

Bamboo Grants Program

Instructions & Application Guidelines

The United Board's Bamboo Grants Program is designed to support innovative projects – generally in the form of small, start-up activities and pedagogical experiments – that enhance whole person education in Asian colleges and universities. Grant awards are up to US\$5,000.

1. Timeline

Applications are accepted for each of three rounds throughout the year. The United Board will endeavor to make a decision on each proposal within four months after the submission deadline. The deadlines for each round of applications are as follows:

- 1) January 31
- 2) April 30
- 3) July 31

2. Eligibility

- a. Colleges and universities that have received a grant from the United Board in the past five years (since 2013); see pages 5 and 6;
- b. The project must benefit the higher education institution as a whole, not just specific individuals.

3. Themes/Topics

- a. The themes or topics of projects are open, but to enhance whole person education and strengthen institutional capacity. Projects should be imaginative and may take prudent risks to experiment with new approaches or methods;
- b. Project activities may *include but are not limited to*:
 - activities in response to compelling opportunities or in preparation against anticipated adversity;
 - projects that support the college or university to help other, less resourced colleges/universities, such as building joint programs for faculty in teaching and/or research;
 - the hiring of consultants for specific purposes related to a new priority initiative of the institution;
 - the exploration of innovative approaches in digital learning (eLearning) and technology-assisted teaching and learning.¹

¹ Support may be given to incorporate technology-assisted teaching and learning into the existing framework of a college or university. Successful proposals will demonstrate a clear connection to whole person education and highlight how projects introduce further efforts to enhance teaching through the use of educational technology.

- may also be used as an incentive, or as matching funds, for the development of a quality assurance process for existing academic programs, or a new strategic planning and/or fundraising effort by the institution.

4. Selection Criteria

The United Board uses the following criteria in evaluating proposals:

- a. Relevance of the project to the respective missions of the United Board and the proposing institution;
- b. Clarity of goals and intended outcomes;
- c. Caliber and preparedness of the personnel leading the project;
- d. Integrity and feasibility of the project design;
- e. Reasonable, clear, and adequate budget;
- f. Impact on intended beneficiaries
 - *please identify people who will benefit from the project and specific goals that are feasible and meaningful for the beneficiaries;*
- g. Sustainability and cost-sharing; and
 - *to show the support of the institution's leaders;*
 - *to describe how its outcomes will be sustained by the institution and / or incorporated into its regular operations;*
 - *cost-sharing can be either in terms of expenditure or in-kind, e.g. venues/facilities/personnel support; and/ or from other funding sources; it is considered as a strong indicator of institutional commitment.*
- h. Evaluation plan
 - *an evaluation component must be included in the proposal;*
 - *external evaluator is not required.*

5. Restrictions

- a. Bamboo Grants should not be used simply to augment well-established or ongoing programs but rather to stimulate innovation and experimentation;
- b. Grants are also not intended for individual faculty members to conduct academic research or for student activities in existing courses;
- c. All Bamboo Grant funds should be expended on or near the campus and be completed within one year from the date the United Board issues the grant.

6. Submission of application:

Applications should be submitted to grants@unitedboard.org.

Applications should be made on the application form only. Other formats of application will not be considered.

A complete application requires:

- a. [A completed Bamboo Grants Program Application Form \(B1\);](#)
- b. [A completed Bamboo Grants Program Budget Worksheet \(B2\);](#)
- c. [A completed Institutional Endorsement Form \(C\);](#)
- d. Any additional information relevant to the project application (limit to 1 page).

7. Project Duration

- a. Project duration should be one year only.

8. Budgeting

- a. The budget must be realistic, reasonable, and as detailed as possible;
- b. Budget should be provided in *both* local currency and U.S. dollars. Exchange rate should be indicated clearly and adopted consistently;
- c. Maximum 10 percent of the total grant recommended is allowed for covering the institutional overhead and indirect costs;
- d. Costs for program staff (internal) are limited up to 15 percent of the total grant recommended;
- e. Explanation of how the cost of each item is computed is required (e.g., accommodation cost x persons x days).
- f. Justification for major items, such as resource support (external), costs for program staff (internal), should be provided;
- g. A revised budget will be required if the grant is approved with a reduced budget;
- h. Prior approval should be sought for any subsequent changes in the budget items. Unspent balance should be returned to the United Board upon completion of the project.

