



*Buddha's Wisdom for Everyone*

**KHYENTSE  
FOUNDATION**

khyentsefoundation.org

# Ashoka Grant Application

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For requests that fall outside the criteria for KF Buddhist Studies Scholarships, KF Individual Practice Grants, or other 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 to 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 complete Organization Information, below)

## ORGANIZATION INFORMATION

Name of organization: \_\_\_\_\_

Name of executive director or president: \_\_\_\_\_

Email address: \_\_\_\_\_

Okay to contact?    Yes                      No

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Postal / zip code: \_\_\_\_\_



Website: \_\_\_\_\_

Phone number: \_\_\_\_\_

Year the organization was founded: \_\_\_\_\_

Mission statement:



## Section Two: PROJECT INFORMATION

Short description or name of 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: \_\_\_\_\_

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: \_\_\_\_\_

Number of people directly affected by the project: \_\_\_\_\_

Geographic area served (specific to this proposal): \_\_\_\_\_



Who is your target audience? Who will be most affected by your project?



## Section Three: PROJECT DESCRIPTION

Describe your project (in 50 words or fewer):

How will a grant from Khyentse Foundation make a difference for your project? What is the primary way you would use the funds?

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?



## Section Four: 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.

Item	Amount Needed (US\$)	Amount Requested from KF (US\$)	Notes
<b>TOTAL</b>			

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

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: \_\_\_\_\_

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.)



## 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 a progress report 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?

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.

Item	Amount Spent from KF Funds So Far (US\$)	Notes
<b>TOTAL</b>		



## 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?