



## Committee on Projects and Proposals Application Form for an Appropriation or Grant

Date of application:

Name of applicant:

Applicant's Email address:

Applicant's Telephone No.:

If appropriation, indicate committee requesting appropriation:

If grant is to be paid to an organization, list exact legal name:

Address of organization:

Telephone number: Fax: E-mail:

Contact person and title:

Purpose of appropriation or grant (one sentence):

Appropriation or grant request: \$

Dates covered (mo/year to mo/year):

Initiative name (if applicable):

### **Narrative (3 pages maximum)**

The narrative should contain:

1. **Funding Request** - Describe the primary purpose of the initiative and the need or problem that it is seeking to address. Describe the community that the initiative plans to serve and how this community will benefit from the initiative. Explain the strategies employed to implement the initiative and the anticipated length of the initiative. Explain how the initiative contributes to the ASLH's overall mission. Be sure to include a description of all collaborating or cosponsoring institutions and of the extent (financial or otherwise) of their collaboration.
2. **History** - If funding is being sought for an ongoing initiative, describe the initiative and its past accomplishments. [Note that the Committee has been directed by the Board of Directors of the ASLH not to recommend for funding any project or proposal more than three times. After three iterations, ongoing projects may become part of the regular budget that the Board of Directors discuss and enact at its annual meeting.]
3. **Evaluation** - Explain how you will measure the effectiveness of the initiative. Describe the criteria for a successful initiative and the results you expect to have achieved by the end of the funding period.
4. **Project budget** – Provide a line-by-line budget showing all anticipated income and expenditures. Please note ASLH travel reimbursement guidelines available on the ASLH website.

Email your completed application, narrative, and any supporting material to: Hendrik Hartog, Chairman, Committee on Projects and Proposals, hartog@princeton.edu by September 15, 2017. Applications will be considered by the Committee on Projects and Proposals, which recommends expenditures to the Society's Board of Directors at its annual meeting in October 2017.