

Outline for Bamboo Grants Program Proposals

Proposals to the United Board should include the following information:

I. Basic Information

Name of institution submitting the proposal

Name of the institution's head or other responsible senior administrator (with email address and phone number)

Name(s) of person(s) preparing the proposal (with email address and phone number)

Name of the designated liaison person for the United Board (with email address and phone number)

Name of the proposed project leader (with email address and phone number)

Title of proposal

Executive summary of the proposal (100 words)

Total cost of project; total request for United Board support

II. Full Narrative Proposal

Goals – what the project is trying to accomplish and how it relates to the mission and vision of the institution

Period of the project (start and completion dates)

Leadership team for the project and their roles (please include brief CVs of key personnel)

If other universities or NGOs are involved in a major way, please include a note from the head or another responsible senior administrator, assuring participation as described.

Background and rationale for the project – the need or problem it will address and how the project will advance whole person education at your institution. Is the project new or has your college or university previously received a grant from United Board or other sources in this general area?

Short description of the participants and ultimate beneficiaries of the project

Stages or phases of the project (timetable for implementation, highlighting the major activities or benchmark events)

Evaluation of the project – how the project will be assessed, to discern to what extent you have achieved your goals; describe what success will look like and how it will be captured in the evaluation

Sustainability – describe how the project will continue after United Board funds are expended, including some intended sources of support for such continuing activities.

III. Detailed Itemized Budget

The proposed budget should be submitted in US Dollars indicating the exchange rate used.

It should clearly show the activities/tasks and their corresponding expenses; the total project cost; the amount requested from the United Board; cost-share and other expected funds and sources.

United Board grants are not to be used to replace the basic salary of senior administrative staff. A reasonable portion of the grant may be used to support junior staff or student assistants, or for stipends of invited resource persons or consultants, as are shown to be necessary for the project.

Expense items may include travel (transportation), materials, venue, communication, video and other documentation of the project.

Note: If the proposal is approved, but at a reduced budget amount, the United Board may request a revised budget reflecting the lower level of United Board support.

IV. Endorsement by Head or Senior Administrator of Institution

Name of institution's head (or senior administrator responsible for the proposed project):

Title or position in the institution:

Signature:

Date:

V. Appendix:

- 1. Institutional Profile** (see form on next page)
Please submit an updated profile (one copy for every institution).
- 2. Additional background information** - relevant to making the case for the project is welcome. Please limit to several pages only.



Institutional Profile

The United Board is required by law to inquire about each institution's governance and auditing practices. Other information requested in this form will help United Board staff understand the current context and new programs of your institution. Information provided is strictly for use by United Board staff, trustees, and auditors. We thank you in advance for your assistance.

Name and position of person completing this form: _____

Email address: _____

Date: _____

Please send the completed document as an email attachment to grants@unitedboard.org.

CONTACT INFORMATION:

Institution Name

Address

President/Principal/Rector _____

Telephone _____

Fax _____

Email _____

Website _____

Please add the names, positions, and email addresses of up to three other key staff who should receive emails from the United Board regarding grants and programs.

	Name	Position	Email address
1.			
2.			
3.			

(continued on next page)

INSTITUTIONAL DATA:

Year established:

Mission statement:

Please provide a brief summary of your institution's relationship with the United Board, including the year that your institution first received United Board support:

Academic year - Beginning date (month/year) _____

End date (month/year) _____

Colleges/schools

(Attach separate page if necessary)

New academic programs, majors, or research centers developed since 2010

Institution's three or more significant achievement(s) in recent years

Institution's three most serious challenges in recent years, and how your institution has met these challenges

Institution's major goals/plans for the future

Other than the president/principal, is there a special coordinator or liaison for communicating with the United Board? Yes No

If yes, name of coordinator for United Board projects

Contact information for Coordinator for the United Board:

Telephone _____ Fax _____

Email _____

GOVERNANCE:

Does your institution have governing instruments: e.g, charter, articles of incorporation, by-laws, and an independent governing body, e.g., board of directors?

___ Yes ___ No

- If yes, please attach a list of the current members of the governing body and its officers, and the top 5 key staff members.
- If no, please explain:

Are the finances of the institution audited annually by independent public accountants?

___ Yes ___ No

- If yes, are the audited financial statements shared with the members of an independent governing body? ___ Yes ___ No
- If no, explain how finances are monitored and who financial reports are shared with

INTERNATIONAL EDUCATION:

Please describe your institution's long-term plans, if any, for increasing international exchanges.

Languages of instruction at your institution: Please list MA or PhD programs that are entirely taught in English.

Does your institution have a service-learning program? ___ Yes ___ No

- If so, please provide the contact information:
Name: _____
Position: _____
Email: _____
Tel: _____

Does your institution have commitment to or programs related to Whole Person Education? If yes, please explain.
