

HBS Social Enterprise Loan Repayment Assistance Program Application Form

APPLICANT INSTRUCTIONS – to be submitted by **October 1, 2021**, for the 2022 award.

- Confirm/determine your loan eligibility, by emailing the Financial Aid office at LRAP@hbs.edu with permission to share your eligibility calculation with the committee.
- Complete the application form, including attachments as outlined on last page. Submit your application and all supporting documents as a single PDF file in the order indicated.
- Use your HBS email address and password to register at “filetransfer.hbs.edu”, where you will submit your application to Quiana Burns at qburns@hbs.edu. If you are having trouble logging into filetransfer.hbs.edu using your HBS address and password, as a work-around, please create a guest account using a personal e-mail address.

APPLICANT INFORMATION

Name MBA Class Year
HUID Country of Citizenship
Are you a US Citizen: Yes No
HBS Email Telephone number
Mailing Address (Must be good through February)

Street City State Zip Code Country

Are you a first-time applicant? Yes No

Have you received financial support from any other HBS loan assistance programs? Yes No

If yes, please list program and amount and year:

Have you or will you be reimbursed by any person or organization for the cost of your MBA? Yes No

If yes, please provide details:

ORGANIZATION INFORMATION

Name of organization

Organization is: registered tax-exempt government agency limited liability corporation (L3C)
 certified B Corporations (B-Corps) other

Organization website

Applicant title

Supervisor name/title

Supervisor email

Phone

Location

Do you anticipate being in the position detailed in your application during the entire January 1 – December 31 program cycle? Yes No If no, please explain:

Are you an HBS Leadership Fellow at the time of this application? Yes No

If you have an end date for the position within the January 1 – December 31 program cycle, please include any known details on subsequent position (including offer letter and 501c3 status letter). If these are not available, please contact the Financial Aid Office (lrapp@hbs.edu) to discuss.

INCOME (to determine adjusted income) *Indicate “n/a” if not applicable.*

Annual base salary

Hours worked per week

Total of all additional compensation (signing bonus, relocation costs, housing benefits, etc.)

Other “in-lieu of salary” compensation (e.g., stock ownership, deferred pay, profit sharing, etc.)

Retained equity/capital value in enterprise

Other income (list amount and explanation)

Spouse’s salary/other income

Spouse’s annual educational loan payments for need-based loans

Dependent children (include name and date of birth)

Child care costs

If you are expecting a child in the next calendar year, please provide due date and estimated child care costs:

ASSETS *Indicate “n/a” if not applicable.*

Savings, checking, money market & certificates of deposit total

Securities (stocks, bonds, mutual funds & treasury securities) total

Retirement & employee benefit plans total

Trust funds total

Home & real estate

 Original purchase price

 Amount owed on home

 Estimated market value

 Value of all other real estate

Other investments value

See next page for attachments to application.

ATTACHMENTS – Please submit one PDF file containing the following items in this order:

- A personal statement (suggested word length of up to 2,000 words) which addresses the following:
 - What is the relevance of your management education to this position? How will your previous experience or background enhance your ability to excel in this position?
 - What are your long-term goals and how does this position fit with your goals?
 - If you are submitting a renewal application, please submit a new essay (do not duplicate a previous year's essay).

ADDITIONAL INFORMATION TO INCLUDE IN PERSONAL STATEMENT

For applicants working at for-profit social enterprises (either founding or joining):

- **Social Impact:** The social problem you are trying to solve and the specific impact of your solution. [Social impact must be the primary focus of the work of the organization and your role. We will evaluate the likelihood of making a substantial contribution toward the solution of the issue the organization seeks to address; and that the organization can be sustained for a period of time consistent with achieving the desired social impact.]
- **Performance Measurement:** Key indicators you are tracking or plan to track for social impact. [We will evaluate that there is a practical approach to milestones and organizational outcome measurement, and a clear plan to deliver high performance and measurable social impact.]

For founders (of nonprofit or for-profit social enterprises):

- **Social Impact:** The social problem you are trying to solve and the specific impact of your solution. [Social impact must be the primary focus of the work of the organization and your role. We will evaluate the likelihood of making a substantial contribution toward the solution of the issue the organization seeks to address; and that the organization can be sustained for a period of time consistent with achieving the desired social impact.]
- **People:** Size and scope of team, including information on full-time employees, advisors, and partnerships. [We will evaluate whether the team has the relevant skills, contacts, industry knowledge, and experience.]
- **Resources:** Establishment of an operating budget for current calendar year and projected budget for next calendar year; identified funding sources. [We will evaluate if the funding plan is sensible in terms of capital required to operate; funding sources are identified and a plan for securing investments is articulated.]
- **Performance Measurement:** Key indicators you are tracking or plan to track for social impact. [We will evaluate that there is a practical approach to milestones and organizational outcome measurement, and a clear plan to deliver high performance and measurable social impact.]
- **Salary:** Current salary from your organization and projected timing/amounts for increases. [We will evaluate your ability to receive a salary from the organization you founded, for the sustainability of the organization.]

- A current resume.
- A letter from your employer indicating the start date of employment, the nature of your position, hours worked per week, and your annual salary (including any commission, bonuses, or other financial remuneration).
- Nonprofit applicants:** Proof of your employer's 501(c)(3) tax exempt status or equivalent tax exempt status outside of the United States. The document must specify the type of tax-exempt status. **For-profit applicants:** Proof of the company's B-Corp or L3C status. (Individuals working for federal, state, or local government agencies do not need to submit proof of tax-exempt status.)
- Verification of outstanding loan debt from lenders or servicers, including a summary statement of total outstanding balances, required monthly payment, and history of previous loan payments. **Note: If you received funds from us in 2021, this documentation must show that you've made payments of not less than the amount received and that your loans are in regular repayment status or on IBR (Income Based Repayment) status in order to remain eligible in the program.**
- A copy of your most recent pay stub showing year-to-date income and current salary.
- A copy of your most recent income tax return and W-2 (or foreign equivalent).
- Verification of spouse's salary and other income (income tax return and W-2).
- Verification of spouse's required annual educational loan payments for need-based loans.
- Verification of child care costs.

I agree to fulfill all of the obligations of the HBS Social Enterprise Loan Repayment Assistance Program or I will repay my loan advance. The information contained in this application is my own, accurate statement to the HBS Social Enterprise Loan Repayment Assistance Program Selection Committee. I understand and agree that any misrepresentation or omission of facts will justify a denial or revocation of my award. I also understand that the Selection Committee may verify any and all parts of my application and supporting materials.

YES, the Selection Committee may share my information with program donors.

NO, the Selection Committee may not share my information with program donors. Opting out does not affect your eligibility for the program.

Applicant Signature (may be scanned)

Date