

THE HARVARD FOUNDATION

STUDENT GRANTS GUIDELINES

Spring 2009

The following is a set of guidelines that we will use to evaluate grant applications.

I. GENERAL GUIDELINES

A. Statement

The Harvard Foundation Student Advisory Committee (SAC) sponsors events and activities designed to promote racial awareness and understanding in the Harvard community and to highlight the cultural contributions of students from all backgrounds.

B. Grant Submission

Submit grants using the Harvard College Common Grant Application, at <https://asperin.fas.harvard.edu/cga/login.jsp>.

C. The Political Nature of Projects

If a project should venture into the political realm, the Foundation sponsors those projects that offer balanced, opposing views of the issue(s). We may also sponsor projects that we feel present a view which is absent or lacking on campus.

D. Alternative Funding

We presuppose that applicants seek alternative sources of funding such as the UC, E4A, RUS, IOP, and OFA. If not, explanations for their absence must appear on the application.

The following guidelines may be used:

- 30-50% of the total project will be funded by a grant from the Undergraduate Council.
- 10% of the total project budget will be funded by grants from E4A, Office of the Arts, RUS, IOP, and other funding sources.

E. Profit and Revenue

The Foundation will not fund any events in which a profit will be generated. Grants are not to be used to offset costs in order for an organization to generate a profit. Any and all potential income and revenue shall be taken into consideration as a potential for offsetting costs, including, but not limited to ticket sales, etc.

F. Accountability

The Harvard Foundation expects each organization to use granted money for the purposes specified in the original grant application. It is also expected that an organization submit a project summary, including all information requested on the Project Summary Guidelines. If an event does not occur, the organization is expected to return all granted funds to the Harvard Foundation. Each semester, we will audit 10% of all grants. If an organization has insufficient records of legitimate expenditures or does not submit a project summary, funding for that organization will be reduced by 50% in the following semester. An organization's grant proposals must be supported by their faculty advisor and president, in the form of a letter submitted to the Foundation office. Checks will not be available until Harvard Foundation receives confirmation from your faculty advisor that your organization has been in contact with him or her regarding this semester's events.

G. Other Foundation Events

The Harvard Foundation puts on numerous events independent of the grant application process. **DO NOT** submit grants for participation in these events. The Foundation will provide separate funding for the following:

- **Cultural Rhythms Performance**
The Foundation will fund costumes for performances in its annual Cultural Rhythms Show.
- **Cultural Rhythms Food Festival**
The Foundation will fund food for organizations participating in its annual Cultural Rhythms Food Festival.
- **Harvard Foundation Film Series**
The Foundation will fund costs for film screenings, receptions, and speakers that participate in its Film Series. All events involving film screenings should be done through the Film Series.

Funding Restrictions

Through the grant process, we do not fund study breaks, closed sit-down dinners, off-campus events, off-campus mailings, faxes, FILM SCREENINGS (see Harvard Foundation Film Series, *above*), telephone charges, or honoraria (including flowers, meals, and gifts for speakers). All events must directly serve and be open to the entire undergraduate community. Intercollegiate events will be judged on a case by case basis. If an inter-collegiate event is funded, funds allocated must be used for that portion of the event that directly benefits the Harvard community. We also only fund student groups that are part of our Student Advisory Committee.

II. SPECIFIC FUNDING GUIDELINES

Please note that it is not necessarily the responsibility of the Foundation to fund grants in their entirety, but rather to show support for events that promote intercultural

and race relations. The funding caps presented are **maximum** amounts we are allowed (but not required) to award.

A. Costumes, Instruments, and Decorations Funding

Costumes, instruments, and decorations are left to the discretion of the SAC. If funded, however, these items **must remain property of the under-graduate group** that received the grant. Additionally, we encourage these items to be reused for their cultural purposes. A maximum of \$300 may be allotted for costumes and instruments, lighting, music, props, set, tech equipment and materials and supplies. A maximum of \$30 may be allotted for decorations.