The following items are not eligible for funding:

- Proposal coming from individuals;
- Church or relief work, or community outreach, that has no direct connection to higher education;
- Student scholarships and student projects;
- Funding for dissertation research, or for turning a thesis or dissertation into a research publication;
- Requests to fund an individual scholar to attend a conference;
- *A project may include sponsoring a conference, in full or in part, if it is integral to the accomplishment of the project goals.*
- Buildings or maintenance of buildings or other building projects;
- Equipment and furniture (e.g., computers, printers, cameras)

9. Reporting

Each round has its own report deadline, please refer to the table below:

	<u>Applied by</u>	<u>Result announced by</u>	<u>Report Deadline</u>
1	January 31	March 31	Next year April 30
2	April 30	June 30	Next year July 31
3	July 31	September 30	Next year October 31

Documents for reporting

	Institutional Grants Program		Bamboo Grants Program
	One-year project	Multi-year project	
Annual Progress Report (R1)		✓	
Progress Financial Report (R2)		✓	
Completion Report (R3)	✓	✓	✓
Completion Financial Report (R4)	✓	✓	✓
External Evaluation Form (R5)	✓	✓	
Report Endorsement Form (R6)	✓	✓	✓

Failure to submit timely reports may jeopardize the institution's eligibility to receive further grants from the United Board.

10. Enquiries

Consultation with our Program Officers prior to application is most welcome. Should you have any questions relating to the process, nature of projects, and institutional eligibility you may write directly to the Program Officer of your region:

Northeast Asia	Dr. Cynthia Yuen	cyuen@unitedboard.org
South Asia	Dr. Maher Spurgeon	mspurgeon@unitedboard.org
Southeast Asia	Dr. Hope Antone	hantone@unitedboard.org

For general questions about the application, you may also write to grants@unitedboard.org.

All Bamboo Grant proposal materials, including Instructions, Application Form, and Budget Worksheet, can be found on the United Board website at:

<https://unitedboard.org/grant-guidelines/apply-for-a-grant/bamboo-grants-program/>

Eligible Institution

If your college or university is not listed below but is interested in exploring the possibility of joining our network, please contact the United Board program officer for your region to discuss potential eligibility (see page 1).

Cambodia

Royal University of Phnom Penh

China

Central China Normal University
Chinese Academy of Sciences
Fudan University
Fujian Hwa Nan Women's College
Fujian Normal University
Ginling Women's College, Nanjing Normal University
Guizhou Normal University
Nanjing University
Ocean University of China
Renmin University of China
Shaanxi Normal University
Shandong University
Shanghai University
Sichuan University
Soochow University (Suzhou)
Yunnan University

Hong Kong

Chung Chi College, The Chinese University of Hong Kong
Hong Kong Baptist University
Lingnan University
The Chinese University of Hong Kong
The Education University of Hong Kong
The Hong Kong Polytechnic University
The University of Hong Kong

India

The American College
Bishop Heber College
Christ University
Karunya University
Lady Doak College
Madras Christian College
Salesian College

Scottish Church College
St. Ann's College of Education
St. Christopher's College of Education
Stella Maris College
Union Christian College, Kerala
Union Christian College, Shillong
Women's Christian College, Chennai

Indonesia

Artha Wacana Christian University
Citra Husada Mandiri Kupang
Duta Wacana Christian University
Indonesian Consortium for Religious Studies
Maranatha Christian University
Petra Christian University
Sam Ratulangi University
Satya Wacana Christian University
Soegijapranata Catholic University
Toraja Christian University of Indonesia
Universitas Atma Jaya Yogyakarta
Universitas Kristen Indonesia Maluku
Universitas Kristen Indonesia Paulus

Japan

International Christian University

Korea

Ewha Womans University
Seoul Women's University
Yonsei University
Yonsei University Health System

Macau

University of Macau

Myanmar

Chin Christian College
Dagon University
Kachin Theological College and Seminary

Myanmar Institute of Theology
University of Mandalay

Philippines

Ateneo de Davao University
Ateneo de Manila University
Central Philippine University
De La Salle University
Miriam College
Pilgrim Christian College
Silliman University
Southern Christian College
Trinity University of Asia
University of Saint Louis, Tuguegarao
University of St. La Salle
Xavier University

Taiwan

Chang Jung Christian University
Fu Jen Catholic University
Soochow University (Taipei)
Tunghai University

Thailand

Assumption University
Payap University

Vietnam

Hue University
Vietnam National University