# Institutional Grants Program

**A1\_Application form**

Please read the instructions and guidelines carefully before you submit a proposal. All applications must use this form; any applications not using the form will be disqualified. The application form and other documents MUST be sent to [grants@unitedboard.org](mailto:grants@unitedboard.org) by October 31. Late applications will not be considered.

1. **Particulars of the Project Team**

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| --- | --- | --- | --- | --- |
| **Name of Institution:** | | |  | |
|  | | | | |
| **Address of Institution:** | | |  | |
|  | | | | |
| **The Head of Institution** *(e.g., Rector/Principal/President/Vice Chancellor):* | | | | |
|  | **Title & Name:** |  | | |
|  | **Position:** |  | | |
|  | **Email:** |  | | |
|  | **Phone:** |  | | |
|  |  | | | |
| **Project Leader(s)** *(please insert rows for more project leaders if necessary)* **:** | | | | |
| 1) | **Title & Name:** |  | | |
|  | **Position:** |  | | |
|  | **Department:** |  | | |
|  | **Email:** |  | | |
|  | **Phone:** |  | | |
|  | **Relevant background:** *(limit to 100 words)*: | | | |
|  |  | | | |
|  | **Previous grant(s) received from the United Board** *(e.g. ,Year/Proposal Title/Amount in USD)*:  1.  2.  3. | | | |
| 2) | **Title & Name:** |  | | |
|  | **Position:** |  | | |
|  | **Department:** |  | | |
|  | **Email:** |  | | |
|  | **Phone:** |  | | |
|  | **Relevant background:** *(limit to 100 words)*: | | | |
|  |  | | | |
|  | **Previous grant(s) received from United Board** *(Year/Proposal Title/Amount in USD)*:  1.  2.  3. | | | |
|  |  | | | |
| **Designated Contact Person:** | | | | |
|  | **Title & Name:** | | |  |
|  | **Position & Department:** | | |  |
|  | **Email:** | | |  |
|  | **Phone:** | | |  |

1. **Narrative Proposal**

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| --- | --- | --- |
| 1. **Title of Proposal:**   *(limit to 15 words)* |  | |
|  | | |
| 1. **Executive Summary** *(limit to 100 words)* | | |
|  | | |
| 1. **Objectives** *(Specify in what ways the project would contribute to whole person education)*   … | | |
| 1. **Project Duration[[1]](#footnote-1)***(month/year)* **:** **from** **to**   One-year project Two-year project Three-year project | | |
|  | | |
| **5a. Total cost of the project** (in USD): | | |
| **5b. Total amount requested from the United Board** (in USD): | | |
| *For multiyear projects, please indicate the cost and requested amount (in USD) for each year:* | | |
| **1st year—cost**: | | **amount requested**: |
| **2nd year—cost**: | | **amount requested**: |
| **3rd year—cost**: | | **amount requested**: |

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| 1. **Any involvement with other universities or NGOs?** Yes No   If yes, please provide the names below. *(If they are involved in a major way, please include a consent letter from the head/senior administrator, assuring participation as described.)* |
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| 1. **Background and rationale for the proposal**   *Please include:*  *a. the need or issue the project will address;*  *b. any groundwork that has been done by you or your team; and*  *c. how the project will enhance the teaching/research capacity of your institution/department/unit. (limit to 2 pages)* |
|  |
| 1. **Short description of the participants and ultimate beneficiaries of the project**   *(limit to 1 page)* |
|  |
| 1. **Plan for implementation**  *Timetable for implementation, highlighting the major activities or benchmark events. For multiyear projects, activities should be laid out year by year. (limit to 1 page for activities per year)* |
|  |
| 1. **Evaluation of the project**   *Include:*  *a. how the project will be assessed;*  *b. the name and contact information of the external evaluator, if applicable; and*  *c. what criteria to apply for an evaluation of the changes that may take place.* |
|  |
| 1. **Sustainability**   *Describe how the project will continue after United Board funds are expended. Include potential sources of support for continuing activities, if any.* |
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1. **Detailed Itemized Budget**

*The proposed budget should be submitted in U.S. dollars indicating the exchange rate used. Please provide justification and elaborate on how the cost of each item is computed. The budget should align with the project schedule stated in the narrative proposal.*

*For multiyear projects, please provide the detailed budget and requested amount of EACH year. Please refer to the budget template (A2) and submit the budget worksheet with other required documents for application. For details, please refer to “Institutional Grants Program: Application Guideline (IGP\_AG),” point 3: “Budgeting.”*

1. **Justification for the budget request**

*Explain why the major budget items are requested. Cost-share as a demonstration of institutional commitment and partnership is welcome.*

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| 1.  2.  3.  **…** |

1. **Institutional Endorsement**

*Complete the Institutional Endorsement Form (C) and submit it with other required documents for application.*

1. Project cycle: July 1 to next year June 30. [↑](#footnote-ref-1)