

Bamboo Grants Program

Instructions & Application Guidelines

The United Board's Bamboo Grants Program is designed to support innovative projects – generally in the form of small, start-up activities and pedagogical experiments – that enhance whole person education in Asian colleges and universities. Grant awards are up to US\$5,000.

1. Application Deadline

Application should be submitted to grants@unitedboard.org by March 31, 2019. Late applications will not be considered.

2. Submission of Application

Applications should be made on the application form only. Other formats of application will not be considered.

A complete application requires:

- a. a completed Bamboo Grants Program Application Form (B1);
- b. a completed Bamboo Grants Program Budget Worksheet (B2);
- c. a completed Institutional Endorsement Form (C); and
- d. any additional information relevant to the project application.

3. Project Duration

Project duration should be within one year starting no earlier than June of the year in which the grant is made.

4. Eligibility

- a. Colleges and universities that have received a grant from the United Board in the past five years (since 2014); see pages 6-7 for details.
- b. Institutions not included in the eligibility list should consult the individual responsible for your region.
- c. The project must benefit the higher education institution as a whole, not just a specific individual.

5. Themes/Topics

- a. The themes or topics of projects are open but should be designed to enhance whole person education and strengthen institutional capacity. Projects should be imaginative and may take prudent risks to experiment with new approaches or methods.
- b. Project activities may include but are not limited to:

- activities in response to compelling opportunities or in preparation against anticipated adversity;
- projects that support the college or university to help other, less resourced colleges/universities, such as building joint programs for faculty in teaching and/or research;
- the hiring of consultants for specific purposes related to a new priority initiative of the institution;
- the exploration of innovative approaches in digital learning (eLearning) and technology-assisted teaching and learning¹;
- echo-trainings as follow-up from the United Board's Whole Person Education Academy.
- Grants may also be used as an incentive, or as matching funds, for the development of a quality assurance process for existing academic programs, or a new strategic planning and/or fundraising effort by the institution.

6. Selection Criteria

The United Board uses the following criteria in evaluating proposals:

- a. contribution to the institutional mission in whole person education;
- b. clarity of rationale and objectives;
- c. relevant background of the personnel leading the project;
- d. integrity and feasibility of the project design;
- e. clear and reasonable budget with cost-sharing indicated when relevant;
 - *Cost-sharing is considered a strong indicator of institutional commitment; it can be made in terms of in-kind support (e.g., cost for venues, facilities, or personnel) and / or funding from other sources.*
- f. number and extent of the intended beneficiaries;
- g. if relevant, clear plan for sustainability, which indicates the following, as appropriate:
 - *support from the institution;*
 - *prospect of its incorporation into the institution's regular operations; or*
 - *prospect of continuation with funding from other sources.*

Projects intended as one-time events will be evaluated on the basis of impact.
- h. clarity of an evaluation plan.

7. Restrictions

- a. Bamboo Grants should not be used simply to augment well-established or ongoing programs but rather to stimulate innovation and experimentation.
- b. Grants are also not intended for individual faculty members to conduct academic research or for student activities in existing courses.
- c. All Bamboo Grant funds should be expended on or near the campus and the project should be completed within one year from the date the United Board issues the grant.

¹ Support may be given to incorporate technology-assisted teaching and learning into the existing framework of a college or university. Successful proposals will demonstrate a clear connection to whole person education and highlight how projects introduce further efforts to enhance teaching through the use of educational technology.

8. Budgeting

The project budget should be presented on the budget worksheet attached to the application form only. Other formats of the budget worksheet will not be considered. Budget worksheets that are improperly completed will be returned for re-submission.

Please take note of the following points:

- a. Cost-sharing as a sign of institutional commitment is strongly encouraged.
- b. The budget must be realistic, reasonable, and as detailed as possible.
- c. Explanation of how the cost of each item is computed is required (e.g., accommodation cost x persons x days: \$30 x 30 persons x 3 days = \$2,700).
- d. The budget should be provided in both local currency and U.S. dollars. The exchange rate should be indicated clearly and applied consistently.
- e. Justification for major items, such as resource persons (external) or subsidies for partial project staff (internal), should be provided. For projects involving resource persons, the number of resource persons must not be excessive and the proposed honorarium reasonable.
- f. Subsidy for the project's administrative cost (e.g., partial internal staff support) is limited to no more than 15 percent of the approved amount.
- g. In cases where institutions require overhead charges for grants received from an external organization, the United Board allows a maximum of 10 percent of the approved amount for inclusion in the project grant as "Indirect Cost." Please list it under "Others" in the budget worksheet.
- h. A revised budget will be required if the grant is approved with a reduced budget.
- i. Prior approval should be sought for any subsequent changes in the budget items. Any unspent balance should be returned to the United Board upon completion of the project.

