

# Common Application for Student Organization Grants

Asia Center, Fairbank Center, Korea Institute, Mittal Institute, Reischauer Institute

## APPLICATION INSTRUCTIONS:

The Asia-related centers and institutes based in Harvard's Center for Government and International Studies offer grants to undergraduate and graduate student organizations for projects relating to individual countries or spanning multiple countries in Asia. 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, as centers need all information and materials before making decisions.

- 1) Common Application Form:** Please fill out the Common 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. ***Your proposal must also clearly state how the content relates to each Asia-related center/institute from which financial support is requested.*** 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 centers/institutes for approval. The centers/institutes reserve the right to adjust awards.

Recipients are required to submit to the centers/institutes 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.

This form is used collectively by the five centers/institutes and must be submitted online. **DO NOT** submit copies to individual centers. **Please submit your application and/or address any questions to Julie Story at [jstory@fas.harvard.edu](mailto:jstory@fas.harvard.edu).**

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## **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.**

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## 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 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. **Your proposal must also clearly state how the content relates to each Asia-related center/institute from which financial support is requested.** If possible, please include with your submission a draft program with relevant accompanying materials.

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## FUNDING REQUEST:

**Organization Name:**

**Project Title:**

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

*(Examples on last page.)*

<b>LINE ITEM (if applicable)</b>	<b>TOTAL COST</b>	<b>TOTAL AMOUNT REQUESTED</b>
<b>Honorarium/ Speaking Fee</b>		
<b>Travel</b>		
<b>Accommodations</b>		
<b>Advertising</b>		
<b>Space/AV Costs</b>		

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<b>Food and Beverage</b>		
<b>Other</b>		
<b>GRAND TOTAL</b>		

**AREA-SPECIFIC FUNDING ALLOCATION:** For each relevant area, please provide details.

*(Examples on last page.)*

<b>AREA</b>	<b>AREA-SPECIFIC CONTENT</b>	<b>AMOUNT REQUESTED</b>
China		
Japan		
Korea		
Southeast Asia		
South Asia		

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<b>GRAND TOTAL</b>		

**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 \_\_\_\_\_

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## FUNDING REQUEST EXAMPLES

### Budget Attachment

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

### Funding Allocation

AREA	AREA-SPECIFIC CONTENT	AMOUNT REQUESTED
China	1 panel on China ( <i>title</i> ) 1 speaker from China ( <i>names</i> )	\$2000
Japan	1 panel on Japan ( <i>title</i> ) 1 speaker from Japan ( <i>names</i> )	\$2000
Korea	NA	NA
Southeast Asia	NA	NA
South Asia	NA	NA
<b>GRAND TOTAL</b>		<b>\$4000</b>