



Fairbank Center Application for Student Organization Grants

Academic Year 2020-2021

APPLICATION INSTRUCTIONS:

The Fairbank Center for Chinese Studies offers grants to undergraduate and graduate student organizations for projects relating to Greater China and China Studies. These grants are offered on an ongoing basis; however, organizations are encouraged to apply as early as possible, as funds are limited. For projects spanning multiple countries and/or regions, the Fairbank Center will coordinate with the Asia-related centers and institutes based in Harvard's Center for Government and International Studies on an appropriate award amount based on content. If you have applied to other centers or sources of funding for this proposal, please notify us on the Funding Request page.

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,

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.**

- 1) 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.****
- 2) 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 Greater China or China Studies.*** 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 Fairbank 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 Nick Drake at ndrake@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 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 Greater China or China Studies.** If possible, please include with your submission a draft program with relevant accompanying materials.

FUNDING REQUEST:

Organization Name:

Project Title:

Other Sources Applied To:

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

Due to the COVID-19 pandemic and current budget restrictions, funds cannot be requested for any travel-related costs per University travel guidelines (<https://www.harvard.edu/coronavirus/travel-guidance>) or food and beverage.

LINE ITEM (if applicable)	TOTAL COST	TOTAL AMOUNT REQUESTED
Speaker Fees / Gifts for Speakers		
Advertising		
AV or Other Tech Costs		
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 _____