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.
      b. If funding is requested for travel with a student chapter/society, please include:
         i. Reason why funding was not granted through chapter/society
   2. Your reason for attendance or participation
      a. If funding is requested for summer tuition/books, please include:
         i. Explanation of course relevance to your major
         ii. Reason for taking the course during the summer

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. Name of Funding Source

   Ex:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundtrip Airfare (HNL – CA)</td>
<td>1000.00</td>
<td>1000.00</td>
</tr>
<tr>
<td>Conference Fee</td>
<td>150.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>99.00+ tax (per night)</td>
<td>297.00 + tax (total 3 nights)</td>
</tr>
</tbody>
</table>

   **Subtotal:** $1447.00 + tax

   List external source and amount of external funding here:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCE Student Chapter</td>
<td>500.00</td>
<td>- 500.00</td>
</tr>
</tbody>
</table>

   **Grand Total Requested from NHSEMP:** $947.00 + tax
IV. Project Timeline – to include (these items can be included on a separate paper):
   1. Dates of event, travel, conferences, etc.
   2. Project timeline (Gantt chart, list, 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. Original Receipts or Invoices
    5. Additional Information
    6. Other

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

** Please feel free to work with NHSEMP staff before turning in your final request. Final requests will be reviewed “as is.” **