

## Common Application for Student Organization Grants

Asia Center, Fairbank Center, Korea Institute, Reischauer Institute, South Asia Institute

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.

Please submit a detailed project summary and the included budget attachment along with this form.

This form is used collectively by the five centers/institutes and should be submitted to Jorge Espada at [jorge\\_espada@harvard.edu](mailto:jorge_espada@harvard.edu). Please to not submit copies to individual centers.

Submission Date

Organization Name

Check both if applicable:      Undergraduate              Graduate

Organization's Tax ID/EN

Check all that apply:

China              Japan              Korea              South Asia              Southeast Asia

Other sources of funding applied to and contact person:

Project Title

Total Amount Requested

Brief Project Description

Project Date(s)

Project Location

Faculty Advisor/Department

Contact Information:

Student Name

Position with Organization

E-mail

Signature

By checking here you certify that the above information is accurate and that this proposal has been reviewed and approved by the faculty advisor listed above.

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.

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**BUDGET ATTACHMENT**

<u>LINE ITEM</u> <u>(IF APPLICABLE)</u>	<u>TOTAL EVENT COST</u>	<u>TOTAL REQUESTED</u> <u>FROM ASIAN CENTERS</u>
Honorarium/Speaking Fee (give details)	\$	\$
Travel and accommodations (give details)	\$	\$
Accommodations (give details)	\$	\$
Advertising (give details)	\$	\$
Space/AV costs (give details)	\$	\$
Food and Beverage (give details)	\$	\$
Other (give details)	\$	\$
<b>TOTAL</b>	\$	\$