The following are not eligible for funding:

- a. proposal without institutional endorsement;
- b. church or relief work, or community outreach, that has no direct connection to higher education;
- c. student scholarships and student projects;
- d. funding for dissertation research, or for turning a thesis or dissertation into a research publication;
- e. requests to fund an individual scholar to attend a conference;
 - *A project may include full or partial funding of a conference if it is integral to the accomplishment of the project goals.*
- f. buildings or maintenance of buildings or other building projects;
- g. equipment and furniture (e.g., computers, printers, cameras).

9. Announcement of Grant Decisions

- a. Decisions on grant support will normally be announced in May.
- b. A signed grant agreement letter **MUST** be returned by June 30. The approved grant will normally be released upon receipt of all signed documents from the institution receiving the grants.

10. Reporting Requirements

A completion report should be submitted by June 30 of the following year.

Any products developed during the project, such as curricula, pictures, books, conference proceedings, sample of local knowledge / wisdom etc., should be submitted to the extent they are available.

Documents for reporting

	Project Grants		Bamboo Grants Program
	One-year project	Multiyear project	
Annual Progress Report (R1)		✓	
Progress Financial Report (R2)		✓	
Completion Report (R3)	✓	✓	✓
Completion Financial Report (R4)	✓	✓	✓
Report Endorsement Form (R5)	✓	✓	✓

Failure to submit timely reports may jeopardize the institution's eligibility to receive further grants from the United Board.

11. Publication and Dissemination of Results

The United Board should be acknowledged in all public materials, signage, and academic publications associated with the grant. For specific guidelines, please visit the [Name and Logo Usage](#) section of our website.

We encourage the grantees to:

- a. publicize the funded project to a wide audience in the grantee university and beyond;
- b. plan in advance to gather data from the project and share, through either print or digital channels, its outcomes and experience gained; and
- c. develop project websites hosted by the grantee institution.

12. Collection of photos

The United Board requests photos of grant-supported projects for publication on its website, in its annual report, and / or in its newsletter. Grant recipients are encouraged to take photos during their programs, and submit them together with the report. (Please ensure appropriate permission from photo subjects has been secured; for a copy of the United Board's photo permission document, please contact grants@unitedboard.org.) Photo guidelines are as follows:

- a. photos of high resolution (300 dpi);
- b. photos that convey action and / or feelings (with faces close and clear enough); and
- c. a caption for each photo.

13. Enquiries

Consultation with the United Board prior to application is most welcome. Should you have any questions relating to the process, nature of projects, or institutional eligibility, you may write directly to the Program Officer or Regional Program Consultant responsible for your region listed below:

Northeast Asia	Dr. Cynthia Yuen	cyuen@unitedboard.org
South Asia	Dr. Maher Spurgeon	mspurgeon@unitedboard.org
Southeast Asia	Dr. Hope Antone	hantone@unitedboard.org

For general questions about the application, you may also write to grants@unitedboard.org.

Eligible Institution

If your college or university is not listed below but is interested in exploring the possibility of joining our network, please contact the Program Officer or Regional Program Consultant responsible for your region to discuss potential eligibility (see page 1).

Bangladesh

Asian University for Women

Cambodia

Pannasastra University of Cambodia

Royal University of Phnom Penh

China

Central China Normal University

Fudan University

Fujian Hwa Nan Women's College

Fujian Normal University

Ginling College, Nanjing Normal University

Guizhou Normal University

Jinan University, Guangzhou

Nanjing University

Ocean University of China

Renmin University of China

Shaanxi Normal University

Shandong University

Shanghai University

Sichuan University

Soochow University, Suzhou

Yunnan University

Zhejiang University

Hong Kong

The Chinese University of Hong Kong

Chung Chi College, The Chinese

University of Hong Kong

The Education University of Hong Kong

Hong Kong Baptist University

The Hong Kong Polytechnic University

The Hong Kong University of Science and Technology

Lingnan University

The University of Hong Kong

India

The American College

Bishop Heber College

Christ University

Karunya University

Lady Doak College

Madras Christian College

Salesian College

Scottish Church College

St. Aloysius College

St. Ann's College of Education

St. Christopher's College of Education

Stella Maris College

Union Christian College, Kerala

Union Christian College, Shillong

Women's Christian College, Chennai

Indonesia

Artha Wacana Christian University

Atma Jaya University, Yogyakarta

Duta Wacana Christian University

Maranatha Christian University

Petra Christian University

Sam Ratulangi University

Sanata Dharma University

Satya Wacana Christian University

Soegijapranata Catholic University

Japan

International Christian University

Sophia University

Macau

University of Macau

Myanmar

Dagon University

Mandalay University

Myanmar Institute of Theology

Philippines

Ateneo de Davao University

Ateneo de Manila University

Central Philippine University

De La Salle University

Miriam College

Pilgrim Christian College

Silliman University

Southern Christian College

Trinity University of Asia

University of St. La Salle

Xavier University

South Korea

Ewha Womans University

Seoul Women's University

Yonsei University

Yonsei University Health System

Taiwan

Chang Jung Christian University

Chung Yuan Christian University

Fu Jen Catholic University

Soochow University, Taipei

Tunghai University

Thailand

Assumption University

Payap University

Vietnam

An Giang University

Hue University

Vietnam National University