

HBS Social Enterprise Field Studies/ISRs

Application for Project Reimbursement Grant

Project Reimbursement Grants will be given separately for fall and winter projects. Student teams are encouraged to complete and submit an application for grants as soon as possible.* Requests will not be considered after **Monday, September 29, 2008** for fall field studies and **Wednesday, February 4, 2009** for winter field studies.

Standard grant amounts for reimbursement of project expenses are:

\$1,000 for an ISR

\$2,000 for a field study

Requests for grant expenses above the standard amount will be reviewed by the Field Study Committee and awards granted on a case-by-case basis.

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

*If your project necessitates travel during the period preceding the ISR/Field Study term, please contact Maria Torres at mtorres@hbs.edu to discuss funding options.

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. *Please note: award funding will be allocated based on the budget you supply in your application. You may request approval for budget-line item changes once your project is underway, however your approved total budget amount is fixed.*
 - **Include the entire team budget, even if it exceeds the standard 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, 2008-2009' 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:

<i>Expense line-item & impact on project</i>	<i>Qty.</i>	<i>Total</i>	<i>Funding source</i>
Airfare for one trip to New York in October to visit ABC organization to conduct "x" research -3 team members	\$150/pp	\$450	
Lodging in New York (October trip – 3 nights)	\$125	\$750	
Meals in NYC for three days while visiting ABC organization representatives – 3 team members	\$105/pp	\$315	
Taxis to/from airport (October NYC trip) – 2 team members	\$60	\$120	
Beta website development	4hours x \$175	\$700	To be covered by bplan contest
Applying for \$1,635 from Social Enterprise Initiative		TOTAL: \$2,335	\$700 from bplan contest