**2022 United Board WPE Digital Content Development Grant**

**Application Form**

Please read the instructions and guidelines carefully before you submit a proposal. This form can be used only if you cannot submit the application online. The application form and other documents MUST be sent to [tsuga@unitedboard.org](mailto:tsuga@unitedboard.org) by **August 15, 2022**. Late applications will not be considered.

1. **Details about the Project Team**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Institution:** | | |  | | |
|  | | | | | |
| **Country of Institution:** | | |  | | |
|  | | | | | |
| **Address of Institution (Street, City, State/Province, Postal code):** | | | |  | |
|  | | | | | |
|  | | | | | |
| **Website of Institution:** | | |  | | |
|  | | | | | |
| **Head of Institution** *(e.g., Rector/Principal/President/Vice Chancellor):* | | | | | |
|  | | **Salutation, Given Name, Family Name:** |  | | |
|  | | **Position:** |  | | |
|  | |  | | | |
| **Project Leader 1** *(please insert rows for more project leaders if necessary)* **:** | | | | | |
| 1) | | **Given & Family Name** |  | | |
|  | | **Position:** |  | | |
|  | | **Department:** |  | | |
|  | | **Email:** |  | | |
|  | **Relevant background:** *(limit to 100 words)*: | | |
|  | |  | | | |
|  | | **To the Project Leader 1, please list previous grants which you have received from the United Board. Please indicate whether you were the project leader for grants mentioned.** *(e.g., Year/Proposal Title/Amount in USD)*:  1.  2.  3. | | | |
|  | | **Please list other Project Leader(s) (Given Name, Family Name, Position, Email)**  1.  2.  3. | | | |

1. **Concept Paper Summary**

***Please refer to the grant instructions for guidance on preparing your concept paper for submission.*** This section is a summary of your concept paper and does not replace submission of your full concept paper in the format requested within the grant instructions.

|  |  |
| --- | --- |
| **Focus Area(s):** Please choose the focus area(s) of this concept paper below: (If your project involves a focus area other than those listed, please indicate.) | |
| * Asynchronous Courses * Educational Animations * Explanatory Videos & Short Documentaries * Gamification & Educational Software * Augmented / Virtual Reality Applications * Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. **Title of Concept Paper:** |  |
|  | |
| 1. **Objectives** *(Specify in what ways the project would contribute to whole person education)*   … | |
| 1. **Executive Summary** *(limit to 300 words) Please include as briefly as possible: 1) project goal; 2) activities to be conducted; 3) beneficiaries; and 4) expected outcomes.* | |
|  | |
| 1. **Total expenses of the project** (in USD):   $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

1. Does this project involve **any involvement with other universities?** Yes No

*If you answered yes to the above question, please provide the names of project participants from other colleges and universities below. If external project participants are involved in a substantial way, please include a consent letter from the head/senior administrator, assuring participation as described.*

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. **Plan for inclusive and equitable access**

*Describe how the project outcomes for this grant will be inclusive and accessible to a diversity of users. Include potential strategies, if any.*

1. **Link for project introductory video(s)**

*Applicants should record and submit a video introducing their project and summarizing their aims and objectives for the grant. In the video(s), please describe your plans for equitable access as well. Videos should be submitted via link (i.e., YouTube, Vimeo, Dropbox, etc.).*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Detailed Itemized Budget**

*Please complete the WPE Digital Content Development Budget Template and submit it with other required documents for this application.*

1. **CV of the Project Leader**

*Please submit the CV with other required documents for this application.*

1. **Concept Paper Submission (*Maximum of three pages*)**

*Please submit the concept paper with other required documents for this application.*

1. **Institutional Endorsement**

*Please complete the WPE Digital Content Development Institutional Endorsement Form and submit it with other required documents for this application.*