

*The Harvard Foundation  
Student Grants Guidelines  
Spring 2012*

The following is a set of guidelines that will be used to evaluate grant applications. It is expected that applicants have read and understood the following guidelines before applying for funding from the Harvard Foundation.

*I. General Guidelines*

*a. Statement*

The Harvard Foundation Student Advisory Committee (SAC) sponsors events and activities 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/protected/admin.do>.

- **Enter the full name of your organization without acronyms or prefixes (such as “The Harvard” or “The”) Ex: The Harvard Islamic Society should enter its name as “Islamic Society.”**
- Co-sponsoring organizations should select **one** group to apply for funding for the entire event. That group is responsible for distributing the awarded grant money amongst the co-sponsoring groups. **Clearly indicate the designated group on your Common Grant Application.**
- All events supported by Harvard Foundation grants **must be held on campus**. Events held off campus will not be eligible.
- **Collaborative events co-sponsored by SAC groups will receive a 20% bonus in capped grant amounts.**
- **Groups can apply for up to 7 grants.**

*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 Undergraduate Council (UC), Ann Radcliffe Trust/WCCF, Institute of Politics (IOP), and Office of the Arts (OFA). Please be aware that the Harvard Foundation often does not award the total amount requested. We advise multiple funding sources to acquire all the necessary funding for your events.

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 purpose 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. The organization will be required to submit a grant summary for the cancelled event, with the description of the event being “event cancelled.”
- **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%.** Checks will not be available until the 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 up to \$150 and on a case by case basis.
- Cultural Rhythms Food Festival  
The Foundation will provide a stipend of \$150 for groups participating in the Cultural Rhythms Food Festival.

### **Funding Restrictions**

- *Film Screenings* - SAC groups are strongly encouraged to partner with the Harvard Foundation in our ongoing Film Series. The Harvard Foundation will assist in costs associated with traveling and accommodations for guest speakers. Groups that wish to hold their own screenings separately from the Harvard Foundation Film Series must include an educational component (i.e. speaker, discussion, food workshop, etc.) in order to qualify for grant funding.

- “*Study Breaks*” - All study breaks must take place in an undergraduate dining hall during brain break to receive funding from the Harvard Foundation. Organizations may not submit more than 3 study breaks for funding per semester. (The SAC Board reserves the right to withhold funding from study break-type events that do not demonstrate a significant effort to incorporate students outside the applicant SAC group’s membership).
- 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 undergraduate group that received the grant. Additionally, we encourage these items to be reused for their cultural purposes.

### *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.

### *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.

### *d. Publicity*

It is expected that organization make use of the Harvard Foundation copy machine for posters.

### *e. Speakers*

- i. 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 a short description of why each speaker is relevant to the event.

- ii. We do not provide funding for honoraria.
- iii. Accommodations for guests should be sought within the houses.
- iv. We provide funding for a fraction of travel expenses to be determined based on:
  - Number of speakers invited
  - Travel distance
  - Size of event and diversity of the intended audience
  - Size of the Harvard Foundation grant budget

**Established Funding Caps:**

<i>Item</i>	<i>Caps</i>
<b>Speakers/Guests</b>	
Accommodations	\$100
Travel *maximum of \$600 (3 speakers)	\$200 per speaker
<b>Decorations</b>	\$30
<b>Food</b>	
Small Reception (25-50)	\$75
Medium Reception (50-75)	\$125
Large Reception (75+)	\$175
Catered, sit-down meal	\$5 per person
<b>Instructors (per semester)</b>	\$200
<b>Production Costs</b>	
A/V, not including Karaoke	\$80
All other Production Costs (i.e. costumes and instruments, lighting, etc.)	\$200
<b>Publicity</b>	
Small event (25-50 attendees)	\$10
Medium event (50-75 attendees)	\$25
Large event (75+ attendees)	\$50
<b>Publications</b>	
Established Magazine	\$300
Start-up Magazine	\$500
<b>Security</b>	\$100

### ***III. Student Advisory Committee Grant Process & Procedures***

- a. The Harvard Foundation will put up for review all grants requested from the Foundation.**
- b. During grant meetings, please be respectful of all cultures and give each grant full consideration.
- c. A board member from each SAC Group must be present at every grant review session in the semester for which their group is applying for grants. Groups will suffer a 5% deduction on grants for each absence from review sessions.
- d. The final grant awards of all SAC groups are confidential. Financial information about individual SAC groups is not available to the general public.
- e. A brief description of the Grant application 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 presenter. Each application is allotted a three-minute time period for presentation, questions, and deliberation by the SAC.
- f. 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.
- g. Grant awards will be subject to deductions of 5% per absence at SAC monthly meetings and biannual Leadership Dinners and 50% for missing grant summaries.
- h. Grant decisions are to be approved by the Faculty Advisory Committee at a review with the SAC officers.
- i. After the review, follow-up emails will be sent by the Harvard Foundation to student representatives to inform the applicants of 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.
- j. Checks will not be available until the Harvard Foundation receives confirmation from your faculty advisor that your organization has been in contact with him or her regarding this semester's events.

Disclaimer: All decisions made by the SAC Boards will be final.

For additional information please contact:

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