

Guidelines for Institutional Grants Proposals to the United Board for Christian Higher Education in Asia

**Grant activities to occur between
July 1, 2015 and June 30, 2016**

Deadline for Submission: October 31, 2014
Submissions made to: grants@unitedboard.org

Introduction

The United Board for Christian Higher Education in Asia (United Board) has long promoted Whole Person Education (WPE) in the tradition of the liberal arts colleges and universities in Asia. We welcome proposals that can show direct benefit to academic staff, enrich teaching–learning process, and build the capacity of institutions to design and deliver WPE in innovative and effective ways.

The United Board supports projects in the following areas:

- Asian Folklore and Cultural Heritage Studies (also known as local knowledge);
- Interreligious Understanding and Peace Education; and
- Service-Learning and Campus-Community Partnerships. (Projects addressing the intersection of environment and health may be considered under Service-Learning and Campus-Community Partnerships).

However, not all proposals need to fall within these thematic areas. We also welcome other proposals that will enhance the capacity of undergraduate programs to develop students as whole persons. Projects may develop new curriculum, support teaching-learning centers, train academic staff in new methods and skills, assist in the design of new academic programs or student services on campus, and enable colleges/universities to collaborate with community-based organizations to broaden the student experience. We encourage project leaders to network with their counterparts in other Asian colleges and universities addressing similar problems and concerns.

United Board institutional grants are not intended for direct support of students, such as scholarships; nor for individual scholars to conduct research. Rather, they are designed to enhance institutional capacity by strengthening faculty members, enriching the curricula, improving practices and systems that relate to undergraduate programs within a department, faculty, or the whole institution. All academic disciplines are eligible for inclusion in these projects.

Eligibility

Institutions are eligible to apply for a grant if they are an established college/university in the Asian region that has received a grant from the United Board in the past five years (since 2009). This could be an institutional grant or a grant to support a scholar in the United Board Fellows program and/or the United Board Scholarship program.

Collaboration Grants

We encourage applications that promote collaboration among universities in Asia to address a common educational need or challenge. This may include colleges/universities within one's region/country, but may also extend to collaboration across national boundaries. While these grants are not designed to support the research projects of individual scholars, they may be used to build academic networks among scholars with common research interests across Asian borders.

While the United Board does not expect grantees to "re-grant" funds to other universities, they can use a United Board grant to take the lead in cultivating a consortium among institutions that share common interests that relate to whole person education. Members of a consortium may apply separately to the United Board for support for a project that relates to the broader themes of the consortium.

Multi-Year Grants

United Board funds are given only as single-year grants. Indeed, many United Board grants are for one-year projects. However, applicants may present proposals for activities that span a two- or (at most) three-year period. Such proposals should clearly lay out specific phases of activity, defined by specific benchmarks that will fall in each of two or three annual periods. If a multi-year project is approved, funds can only be granted one year at a time, pending the submission of an acceptable interim report that demonstrates to the United Board staff that the project is on-track to accomplish its intended outcomes, as stated in the original proposal. The United Board will require a summary narrative and financial statement that explains the activities and benchmarks for the upcoming phase, and reflects back on the accomplishments of the earlier phase.

Sustainability

Proposals should show that the institutional leadership is fully aware of, and committed to, the successful implementation of the project and its projected outcomes. The United Board welcomes cost-sharing from the institution as well as from other funding sources. Institutional cost-share may be calculated by in-kind contributions, such as faculty/staff time, use of venue at no charge to the project, materials, and the like. Such cost-share will be taken as evidence that the institution is committed to the grant-initiated project beyond the United Board funding. Since the institutional grants are often intended as "seed funds," each proposal should also describe how the activity will be sustained by the institution and/or incorporated into its regular operations.

Evaluation

Proposals should have specific goals and include an evaluation component, describing how progress toward reaching the goals is to be measured. This means that someone knowledgeable about the project, but independent of it, should write a separate report to the United Board about the extent to which the project actually accomplished the goals the institution set out for itself in the original grant proposal. The project-leader cannot be the evaluator. Ideally, the evaluator should be someone outside the university. The grant may provide funds to pay for this person to do this task. This should be reflected in the budget. The name and qualifications of this person should be in the original proposal. The United

Board will provide further guidance to project-leaders about the design and format of the evaluation process.

Reporting Requirements

Reports for one-year projects will be due at the United Board one month after the close of the project. For example, the leaders of a project lasting 12 months ending on June 30 will be obliged to send the United Board a final report no later than July 31 of that year.

For multi-year grants, the United Board requires an interim report and a short proposal for the next phase or year of the project. This should come to the United Board office six months after the start of the project. This would often mean early January of the next year. No report is necessary at the 12-month point. Two-year grants will require a full and final report 25 months from its start (24+1), and three-year grants will require a full and final report 37 months from its start (36+1). The one-month “grace period” should give project leaders time to reflect on what was done and what impacts these activities may have had. Formats for both narrative and financial reports are on the United Board website. Failure to submit timely reports may jeopardize the institution’s eligibility to receive further grants from the United Board. The following table shows the report schedule:

Length of Grant	Example	Interim Report (months)	Example	Full Report (months)	Example
1-year	Project starts on Jul 1, 2015	--	--	12 + 1	Jul 31, 2016
2-year		6	Dec 31, 2015	24 + 1	Jul 31, 2017
		18	Dec 31, 2016		
3-year		6	Dec 31, 2015	36 + 1	Jul 31, 2018
		18	Dec 31, 2016		
		30	Dec 31, 2017		
Small Grant	--	--	12 + 1	Jul 31, 2016	

Publication and Dissemination of Results

The United Board encourages publicizing the projects it funds to other important constituents of the university, to other universities, and the broader community.

