

## **Alpha Fund Application Process and Guidelines**

The Alpha Fund application can be found in the Forms section of the National Daughters of the King website.

When filling out the application, please use the following guidelines:

1. Allow at least 6 weeks for review and processing.
2. Fill out the application as completely and accurately as possible using additional pages if necessary. Please be specific and descriptive.
3. Apply for only one event or activity at a time. In other words, one activity per application.
4. Be sure to specify where the money is to be sent, i.e. the Treasurer of the Diocese, your church, etc.
5. Send the application to the National Junior Daughters Chair, whose contact information can be found on the application or in *The Royal Cross*.

The National Junior Daughters Chair and the Alpha Fund committee review the applications. It is requested that you return any unspent money to the National Office attention Alpha Fund. Please write, or have a Junior Daughter write an article for the *Junior Messenger*, *The Royal Cross*, or National website describing how they benefited from the Alpha Fund grant.

Two words about the Fund – **USE IT!** A Directress should never have to use her own money to pay for activities, projects, or trips.