

Harvard Foundation Grant Summary

Sponsoring Group _____

Co-sponsoring Groups _____

Event/Project Name _____

Event/Project Location _____

Date/Term of Event/Project _____

No. of Attendees _____

Amount of Grant _____

How was it spent? _____

Written Project Summary:

Author (Name and Year) _____

Please write a short essay (200-500 words) describing your group's project or event. Written summaries should include information about when/where the event took place, names of participants/speakers, number and description of attendees, etc.

If it was an art exhibition, a dance performance, or drama, you may want to include some background on its significance.

Give some type of recognition to your sources of funding. This is also a good thing to include in your posters and event programs.

PHOTOGRAPHS: Photographs greatly enhance your summary. We encourage you to include high-resolution images which may be published in the Harvard Foundation Newsletter. Please identify people in the photographs you submit.

Submit your grant summaries within **one month** of your event. E-mail your Grant Summaries to:

harvfoun@fas.harvard.edu

with the subject header:

“HF Grant Summary: [*your group*] – [*abbreviated event/project name*]”

Groups who fail to submit a summary will be penalized in the following semester.

If you have any questions about your summary or grant, please do not hesitate to call the Harvard Foundation office (5-1527). You may want to come by the office to look at past issues of the newsletter for examples of well-written summaries. Good luck with your activities!

[Begin Written Project Summary]