



Buddha's Wisdom for Everyone

KHYENTSE
FOUNDATION

khyentsefoundation.org

Ashoka Grant Application

For requests that fall outside the criteria of scholarships or awards, Khyentse Foundation has created Ashoka Grants, a fund for special projects. This program identifies and supports organizations and individuals working to increase dharma activity around the world.

QUALIFICATIONS

The Ashoka Grant Committees review applications from a broad array of organizations and individuals who are actively engaged in projects related to Buddhism.

Your application will **not** be considered if:

- You are requesting funds for a building and construction project.
- Your application is incomplete or does not adequately explain the budget and scope of the project.
- Your application is not related to Buddhism or Buddhist activity.

Full funding of proposals is not always possible and partial funding may be offered to some applicants. KF is able to offer grants because of the great generosity of our donors so please keep this in mind and request only what is needed for your dharma activity.

INSTRUCTIONS

Please complete all four sections of the application, as well as any appendix that applies to your project. If some part of the application is unclear, please contact the grants administrator at [**grants@khyentsefoundation.org**](mailto:grants@khyentsefoundation.org) for assistance, before the deadline. Please answer all questions as completely as you can.

Here are some additional guidelines:

- If you have received a grant from Khyentse Foundation before, you must also complete Appendix A.
- If your application is for a translation project, you must also complete Appendix B.
- If your application is for a project involving the education of children, you must also complete Appendix C.
- If you are in India or your project will take place in India, you must also complete Appendix D.
- Your budget should be in US dollars (\$).
- Applications without a clear budget will not be considered.
- Email your completed form, and any other documents that you feel are relevant to your proposal, to [**grants@khyentsefoundation.org**](mailto:grants@khyentsefoundation.org).



Section One: PERSONAL INFORMATION

Date of application: _____

Full name: _____

Street address: _____

City: _____

State: _____

Country: _____

Postal / zip code: _____

Email address: _____

Phone number: _____

Occupation: _____

This application is being made on behalf of an: Organization Individual

(If organization, please also complete Organization Information, below)

Have you or your organization applied for an Ashoka grant in the past? Yes No

If yes, indicate the year(s): _____

Have you or your organization been a recipient of an Ashoka grant in the past? Yes No

If yes, indicate the year(s)? _____

ORGANIZATION INFORMATION

Name of organization: _____

Name of executive director or president: _____

Email address: _____

Okay to contact? Yes No



Street address: _____

City: _____

State: _____

Country: _____

Postal / zip code: _____

Website: _____

Phone number: _____

Year the organization was founded: _____

Is the organization a registered charity or nonprofit? Yes No
(Attach governing document)

Is the organization permitted to receive foreign funds? Yes No
(If your country grants an official permit, attach proof)

Mission statement:



Section Two: PROJECT INFORMATION AND BUDGET

Name of project: _____

Short project description (in 50 words or fewer):

Specify what the funds will primarily be used for:

Who is your target audience and what geographic area will you serve? Who will benefit most from this project?

Original start date of project: _____

Expected completion date of project: _____

Total project cost: _____

Amount you are requesting from Khyentse Foundation: _____

Amount of self-support: _____

Does your project generate income? If so, how much? _____

Are you receiving other funds? Please list the name(s) of the grantor(s) and the amount granted. (If you do not want to disclose the grantor's name, put "anonymous")

- | | |
|---------------------------|---------------|
| 1. Name of grantor: _____ | Amount: _____ |
| 2. Name of grantor: _____ | Amount: _____ |
| 3. Name of grantor: _____ | Amount: _____ |



Budget

Applications without a clear budget will not be considered. You may also send this information as a separate document. Click [here](#) to see a sample budget sheet and instructions.

		Amount	
Item	Amount Needed (US\$)	Requested from KF (US\$)	Notes
TOTAL			

If the amount awarded to you is less than the amount requested, will you still proceed with the project? If so, how?

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If you are applying on behalf of an organization, what is the total organizational budget for the fiscal year?

