# Bamboo Grants Program

**B1\_Application form**

Please read the guidelines *(i.e., BGP\_AG)* carefully before you apply for the program. Any applicants not using this form will have their application disqualified. The application form and other documents MUST be sent to grants@unitedboard.org by March 31, 2019. Late applications will not be considered.

Please indicate which of the following purposes of a Bamboo Grant your project would meet:

 [ ] For innovative projects (e.g., technology-assisted teaching & learning, strategic and resource development, echo training, or other new themes)

 [ ] For institutions new to the United Board network, or those not on the eligibility list[[1]](#footnote-1)

 [ ] For projects with inappropriate timing for Project Grants[[2]](#footnote-2)

 [ ] For reasons beyond the scope of Project Grants (specify: )
 [ ] None of the above (specify: )

1. **Particulars of the Project Team**

|  |  |
| --- | --- |
| **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)*: |
|  |  |
|  | **To the Project Leader, please indicate 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)*: |
|  |  |
|  | **To the Project Leader, please indicate previous grant(s) received from the United Board** *(Year/Proposal Title/Amount in USD)*:1. 2. 3.  |
|  |  |
| **Designated Contact Person:** |
|  | **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 outcome. Summary exceeding 100 words will be returned.*
 |
|  |
| 1. **Objectives** *(Specify in what ways the project would contribute to whole person education)*

 … |
| 1. **Project Duration[[3]](#footnote-3)** *(month/year)***:** **from** **to**
 |
|  |
| **6a. Total expenses of the project** (in USD):  |
| **6b. Total amount requested from the United Board** (in USD):  |

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.)*

1. **Rationale for the proposal** *(limit to 1 page) \*Writings 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 activities per year).
Relevant timeline and tables may be attached as appendices 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);*

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

1. **Plan for sustainability**

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

1. **Detailed Itemized Budget**

*The proposed budget should be submitted in U.S. dollars and local currency, 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. Please refer to the budget template (B2) and submit the budget worksheet with other required documents for application. For details, please refer to “Bamboo Grants Program: Instructions & Application Guidelines (BGP\_AG),” point 8: “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 honorarium is 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 application.*

1. Prior consultation with the individual responsible for your region should be sought. [↑](#footnote-ref-1)
2. Formerly titled “Institutional Grants Program.” [↑](#footnote-ref-2)
3. Up to one year only, starting from no earlier than May 2019 [↑](#footnote-ref-3)