B. Food

We provide funding for food events, provided that the food will serve to introduce students to ethnic cuisine. We provide funding for food festivals that furnish participants with an introduction to a different ethnic cuisine. The application must reflect this purpose. We do not provide funding for closed, sit-down dinners. We also provide food for reception events. In certain cases, the Foundation is available for planning reception events for distinguished speakers. Maximums for receptions for discussions and speaker events are \$75 for small receptions (25-50 people), \$125 for medium receptions (50-75), and \$175 for large receptions (75+). All other events involving food will be considered on a case-by-case basis.

C. Instructors

Instructors will be funded, but only if the instruction is on a beginning level such that it promotes initial orientation. Funding will cover instruction for a limited time only. We are unable to fund transportation. A maximum of \$200 may be allotted for instruction per semester.

D. Publications

Magazines: *Start-up* magazines may receive up to \$500. *Established* magazines may receive up to \$300.

E. Publicity

It is expected that organizations make use of the Harvard Foundation copy machine for posters. In addition, \$50 **maximum** may be given for extra publicity based on the size and scope of the event.

F. Speakers

1. Speakers must be confirmed before funding on that portion of a project can be considered. The content and importance of the speaker(s)'s visit must be explained in the application. The geographic proximity of the speaker(s) must also be included. In order to better evaluate the project, we require the submission of short biographies for each speaker.

2. We do not provide funding for honoraria.
3. Accommodations for guests should be sought within the houses. A maximum of \$100 may be allotted.
4. We provide funding for a fraction of travel expenses to be determined based on:
 - number of speakers invited
 - travel distance
 - size of the event and diversity of the intended audience
 - size of the Harvard Foundation grant budget
 - a maximum of \$200 may be granted **per speaker**
 - a **total** maximum of \$600 may be granted (for 3 speakers)

SUMMARY OF ESTABLISHED FUNDING CAPS:

ITEM	CAPS
Accommodations	\$60
Decorations	\$30
Food	
Small Reception (25-50)	\$75
Medium Reception (50-75)	\$125
Large Reception (75+)	\$175
Instructors (per semester)	\$200
Personnel Fees	
Travel (per speaker) * maximum of \$600 (3 speakers)	\$200
Production Costs	
A/V, not including Karaoke	\$80
All other Production Costs (i.e. costumes and Instruments, lighting, etc.)	\$200
Publicity	\$50
Publications	
Established Magazine	\$300
Start-up Magazine	\$500
Security	\$100

III. STUDENT ADVISORY COMMITTEE GRANT PROCESS & PROCEDURES

- A. During grant meetings, please be respectful of all cultures, and give each grant full consideration
- B. Each Student Advisory Committee (SAC) representative, or appointed alternate, must be in attendance for the entire duration of the grant meeting.
- C. The grant booklets are confidential and not to be taken from the Harvard Foundation office nor from the grant meeting.
- D. The brief description of the Grant applications is to be read by the SAC Representative present at the meeting representing the organization applying for the grant, after which questions are to be asked to the SAC Representative. Each application is allotted a three-minute time period for presentation, questions, and deliberation by the SAC.
- E. In order to avoid conflicts of interest, the SAC member of the organization whose grant is under consideration must leave the room while the allotment is made for his or her organization.
- F. Grant decisions are to be approved by the Faculty Advisory Committee at a review with the SAC officers.
- G. After the review, follow-up e-mails will be sent by the Harvard Foundation to student representatives to inform the applicants of grant approval or denial. Note: no grant amounts may be given out over the phone. Applicants who have received funding will be instructed to pick up their grant award packets at the Harvard Foundation, pending approval by the FAC and the SAC. **Please keep all receipts so that we may process them in the allocation of grant awards.**
- H. Checks will not be available until Harvard Foundation receives confirmation from your faculty advisor that your organization has been in contact with him or her regarding this semester's events.

For additional information please contact:

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or visit our website @ www.fas.harvard.edu/~harvfoun

These guidelines and disbursement procedures of the Harvard Foundation student grants program are subject to the discretion of the Student Advisory Committee.