**APPLICATION INSTRUCTIONS:**

The Harvard University Asia Center offers grants to undergraduate and graduate student organizations for **transnational or comparative projects involving two or more countries or regions in East, South, and Southeast Asia OR single-country projects in Southeast Asia.** **Projects relating to the Asian diaspora and Asian American and Pacific Islander (AAPI) studies will also be considered.** These grants are offered on an ongoing basis; however, organizations are encouraged to apply as early as possible, as funds are limited. **Applications must be submitted at least one month in advance of the event or project start date.**

There are **3** required application items. Review will not take place until applications are complete.

1. **Common Application Form:** Please fill out the Application Form below. This includes contact information, organization details, project details, funding request, and signature. This form must be saved and attached as a Word file or PDF.
2. **Written confirmation of application approval by your organization’s faculty advisor**. This confirmation letter or copy of email must be attached as one Word file or PDF.
3. **Project Proposal:** Your proposal must provide details for the project purpose, plan, date/time/location, and proposed/confirmed participants. Please include with your submission a draft program with relevant accompanying materials. This proposal must be attached as one Word file or PDF.

Grant recipients are expected to use funds as described in the original proposal unless otherwise noted. Awards are based on the original proposal and any changes must be submitted to the Asia Center for approval. The Asia Center reserves the right to adjust awards.

Recipients are required to submit to the Asia Center a written (1-2) page report within two weeks of the end date. The report should detail the use of the grant and the work accomplished, including the number of attendees and any publicity or materials created for the activity. The report should also include at least one high-resolution photograph.

**Please submit your application and/or address any questions to Julie Story at** [jstory@fas.harvard.edu](mailto:jstory@fas.harvard.edu).

**CONTACT INFORMATION:**

**Student Name:**

**Position with Organization:**

**Student Email:**

**Faculty Advisor Name:**

**Faculty Advisor Department:**

**Faculty Advisor Email:**

**PLEASE ATTACH WRITTEN CONFIRMATION OF APPLICATION APPROVAL BY YOUR ORGANIZATION’S FACULTY ADVISOR AS ONE WORD FILE/PDF.**

**ORGANIZATION AND PROJECT DETAILS:**

**Organization name:**

**Briefly describe your organization:**

**Organization Type: □ Undergraduate □ Graduate**

**Organization Tax ID/EIN:**

**Brief Project Description:**

**Project Date(s) and Time(s):**

**Project Location(s):**

**Please list any other Harvard Centers or Institutes to which you plan to apply for funding for this project:**

**PLEASE ATTACH YOUR PROJECT PROPOSAL AS ONE WORD FILE/PDF.** Your proposal must provide details for the project purpose, plan, date/time/location, and proposed/confirmed participants. If possible, please include with your submission a draft program with relevant accompanying materials.

**FUNDING REQUEST:**

**Organization Name:**

**Project Title:**

**BUDGET:** For each relevant line item, please provide details.

*(Examples on last page.)*

|  |  |  |
| --- | --- | --- |
| **LINE ITEM**  **(if applicable)** | **TOTAL COST** | **TOTAL**  **AMOUNT REQUESTED** |
| **Honorarium/**  **Speaking Fee** |  |  |
| **Travel** |  |  |
| **Accommodations** |  |  |
| **Advertising** |  |  |
| **Space/AV Costs** |  |  |
| **Food and Beverage** |  |  |
| **Other** |  |  |
| **GRAND TOTAL** |  |  |

**Signature (By signing here, you certify that the above information is accurate and that this proposal has been reviewed and approved by the faculty advisor listed above.):**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

**FUNDING REQUEST EXAMPLES**

**Budget Attachment**

|  |  |  |
| --- | --- | --- |
| **LINE ITEM**  **(if applicable)** | **TOTAL COST** | **TOTAL**  **AMOUNT REQUESTED** |
| **Honorarium/**  **Speaking Fee** | $200 x 2 speakers = **$400** | **$400** |
| **Travel** | Japan Airlines, NRT-BOS: $1500 x 1 speaker = **$1500**  China Airlines, PEK-BOS: $1500 x 1 speaker = **$1500** | **$3000** |
| **Accommodations** | A Friendly Inn, 2 nights  $150/night x 2 nights x 2 speakers = **$600** | **$600** |
| **GRAND TOTAL** |  | **$4000** |