Mini Grant Proposal Instructions

Please provide the following items and attach additional pages if necessary.

I. **Cover Page** to include: *(if you are using the NHSEMP template, please change the cover page to fit your request)*
   1. Name of Event, Project, etc.
   2. Your Name
   3. Date
   4. “Request Approval Needed by” with date

II. **Purpose of Request** – this should include:
   1. A background or description of the event, project, etc.
      a. If funding is requested for a student project, please include:
         i. Names of team members
         ii. Names of supervisors/professors, etc.
   2. Your reason for attendance or participation

III. **Budget or Cost Analysis** to include:
   1. Total Budget (broken down by line item)
   2. Amount Requested from NHSEMP
   3. If you or your project is receiving other funds, please include:
      a. Amount Received/Requested
      b. Funding Source

IV. **Project Timeline** – to include:
   1. Project timeline (Gantt chart, list, etc.)
   2. Dates of event, travel, conferences, etc.

V. **Conclusion** to include:
   1. Relevance/importance to your area of studies or interests
   2. Relevance to the UH Manoa and Hawaiian communities

VI. **Additional Documents** please provide the following documents:
   For Travel or Conference Proposals:
   1. Conference/Travel agenda
   2. Registration Information
   3. Flights
   4. Receipts or Invoices
   5. Additional Information
   6. Other

   For Student Projects or Other:
   1. Receipts or Invoices
   2. Additional Information
   3. Other