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GUIDELINES FOR PROPOSALS

Program Focus and Initiatives

The United Board's work promotes Whole Person Education in the liberal arts tradition. For funding in fiscal year 2014-2015 (July 1, 2014 – June 30, 2015), the United Board will consider institutional grant proposals in the areas related to its programmatic initiatives: (1) Teaching of Humanities, including Local Knowledge; (2) Interreligious Understanding and Peacebuilding; (3) Environment and Health, and (4) Service-Learning. Please refer to www.unitedboard.org for further information about the priorities of each initiative.

Proposal Considerations

We are particularly interested in learning how the proposed program meets the priorities of your institution as well as fulfilling the mission of our organization. For example, how will the project/program's activities contribute to a stronger faculty or better leadership in your institution? How does the project promote Whole Person Education and address ongoing challenges in higher education?

For multi-institutional proposals or those that extend beyond the proposing institution, please describe how the proponent is the best institution to implement the program. It is expected that the division of responsibilities and the leadership structure are clearly stated, and that all institutions are committed to the project and their roles in it.

In the case of multi-year proposals, the initial proposal should describe the various phases of the project across 2 or 3 years and indicate the itemized budget for each year. An updated proposal for the incoming year and a report of the past year's performance will be required each year.

To demonstrate your institution's commitment to your proposal, please indicate if the leadership or administration of the institution is fully committed to the project with support of funding, time, personnel or other resources. An indication of counterpart funding from your

institution or other sources is encouraged.

Schedule

The deadline for proposal submission is October 31, 2013. Grants for approved proposals will be available in July 2014.

What We Don't Support

1. Requests from individuals (without institutional endorsement)
2. Requests from a non-Asian institution not in collaboration with our Asian partner(s)
3. Church or relief work or community outreach that has no relation to higher education
4. Student scholarships (except for designated grants)
5. Requests for funding to turn thesis/dissertation into research publications
6. Requests for attending or sponsoring conferences
7. Buildings and building maintenance (except for designated grants)
8. Salaries or salary supplement (except for designated grants)
9. Equipment and furniture (except for designated grants)

Format for Proposal

1. Executive Summary (separate page for each project; not to exceed one page)
 - Institution
 - Fiscal year
 - Title of proposal
 - Goal or purpose and objectives
 - Participant(s)
 - Activities and timeline
 - Total budget
2. Contact person and contact information (address, telephone, e-mail).
3. Background and rationale.
4. Goals and objectives, including expected outcomes.
5. Description of participant(s) and intended activities and timeline. Please indicate if proposal is single or multi-year.
6. Stages of project and time frame; process to be used for evaluation at each stage.
7. Provision for continuity of program after the grant is depleted.
8. Detailed itemized budget, including the components of the project and amount of support requested from United Board, as well as other source(s) of funding that have been obtained or are being sought. Use reasonable estimates and do not include costs pertaining to buildings, furniture, equipment, salaries, overhead, miscellaneous, or contingency costs. Indicate conversion rate.

Proposal prepared by: Name, Title, Email, Date

Signature by head of proposing institution: Name, Title, Email, Date

请将此部分留为我校分管外事校领导的相关信息。