We welcome proposals that build deeper partnerships between campuses and their surrounding communities. Our focus is not the transformation of society as such, but rather the improvement of the educational process for students, including how they may engage with the broader society, and the challenges it faces, in the course of their studies.

The proposal should indicate how the grantee would publicize the project during and after the work. This often includes, but is not limited to, a website. This site may be linked to the United Board website

as an indicator for the broader public of projects past and present that are undertaken with United Board resources.

The proposal also should address how exemplary practices created by the project shall be communicated to other departments, faculties and other universities. We encourage the leaders of United Board-supported projects to plan in advance to gather data from the project and reflect this data and experience gained in the project in relevant publications.

The United Board should be acknowledged in all public materials, signage and academic publications associated with the grant. Specific guidelines are described on the United Board website at: <http://unitedboard.org/ABOUTTHEUNITEDBOARD/NameandLogoUsage.aspx>

Small Grants

The United Board recognizes that sometimes a small initiative with the right timing and with key people involved can create the potential for innovation in the future. Applicants considering a small, short-term project requesting *US\$ 5,000 or less* may apply to the United Board through the Small Grants Program (SGP). See Appendix on Small Grants for further guidance.

The basic structure of the proposal is the same, although somewhat simplified. There is no deadline for applications for Small Grants. Applications can come to the United Board at any time. The review process will take about three months and approved grants will be paid soon thereafter. Approved projects last up to 12 months and may begin after announcement of the award.

The following are NOT Eligible for Funding in the United Board Institutional Grants Program:

- Proposals that come to the United Board from individuals. They must be submitted by the head of a higher education institution in Asia. (Non-Asian institutions may be included as partners and subcontractors of the Asian institution submitting the proposal.)
- Church or relief work, or community outreach, that has no direct connection to higher education.
- Student scholarships.
- Funding for dissertation research, or for turning a thesis or dissertations into research publication.
- Requests to fund the attendance at a conference. (A project may include sponsoring a conference, in full or part, if it is integral to the accomplishment of its goals.)
- Buildings or maintenance of buildings or other building projects.
- Equipment and furniture.
- Basic salaries and benefit package of college/university employees.

Submission and Criteria for Selection

The full proposal, including all relevant materials, should be compiled and submitted as attachments to ONE email sent to the United Board by October 31st, 2014 to grants@unitedboard.org.

The United Board is not obliged to review any application that arrives after October 31.

*For reference only, the United Board will use the following **criteria** in evaluating proposals:*

- Relevance of the project to the mission of the United Board and the proposing institution
- Clarity of statement of goals, objectives and intended outcomes
- Caliber and preparedness of the personnel on the project
- Integrity and feasibility of the project design
- Potential for impact on intended beneficiaries
- Sustainability and cost-share provision
- Reasonable, clear and adequate budget
- Evaluation plan

The United Board will first conduct an internal review of the proposal. For areas requiring specialized knowledge, we may ask outside experts for an additional, independent review. Ultimately, the staff will submit recommendations to the Board of Trustees of the United Board for final decision. Announcements of decisions will be made by mid-April 2015.

Funds can be made available from July 1, 2015. Small grants may be paid in one transfer at the beginning of the project. Major grants may be paid in more than one installment depending on the timing of the project. The payment schedule will be explained in the Grant Award Letter.

Applicants are welcome to contact the United Board staff during preparation of their proposals up until the deadline of October 31 to ask any questions for clarification of the guidelines. For South East Asia, the program officer is Dr. Hope Antone at hantone@unitedboard.org. For inquiries from institutions in South Asia and North East Asia, please contact Dr. Glenn Shive at gshive@unitedboard.org.

Outline for Institutional Grants Proposal

Institutional Grants proposal to the United Board should include the following information:

I. Basic Information

Name of Institution Submitting the Proposal

Name of the Head (including email address and phone number)

Name(s) of person(s) preparing the proposal (including email address and phone number)

Name of the designated liaison person for the United Board (including email address and phone number)

Name of the proposed project-leader (including email address and phone number)

Title of Proposal

Executive Summary of the Proposal (150 words)

Total cost of project; total request for United Board support

II. Full Narrative Proposal

Goal – what the project is trying to accomplish and how it relates to the mission and vision of the institution (50 words)

Period of the project (start and completion dates)

Leadership team for the project and their roles (please include brief CVs of key personnel)

If other universities or NGOs are involved in a major way, please include a letter from the head(s), assuring participation as described.

Background and rationale for the project – the need or problem it will address; how the project will advance Whole Person Education at your institution. Is the project new or has your university received a grant from United Board or other sources before in this general area?

Short description of the participants and ultimate beneficiaries of the project

Stages or phases of the project (timetable for implementation, highlighting the major activities or benchmark events)

Assessment of the project – how the project will be assessed, to check whether you have achieved your goals; describe what success will look like and how it will be captured in the evaluation; include the name and contact information of external assessor.

Sustainability – describe how the project will continue after United Board funds shall have been depleted, including the intended sources of support for such continuing activities.

III. Detailed Itemized Budget

Proposed budget should be submitted in US Dollars with the exchange rate used

It should clearly show the activities/tasks and the corresponding expenses; the total project cost; the requested amount for the United Board; cost-share and other expected funds & sources.

Items may include: travel (airfares, local transport), support for project staff (apart from regular salary), stipends for invited resource people or consultants, materials, venue, communication/IT support; assessment activities

If the proposal will be approved, but at a reduced budget amount, the UB may request a revised budget reflecting the lower level of UB support.

Proposals may include, as an appendix, additional materials and background information relevant to making the case for the project. Please limit these to documents of several pages, and do not submit voluminous or extraneous materials.

IV. Endorsement by Head of Institution

Name of Institution's Head:

Title of Position in the Institution:

Signature:

Date: