

**ISAB Grant Application Guidelines**

**Purpose:**

To provide funding for initiatives that benefit the international student community, including graduate and undergraduate students and their dependents, at the University of Chicago.

**How to Apply**

Proposals may be submitted by individual ISAB members, chairs of campus groups, and individual University of Chicago students of any nationality. Dependents who wish to submit a proposal must do so via their student spouse or parent. Proposals must be submitted to the ISAB Grant committee at least a month before the event or project by electronically submitting the Grant Application available on the ISAB website. Alternatively you can download the form and send it to isab@lists.uchicago.edu with subject “Allocation Grant Application - Project [name of project]”.

Proposals must be *no longer than three pages* and *address the following requirements*:

* A description of the project or event including date, time, location
* The specific audience for the project
* Explanation of how the project will benefit the international student community
* The amount of money requested, with an itemized budget
* Who will be involved in the project and each person’s role (event/project leads)
* If collaboration with other groups or departments on campus is being sought, with specifics on funds or other support requested
* Primary contact information (name/email/phone number)

**Proposal Selection Process**ISAB will review the proposal and make an initial determination whether it should receive further consideration. In most cases the person/group requesting funds will be asked to make a brief presentation (no more than 10 minutes) at the next upcoming ISAB meeting. ISAB will then make a recommendation to OIA whether to fund the project and, if so, determine the amount of the award. Selected projects may be given total or partial funding. Final approval will come from OIA and award recipients will be informed via the e-mail address provided.

**Award**The maximum award is $1000, with the expectation that most awards will be lower. OIA will support selected events/projects in regard to marketing via its website, Facebook page, weekly digest and other communication, as appropriate.

If selected for funding, recipients are required to list ISAB as an event sponsor in all advertisements, electronic calendar events, websites, posters/fliers, or any other promotional materials.

**Follow up requirements for applicants:**
Recipients of ISAB allocation funds are required to submit a report following the event. Follow up reports must include:

* Total attendance
* Description on how ISAB funds were used
* A description of the result of the event or project
* Other relevant information that may be used for OIA publicity (e.g., pictures, audience comments, etc.)

Fund recipients who fail to submit a follow-up report will be excluded from future funding opportunities.

**Additional information**For additional information, please email isab@lists.uchicago.edu