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## GUIDELINES FOR PROPOSALS

### **Proposal Considerations**

For funding in Fiscal Year 2012/ 2013 (July 1, 2012 – June 30, 2013), the United Board expects to consider institutional grant proposals in the areas related to its programmatic initiatives: (1) Local Knowledge; (2) Interreligious Understanding and Peacebuilding; (3) Environment, and (4) Service-Learning. Please refer to [www.unitedboard.org](http://www.unitedboard.org) for further information about the priorities of each initiative. We are particularly interested in learning how the proposed program meets the proposing institution's own priorities. For example, how will the project/program's activities contribute to a stronger faculty or better leadership in your university? For a single-institution 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. For multi-institutional proposals, please make sure that the division of responsibilities and the leadership structure are clearly stated, and all institutions are committed to the project and their roles in it. Also, for projects/programs that extend beyond the proposing institution, please describe how the proposing institution is the best institution to implement the project/ program. To demonstrate your school's commitment to your proposal, please indicate the amount your school is spending from other sources for the project/ program for which you are requesting United Board support.

### **Schedule**

The deadline for proposal submission is October 31, 2011. Grants for approved proposals will be available in July 2012.

### **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

Participant(s)

Activities

Total budget

Assessment (to be filled by UB staff)

2. Contact person and contact information (address, telephone, fax, e-mail).
3. Background and rationale.
4. Goals and objectives, including expected outcomes.
5. Description of participant(s) and intended activities.
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. Use reasonable estimates and do not include items pertaining to buildings, furniture, equipment, salaries, overhead, miscellaneous, or contingency costs. Indicate conversion rate whether the budget is in local currency or in US dollars.
9. Components of project and amounts of support requested from United Board.
10. Other source(s) of funding that have been obtained or are being sought.
11. Proposal prepared by \_\_\_\_\_ Date \_\_\_\_\_
12. Signature by head of proposing institution \_\_\_\_\_ Date \_\_\_\_\_