

## HBS Social Enterprise Field Studies/ISRs

### Application for Project Reimbursement Grant

Project Reimbursement Grants will be given separately for fall and winter projects, to a limited number of qualified projects on a rolling, funds-available basis. Projects will be reviewed and grants awarded to qualifying teams until all funds for a given semester are allocated.

Student teams are encouraged to complete and submit an application for grants as soon as possible. Requests will not be considered after **Friday, October 6, 2006** for fall field studies and **Friday, February 9, 2007** for winter field studies.

Maximum grant amounts for reimbursement of project expenses are:

\$1,000 for an ISR

\$2,000 for a field study

**Submit applications in-person to the Social Enterprise Initiative, Loeb 31**

Application ***must be complete in order to be considered***, and should include each of the following:

- Project name
- List of team members (with email addresses for each, and affiliation if not HBS student), with designated contact person identified and signing below
- Project description (approximately ½ page). If your project is not focused on a specific nonprofit issue, please give a detailed description of the social impact of your project and how this will be specifically examined in your field study.
- Written approval by supervising faculty member (This could be the form you submit for field study registration, or an email from the faculty member indicating approval.)
- Project budget with line items and expected costs.
  - Include the entire team budget, even if it exceeds the maximum grant amount.
  - If you will be receiving support through the business plan contest, please indicate which expenses you intend to have covered through that funding.

(See the *Reimbursement Details* page on the 'Guidelines for Social Enterprise Field Study/ISR funding, 2006-2007' website, and a sample budget on the next page.)

I represent and take responsibility for the entire field study team listed above. We have reviewed and understand the procedures, details, and pertinent dates for reimbursement, and understand that they are mandatory for receiving reimbursement if we are given a grant.

Team representative name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Example of project budget:**

One trip to New York in October to visit ABC organization, 4 team members	4 x \$150	\$600	To be covered by bplan contest
Taxis, lunch in NY for three days	\$200	\$200	To be covered by bplan contest
One trip to DC in April to visit XYZ organization, 2 HBS team members	2 x \$250	\$500	
Taxis, lunch in NY for two days	\$100	\$100	To be covered by bplan contest
Telephone calls		\$50	
Copying expenses	\$100	\$100	To be covered by bplan contest
<b>Applying for \$550 from Social Enterprise Initiative</b>		TOTAL: \$1,550	\$1,000 from bplan contest