- Income: _____

- Expenses:

Number of paid staff: Full-time: _____ Part-time: _____

Number of volunteers: Full-time: _____ Part-time: _____



Who else is working on the project and what is their role or level of involvement? (For example, advisor, paid staff, volunteer, participant, beneficiary, collaborator.)

- Name: _____ Role: _____
- Name: _____ Role: _____
- Name: _____ Role: _____
- Name: _____ Role: _____
- Name: _____ Role: _____
- Name: _____ Role: _____
- Name: _____ Role: _____



Section Three: PROJECT DESCRIPTION

Please answer each of the following essay questions in fewer than 400 words.

How did your project come about? What inspired you to start on this path? What aspects of your project are you, or your staff, currently working on?



What is your plan? What steps will you take to achieve your goals? Be as specific as you can.

Ashoka Grants are usually for the period of one year. What do you hope to achieve in this period? Provide a timeline that shows the project's milestones and outcomes.



Sometimes unexpected obstacles arise and disrupt our plans. How could you prepare for such obstacles? Do you have a backup plan to ensure that you reach your goal?

How might your project preserve, uphold, or spread the Buddhist heritage? Will your project engage the Buddhist community? Will it engage non-Buddhists? What direct impact do you think your project will have on the people you are trying to reach?



Appendix A: ONGOING PROJECTS ONLY

(If you are a first-time applicant, do not complete this section)

If your current grant term with KF is not yet complete, you must submit the following progress report below to be considered for continued funding. The progress report should cover your achievements to date and explain how you have used the KF funds so far.

Briefly describe (in one or two paragraphs) the progress of your project. What is working well and what is challenging?

Has the overall purpose of your project changed? If so, how has it changed? Will this affect the achievement of your final goal?

What do you hope to accomplish in the coming year?



How will the coming year's work contribute to your longer-term aspirations for the project?

[illegible]

Complete the following form to tell us how you have spent KF funds so far. Use the same budget items listed in your original application. You will need to provide a full accounting in your final report.

[illegible]

Appendix B: TRANSLATION PROJECTS ONLY

Please send the following with your application, as attachments:

- One-page sample of translation, with a copy in the original language
- A description of your qualifications as a translator (with curriculum vitae or resume)
- Permissions from publishers, if applicable

Title of text:

- Text 1: _____
- Text 2: _____
- Text 3: _____

Author of text:

- Author of text 1: _____
- Author of text 2: _____
- Author of text 3: _____

Length of text (specify unit of measure):

- Text 1: _____
- Text 2: _____
- Text 3: _____

Source language: _____

Target language: _____

If the translation is into a language other than English, please specify a person as a reference:

- Name: _____ Relationship to you: _____
- Email address: _____

Regarding the text you wish to translate, what other translations have already been completed (or are ongoing) into English or the target language? If there are already translations, why is another one needed?



If the translation is from a language other than the original Tibetan, specify the version of the text you are using, and provide documentation demonstrating that permission has been granted by the person or publisher who holds the rights.



Appendix C: EDUCATION FOR CHILDREN PROJECTS ONLY

Please send the following with your application, as attachments, where applicable:

- Samples of your work
- Detailed timelines
- Curricula, lesson plans
- Bios, CVs, or resumes of those involved in your project
- Your complete project budget
- Any other relevant information, supporting materials, letters of recommendation, work samples, or whatever you feel will give the committee a good sense of your project



Appendix D: INDIA PROJECTS ONLY

Please send the following with your application, as attachments, where applicable:

- FCRA documents
- Biographies, CVs, or resumes of those involved in your project
- Your complete project budget (send as an attachment)
- Annual report and/or financial statements (for organizations)
- Training materials, course prospectus, brochures

Who is on your advisory board?

- Name: _____
- Name: _____
- Name: _____
- Name: _____

Does your organization have a spiritual guide?

What is the lineage you or your organization is following?

How did you learn about Khyentse Foundation?