**Application Cover Sheet and Guidelines for AAS Council**

**of Conferences (COC) Outreach Grant Proposals**

**Applications will be accepted beginning March 1, 2023 on a rolling basis, pending funding availability. Applications must be submitted electronically to Karl Friday,** [kfriday.prog@gmail.com](mailto:kfriday.prog@gmail.com)and to the AAS grants manager at [**grants@asianstudies.org**](mailto:grants@asianstudies.org) **.**

**IMPORTANT: Please refer to the GUIDELINES below for the format you should follow.**

Name of Regional Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: [Name, Address, Phone Number, and E-Mail]

List Person(s) and Institution(s) Administering the Grant (if different from above):

Project Title:

Brief Description of the Project:

Other Sources of Support: (Please state if they require matching funds)

$\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested from AAS/COC: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that each proposal must have preliminary approval by a designated representative from the regional association. In some cases this is an Outreach Coordinator. In other cases, the Regional President or Chair is the appropriate person. That person's name and signature are required below:

**I confirm that I have read this proposal and discussed it with others in my regional association. It goes forward to the COC with my approval.**

Regional Representative Name and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Guidelines**

**1. Statement of Purpose**

State succinctly, in a paragraph or two, the purpose and goals of the event or product. Follow the simple journalistic dictum here to relate what will happen, when and where will it occur; who will attend the event or receive the product (estimate numbers), and who will present or prepare the materials. Be sure to explain how the event or product promotes understanding of Asia.

Indicate how you will assess the success of the event or the value of the publication/product. Incorporating an instrument for feedback and evaluation into the event itself is often a good idea, and the proposal could well include an appendix of this evaluation instrument.

**2. Rationale and elaboration**

Why is there a need for this event or publication? Why is the event or product organized as it is? Is there a precedent or model for this that has worked well before? Are the leaders or designers of this event or publication suited to the task? Your proposal may not necessarily need to address each of these questions, but instead may require explaining different dimensions than the ones listed here. The point of this section, whatever points you address, is to justify the worth and value of the event or product for enhancing the study of Asia at any level.

This is the place, too, to explain in greater detail any elements that were not included in the statement of purpose for the sake of brevity. For example, on what basis can you estimate the numbers who will attend this event? If the proposed event is a workshop or an event linked to one of the regional conferences, prepare a detailed schedule of how the time will be used. If participants will be provided materials at the event or ahead of time, indicate the nature of these materials and how they will be used in the event. **The COC encourages you to consider making use of the teaching resources available from the Association for Asian Studies, including the journal *Education About Asia*. Information on gift subscriptions is available at https://www.asianstudies.org/publications/eaa/** If the project involves a publication or the construction of a web site (which, of course, extends the reach of any materials you prepare), provide an outline of the contents. If your event is built around the contribution of one or two major speakers or experts, you may want to include a vita or some brief biographical information about them. Letters expressing cooperation and support from relevant groups or cooperating institutions (e.g., a museum, a school district, an arts council) may also be included if you wish.

**3. Budget**

Estimate how much money will be used for what purposes and provide an itemized list and total of expenses. Materials, duplication and mailing charges, performers or lecturers' stipends, room and equipment rentals, and word-processing are the kinds of expenses usually covered in these proposals. ***Funds will not be awarded for meals***, even if experiencing a particular cuisine is one of the educational goals of the event. Participants might well be asked to bear the cost of their own meals in these cases. ***Funds are not awarded to cover substitute teacher stipends*** when the event requires attendance during the school day.

Matching funds, if any—from a university outreach program, from a school district or state budget, or from another granting source—should be listed in the budget as well. The COC encourages leveraging COC monies with other sources whenever possible.

Please note: ***AAS COC Outreach Grants take the form of reimbursement, rather than payment in advance.*** ***Reimbursement is for actual expenses incurred***, up to the amount of your grant award and will only be made after completion of the event and based upon submission of the required narrative and financial reports.

**4. Evaluation, follow up, and feedback.**

Recipients must write a brief narrative and financial report of a funded event ***within one month of its occurrence***. Narrative reports should contain an assessment of the success of the event or the value of the publication/product. Reports on a publication or website funded by a grant should be returned no later than three months after publication.

Grant narrative and financial reports should be digitally submitted via email attachment to the AAS Manager of Grant Programs, Molly Dedona ([mdedona@asianstudies.org](mailto:mdedona@asianstudies.org)) and to the current Chair of the COC (see AAS website for details: <https://www.asianstudies.org/about/governance/councils/council-of-conferences-coc/>), who will share the report with relevant personnel in the regional organization. Grantees pay all expenses directly. A COC Outreach Grant Expense Reimbursement Form should then be completed and mailed to the AAS Secretariat office in Ann Arbor, MI along with all eligible grantee-paid expense receipts copies for which you are seeking outreach grant reimbursement.

**Conferences that fail to submit the required reports will not be eligible for a COC Outreach Grant the following year.**