



THE TEP FOUNDATION,

Chapter Educational Grant/Disbursement Policy

PREAMBLE

This policy outlines The TEP Foundation, Inc.'s policy and procedure for Chapter Educational Grant Expenditures. Existing Chapter Educational Funds, Recipients, and Applicants must adhere to set policy therein. The TEP Foundation, Inc. may change this policy from time to time. Where no existing Chapter Alumni Club exists or where the Board of Trustees feel would not be capable of fulfilling obligation in disbursement of funds appropriately shall do so themselves. Fulfillment of expenditures is also contingent on pre-established donor agreement, endowed contract, and/or agreed-to or acknowledged terms by The TEP Foundation, Inc. Only designated person(s) may apply for a Chapter Educational Grant Expenditure (*SEE "Designated Persons"*).

Funds may only be administered for pre-approved I.R.C 501(c)3 expenditures. They are as follows:

1. Academic Achievement Awards or Scholarships
2. Grants for Educational Expenses such as Tuition, Study Materials, TextBooks, and/or other expenses pursuant to I.R.S 501(C)(3)
3. Grants to cover portions of the travel and accommodation expenses of members of your chapter attending the National Grand Chapter (up to 50%), Summer Leadership Retreat (up to 100%), and other Educational Seminars/Events within or outside of Tau Epsilon Phi (Up to 100%**)
4. Grants for educational resources in your house, such as desks, bookcases, books, computers or software, and for the construction, renovation and equipment of educational areas of your chapter or provisional chapter home.
6. Speakers/programs for the chapter/campus on topics such as student health/wellness, academic success, motivation or study skills.
7. Chapter House study room/library improvements, including wifi/internet.

Note: Initiation Equipment, Induction Material(s), or Pledge Material(s) are NOT an educational expense.

APPLICATION

Applicants must fill out and submit a completed Chapter Educational Grant Application. Please review "*Chapter Educational Fund Grant Form*" available publicly on entities website.

****Applications must be received at least one week prior to next regularly scheduled Board Meeting. The TEP Foundation, Inc. meet on a quarterly basis.**

REQUIREMENTS

All Scholarship(s) or Award(s) recipients must be an undergraduate member in Good Standing of a Tau Epsilon Phi Chapter or Provisional Chapter to apply for a Chapter Educational Grant.

All other Educational Grants must be awarded to a Tau Epsilon Phi Chapter or Provisional Chapter in Good Standing with both their respective campus and Tau Epsilon Phi National.

Note: A completed separate grant application is required for each program/activity you are requesting.

DESIGNATED PERSONS

The TEP Foundation, Inc. will assess appropriate person(s) given nature of fund established, existing Alumni group, and/or at the prevue of the Board of Trustee's review of situation.

Note: Only designated persons may apply for a Chapter Educational Grant

APPROVAL

The TEP Foundation, Inc. are at sole discretion for approval or non-approval of Chapter Educational Grant expenditure. The Board of Trustees will assess each application, situation, and tentative expenditure on a case-by-case basis.

DISBURSEMENT OF FUNDS

Grants will be paid directly to chapters, universities or other non-profit organizations. Scholarships & reimbursement will be paid directly to the student (as applicable). Grants to chapter are paid AFTER the program has been completed.

Funds will be transferred within 30 days of approval or event.

Adopted: