# Project Grants

**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 by September 30, 2018. Late applications will not be considered.

1. **Particulars of the Project Team**

|  |  |
| --- | --- |
| **Name of Institution:**  |  |
|  |
| **Address of Institution:**  |  |
|  |
| **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)*: |
|  |   |
|  | **To the Project Leader, please list previous grants you have directed that received United Board support** *(e.g., Year/Proposal Title/Amount in USD)*:1. 2. 3.  |
| 2) | **Title & Name:**  |  |
|  | **Position:**  |  |
|  | **Department:**  |  |
|  | **Email:**  |  |
|  | **Phone:**  |  |
|  | **Relevant background:** *(limit to 100 words)*: |
|  |  |
|  | **To the Project Leader, please list previous grants you have directed that received United Board support** *(Year/Proposal Title/Amount in USD)*:1. 2. 3.  |
|  |  |
| **Designated Contact Person for the grant:** |
|  | **Title & Name:**  |  |
|  | **Position & Department:**  |  |
|  | **Email:**  |  |
|  | **Phone:**  |  |

1. **Narrative Proposal**

|  |  |
| --- | --- |
| 1. **Title of Proposal:**

*(limit to 15 words)* |  |
|  |
| 1. **Executive Summary** *(limit to 100 words) Please include as briefly as possible: 1) project goal; 2) activities to be conducted; 3) beneficiaries; and 4) expected outcomes. Summaries exceeding 100 words will be returned.*
 |
|  |
| 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 expenses 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—expenses**:  | **amount requested**:  | **Expected (first)\* payment date**: |
| **2nd year—expenses**:  | **amount requested**:  | **Expected (first)\* payment date**: |
| **3rd year—expenses**:  | **amount requested**:  | **Expected (first)\* payment date**: |

*\*For grants of $15,000 or more, unless special approval is sought, payment will normally be made in two installments, payable in July and January. For grants less than $15,000, please indicate the date closest to that of project’s operation needs.*

1. Does this project involve **any involvement with other universities or NGOs?** [ ] Yes [ ] No

If yes, please provide the names of project participants below. *(If they are involved in a major way, please include a consent letter from the head/senior administrator, assuring participation as described.)*

1. **Rationale for the proposal** *(limit to 1 page) \*Rationales exceeding 1 page will be returned.*

*Please include:*

*a. the need / issue /problem the project will address; and*

*b. how the project will enhance the mission of whole person education in your institution.*

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 each year’s activities.)
Relevant timelines may be attached as addenda and submitted along with the application form.*

1. **Expected number of participants and beneficiaries of the project.**

*Please use the boxes below to identify the categories of people and the approximate number of people in each category who will benefit from the project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Faculty:**  | **Students:**  | **Community:**  |
| **Description** | e.g. departments/units/institutions | e.g. departments/units/institutions | from where & who |

1. **Plan for evaluation**

*Include:*

*a. how the project will be assessed (e.g., survey, evaluation meetings); and*

*b. who will be involved in the evaluation (e.g., review committee, supervisory unit, reviewers).*

1. **Plan for sustainability**

*Describe how the project will continue after United Board funds are expended, as appropriate. Include potential sources of support for continuing activities, if any.*

1. **Detailed Itemized Budget**

*The proposed budget should be presented in U.S. dollars and local currency, indicating the exchange rate used.\* Please provide justification for each budget item 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 for 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 “Project Grants Application Guidelines” (PG\_AG), point 3: “Budgeting.”*

1. **Justification for the budget request**

*Explain why the major budget items are requested. Cost-sharing as a demonstration of institutional commitment and partnership is welcome. If honoraria are budgeted, please list the names and positions of the intended speakers/resource persons.*

|  |
| --- |
| 1. 2. 3. **…** |

1. **Institutional Endorsement**

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

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