Thank you for your interest in applying for the BGLTQ Programming Grant! The following guidelines are designed to help maximize your chances of a successful application. Questions can be directed to bgltq@fas.harvard.edu. We look forward to reviewing your application.

**Fall 2020 Grant Deadline**

- **Thursday, October 8, 5pm:** BGLTQ Programming Grant deadline
- **Friday, October 9, 4-6pm:** Applications to the BGLTQ Programming Grant are reviewed and awarded by the Queer Advisory Council (QuAC)
  - If the QuAC has additional questions about your grant application, you or another representative from your student organization who is knowledgeable about the grant may be contacted to attend the grant review meeting.
- **Week of October 12:** Grant award notification (groups have one week to accept, or funds will be awarded to a group on the waitlist)

**Eligibility**

- We welcome applications from all recognized Harvard College student organizations in good standing with the Dean of Students Office to apply
  - Individual students and unrecognized groups alone are not eligible for grant funding.
- Events/Programs must adhere to the following to receive consideration:
  - Be specifically relevant to the BGLTQ community. e.g. for queer and trans folks and/or directly address topics or resources relevant to the queer and trans community
  - Make a meaningful contribution to student life at Harvard College
  - Be open and free to all Harvard College students wishing to attend. This can include events that are by donation and/or have at least one day free of admission fees that is made explicitly clear
  - Be in a digital format in order to minimize the spread of COVID-19. The events should be primarily digital, or with an explanation of the necessity for an exemption in the grant application.
  - For the duration of the period in which digital events are a requirement for grant funding, grant applications cannot request money for the purpose of purchasing food or drink.
  - The event should occur in the grant cycle semester for which you are applying. e.g. If your event takes place in the spring semester, you should apply for funding by
the spring semester grant deadlines. Retroactive funding is possible if the semester’s grant deadline occurs after your event has passed in that same semester.

- Acknowledge the “Office of BGLTQ Student Life” or the “Queer Advisory Council” as a co-sponsor on all event publicity materials

Additional application considerations:

- Addresses the intersections of gender, gender expression, and sexuality with other identities
- Demonstrate engagement with different communities and/or student organizations

Examples of Previously Funded Events

- Study breaks
- Social dances
- Theatrical productions
- Dinner and discussion
- Conferences
- Movie screenings

Ideas for Digital/Remote Events

- Pen-pal programs
- Movie festivals/screenings
- Digital conferences
- Subscriptions for multi-player online games
- Digital events with a speaker

Conceptualizing events this semester might be unusual and difficult, but the Office of BGLTQ Student Life is eager to sponsor all sorts events that support BGLTQ Students during this semester. Creative and outside-of-the-box ideas are encouraged!

Exclusions

We will not allocate funding toward any of the following:
- costs associated with items sold as fundraisers
- travel outside the United States
- travel costs for non-Harvard students
- any other costs believed to be inconsistent with the mission and goals of the BGLTQ Programming Grant

Application Process

- Applications for grant awards include two primary parts and both are required for grant
consideration:

- **(1) BGLTQ Programming Grant**
  The BGLTQ Programming Grant application must be completed. One grant application must be submitted per project.

- **(2) W-9 form**
  If your student group is new and/or has not received grant funding from Harvard before, a completed W-9 form is necessary for grant disbursement. The W-9 will not be used for grant consideration and can be emailed to bgltq@fas.harvard.edu.

**Additional Sources of Grant Funding**

Individual BGLTQ Programming Grant awards do not exceed $250. With that in mind, it is rare that the BGLTQ Programming Grant can cover all the costs of an event, and we recommend that you consider applying for other grants. The QuAC appreciates student organizations that have taken the time and initiative to apply to other grants, like those listed on the Dean of Students website: https://osl.fas.harvard.edu/grants

**If You Are Awarded a Grant**

If your organization is awarded grant funds, the following 2 items are required **7 days after your event** to be considered for future funding:

1. **Final report**
   a. All applicants must submit a final budget with the breakdown of income and expenses from your event/project, with original detailed receipts. Photocopies of receipts and/or non-itemized receipts are not acceptable and may lead to a request for the return of grant money and/or ineligibility for future grant funding.
   b. Organizations that fail to submit the final report will not be eligible to apply to the next cycle of the BGTLQ Student Life’s grant.

2. **Return of any unspent funds to the Queer Advisory Council**
   a. If you no longer need the grant funds (your event has been cancelled, you received funding from another source, etc.) please notify the BGTLQ Office immediately. Funds cannot be transferred to other events or expenses, or from one semester to another (fall to spring).

Please note:
- Funds will be distributed via Direct Deposit. Please include the name of your organization as it appears in Harvard’s financial system with your grant application.
- Organizations that applied for grant funding with the BGLTQ Office but did not receive a grant in the fall term will receive prioritized consideration for grant funding in the spring term. Questions can be directed to bgltq@fas.harvard.edu.