

## Instructions

### HBS Social Enterprise Loan Repayment Assistance Program Application Due October 1, 2022, for the 2023 award

Thank you for your interest in the LRAP. Some notes about the application:

1. You should have all of your answers and documents ready for the application prior to starting it. To see a PDF version of the entire application, please refer back to the [LRAP application website](#).
2. Please make sure you are able to log into your [Harvard Secure File Transfer](#) account using your HarvardKey credentials, as a later part of the application will require you to submit certain documents through the Secure File Transfer tool. If you are having trouble logging into HarvardKey, please reset your password and see more information about HarvardKey at [key.harvard.edu](http://key.harvard.edu).

## 1. Applicant Information

### Applicant Information

Your name

MBA Class Year (e.g. 2020)

Your HUID

Are you a US Citizen?

Yes

No

HBS Email

Telephone number

Mailing address (must be good through February 2023)

Address

Address 2

City

State

Postal code

Country/Region

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**Family information**

- I have a spouse
- I have a dependent child or children
- I am expecting a child in the next calendar year

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**Are you a first-time applicant?**

- Yes
- No

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**Have you received financial support from any other HBS career support programs?**

- Yes
- No

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**(1) Please list the program, amount, and year you received loan assistance from the other HBS program.**

Program name

Amount received

Year received

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**(2) If there is another HBS career program you have received assistance from, please list its program, amount, and year.**

Program name

Amount received

Year received

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**Have you or will you be reimbursed by any person or organization for the cost of your MBA?**

- Yes
- No

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**Please provide details on the reimbursement for the cost of your MBA.**

## 2. Organization Information

# Organization Information

### I will be:

- Joining a non-profit or public sector organization
- Working at a for-profit social enterprise
- Founding a nonprofit or a for-profit social enterprise
- Working in impact investing

### Name of organization

### Type of organization

- Registered tax-exempt
- Government agency
- Limited liability corporation (L3C)
- Certified B Corporation (B-Corps)
- Other

### Organization website

### Applicant title

### Supervisor information

Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

## Location

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Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal code	<input type="text"/>
Country/Region	<input type="text"/>

## Do you anticipate being in the position detailed in your application during the entire January 1- December 31 program cycle?

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- Yes
- No (Please provide specific language and dates):
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## Are you an HBS Leadership Fellow at the time of this application?

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- 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 ([lrp@hbs.edu](mailto:lrp@hbs.edu)) to discuss.**

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- I have an end date within the January 1 - December 31 program cycle and have supporting documentation to upload.
- I have an end date within the January 1 - December 31 program cycle but do not have supporting documentation yet, and will contact the Financial Aid Office to discuss.
- I do not have an end date within the January 1 - December 31 program cycle.

**Please upload any supporting documentation for your next position.**

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## 3. Income

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# Income

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**Please provide information about your compensation (in US Dollars); this information will help us determine adjusted income. Please indicate "N/A" if not applicable.**

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Annual base salary	<input type="text"/>
Hours worked per week	<input type="text"/>
Total of all compensation (signing)	<input type="text"/>

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)

**Please provide information about your spouse/partner's compensation.**

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Spouse's salary/other income

Spouse's annual education loan payments for need-based loans

**Please provide information about your dependent child(ren).**

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Child 1: Name, date of birth

Child 2: Name, date of birth

Child 3: Name, date of birth

Child 4: Name, date of birth

Child 5: Name, date of birth

Child 6: Name, date of birth

Child 7: Name, date of birth

Child 8: Name, date of birth

Child 9: Name, date of birth

Child 10: Name, date of birth

**Child care costs**

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**Congratulations on expecting a child! Please provide the due date and estimated childcare costs.**

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**4. Assets**

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**Assets**

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Please provide information about your assets. Indicate "N/A" if not applicable.

Savings, checking, money market & certificates of deposit total	<input type="text"/>
Securities (stocks, bonds, mutual funds & treasury securities) total	<input type="text"/>
Retirement & employee benefit plans total	<input type="text"/>
Trust funds total	<input type="text"/>

Please provide information about your home & real estate assets. Indicate "N/A" if not applicable.

Original purchase price	<input type="text"/>
Amount owed on home	<input type="text"/>
Estimated market value	<input type="text"/>
Value of all other real estate	<input type="text"/>

Please provide information about and amount of any other investments not reported above.

## 5. Attachments

# Attachments

## Personal Statement

*For applicants working at for-profit social enterprises*

Please address the following in up to 2,000 words. If you are submitting a renewal application, please submit a new essay (do not duplicate a previous year's essay).

- 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?
- 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.]

## Personal Statement

*For founders*

Please address the following in up to 2,000 words. If you are submitting a renewal application, please submit a new essay (do not duplicate a previous year's essay).

- 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?
  - **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.]
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## Personal Statement

*For applicants working in impact investing*

Please address the following in up to 2,000 words. If you are submitting a renewal application, please submit a new essay (do not duplicate a previous year's essay).

- 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?
  - Explain the investment thesis for the fund, your role in the fund, and the impact of the investments.
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## Personal Statement

*For applicants joining a nonprofit or public sector organization*

Please address the following in up to 2,000 words. If you are submitting a renewal application, please submit a new essay (do not duplicate a previous year's essay).

- 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?
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## Current resume

Please upload a current resume in PDF format.

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## Other documents - submit through Secure File Transfer

Please compile the following documents into one PDF file in order and submit to Quiana Burns at [qburns@hbs.edu](mailto:qburns@hbs.edu) over [Secure File Transfer](#):

1. 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).
2. **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.)

3. 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.
  4. A copy of your most recent pay stub showing year-to-date income and current salary.
  5. A copy of your most recent income tax return and W-2 (or foreign equivalent).
  6. Verification of spouse's salary and other income (income tax return and W-2).
  7. Verification of spouse's required annual educational loan payments for need-based loans.
  8. Verification of child care costs.
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#### Signature/confirmation

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The Selection Committee occasionally shares information about applicants to support the continuation of LRAP's funding. It is in no way obligatory, and opting out does not affect your eligibility for the program. Do you allow for your information to be shared with donors?

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- 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.

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.

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SIGN HERE

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