

LOEB Fellowship

at Harvard Graduate School of Design

Alumni Association Grant Program GUIDELINES FOR 2017-2018

The Loeb Fellowship Alumni Association (LFAA) awards grants to help increase professional collaboration among Loeb alumni. The program was created in 2002 and has been funded primarily by donations from the Loeb alumni/ae, supplemented at times by challenge grants from the Loeb Fellowship.

- ❑ **Eligible Activities** – The grant is intended to fund new projects that tap the expertise of Loeb alumni to address issues in their communities. Projects must involve Loeb alumni/ae, preferably from different class years, locations and disciplines. We are generally looking to support activities where Loeb alumni and other participants are donating their time and Loeb grant funds should make projects possible. “On the ground” projects with direct community impact are prioritized.
- ❑ **Use of Funds** – Grant funds can be used for program expenses, primarily to assist with travel, meals and lodging expenses of the Loeb alumni who are participating in the project.
- ❑ **Eligible Applicants** – Grants are available only to Loeb alumni but can be administered through affiliated organizations. If grants are issued to an individual they are considered tax deductible. It is therefore preferable to have a fiscal sponsor or affiliated organization which can administer the funds due to tax issues. International projects are not able to be funded unless there is a domestic fiscal sponsor. Applicants who have **not** received grant funding in the past will receive priority consideration.
- ❑ **Grant Amounts** - The maximum grant is \$7,000.
- ❑ **Rating Criteria** – Impact on community and Impact on Fellowship.
- ❑ **Application** - Please answer the questions on the application form – and provide attachments if needed. ***Incomplete applications will not be considered.***
- ❑ **Selection Process** – Decisions will be made by the Grant Committee of the Alumni Council.
- ❑ **Timeline** – Applications are due by March 11, 2017. Decisions will be announced by April 8, 2017. Projects must be completed within one year of the award.
- ❑ **Submission** – Please submit the application and attachments by e-mail to Ann Yoachim at ann.yoachim@gmail.com with “Alumni Association Grant Program” in the subject line. Please Cc Sally Young at syoung@gsd.harvard.edu

Completion Report – Sponsors must submit a completion report of the funded activity, including at least one photo. Creative methods for communicating the activities and results of the grant are encouraged so that the results can be published in the Loeb newsletter, posted to the Loeblog, and used to inform a larger community on the goals, aspirations and accomplishments of the fellows and the fellowship. Completion report template will be sent with grant acceptance letter.
- ❑ **Questions** – Please contact Ann Yoachim at 504-884-0653 with questions.