Funding - Describe how the funds will be used including the breakdown between the circle and any other organizations partnering with OΔK.

Description of Evaluation - Provide a clear explanation of the proposed evaluation with methodology, timeframe, and reporting

General Quality of Submission (grammar, clarity)

## Bonus Points

Program (Circle) has not been supported previously by Clay Grant

Circle is new (two or fewer years old)

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## Tips for Quality Clay Grant Applications

- **The program or service must advance the cause of leadership.**
  - Clay Grant are designed to encourage circles to create or enhance leadership development programs on the campus. This is NOT a service project fund. If the grant is for a service project, the funds should be targeted at how leadership is expanded or developed through the project.
- **Provide a basic overview of the program you plan to put on using Clay Grant funding.**
  - Be sure you include at the beginning of the application a brief description of the program or event. Use a sentence or two to say what the event involves, such as, "The circle will hold a panel discussion open to the entire university for which the topic will be women in leadership. It will last about an hour and there will be an informal reception and networking event to follow."
- **Funds cannot be used to purchase items that will be donated to non-profits.**

- Clay Grant funds may not be used to buy supplies for another organization such as food for a shelter or toys for Toys for Tots. The funds must directly support the program.
- **Clearly explain the outcomes of the programming and how the funds will be spent.**
  - The more detail the better. Explain what will be purchased. If the program is a leadership banquet, then provide an itemized list of the program expenses including food, printing, and speakers.
- **Consider longevity of the programs you are suggesting.**
  - If you are planning a new program, provide some idea of how the grant might help to be a continuing program. If this is a long-standing program, explain how the funds are contributing to the enhancement of the event.
- **How much of your circle will be engaged in this event?**
  - A Clay Grant should support ACTIVE circle participation. Using a Clay Grant to assist with the funding of a larger program is acceptable but only if the circle can demonstrate how OΔK members will benefit.
- **OΔK should not be just providing funding to others' events without contributing to the planning, execution and evaluation.**
  - Similar to the previous item, OΔK members must be involved in the program or service that the Clay Grant supports. It is not acceptable for the circle to simply write a \$500 check to another organization to be a co-sponsor. The OΔK circle must be involved in the planning and execution of the program.
- **Fully explain your answers – aim for a few hundred words in your responses.**
  - Be detailed yet concise. Explain in as few words as possible but make sure you explain fully what you plan to do. Most Clay Grants can be explained in 500 words or less for all parts.
- **Make best use of your available resources on campus – partnerships should be secured before submitting the grant, if you are planning to partner with organizations or offices on campus.**
  - Remember, OΔK was founded on the concept of collaboration. Circles that plan leadership events that involve a wide variety of campus groups are more likely to receive grant funding even if the funding only covers a fraction of the total event cost.
- **Assume the review committee knows NOTHING of your program and fully explain as if you are talking with someone who has never seen your circle or initiatives before.**
  - Members of the OΔK National Awards Committee all have higher education backgrounds in some form. They do not, however, know your campus, your circle, or your leaders. Write the proposal so that someone even outside of OΔK will understand what you want to achieve and how you will achieve it.

- **Use the Five Question Test when writing the proposal**
  - Who - audience, planners, funders
  - What - type of event, program, project
  - When - time, date proposed (more than one event?)
  - Where- location(s) (more than one location?)
  - Why - what will be achieved through this program, how will the participants and leaders gain leadership knowledge and skills from the event.

**Other things to check before submitting:**

- Does this grant require approval from the sponsored programs or human factors review board on your campus?
- Are campus organizations permitted to receive funding from outside organization?
- **What permissions for space, food, publicity, etc. are required? If you receive the grant, will you be able to hold the event or program?**