Graduate students interested in submitting a proposal for the Graduate Community Engagement Program should complete and submit the application form electronically and send as an email attachment to [gradcollege@ntu.edu.sg](mailto:gradcollege@ntu.edu.sg).

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| --- | --- | --- | --- | --- |
| 1. **To be completed by student (lead)**   Please expand the space according to the details required to be furnished (no page limit) | | | | |
| Graduate student’s name |  | | | |
| Student matriculation number |  | | | |
| School |  | | | |
| Mobile |  | | | |
| Admission Year |  | | | |
| Name of faculty for the community project |  | | | |
| Team Member(s):  Please include name, matriculation number, school |  | | | |
| Objectives of Project |  | | | |
| Targeted Beneficiary |  | | | |
| Background of Beneficiary |  | | | |
| Estimated Number of Beneficiary |  | | | |
| Targeted Project Execution Date |  | | | |
| Deliverables |  | | | |
| Program itinerary |  | | | |
| Estimated Cost Breakdown |  | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | |
|  | |  | |  |
| **B) To be completed by project advisor** | | | | |
| * Supported * Not supported   Comments (if any): | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date | |
| **C) To be completed by Graduate College Dean** | | | | |
| * Approved * Not approved   Comments (if any): | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date | |

**Terms and Conditions**

1. This funding is open to all matriculated graduate students in Nanyang Technological University.
2. To be eligible, the project and / or activities need to meet the following criteria:

* Relevance to Graduate College’s community engagement themes (Continuous Learning, Community Service, and Sustainability).
* Clearly defined objectives, target beneficiary, and planned tangible outcomes which must be able to produce quantifiable results.
* Opportunities for regional participation / outreach are strongly encouraged.

1. The proposals will be selected based on the creativity and their impact to the community.
2. The proposal is not limited to physical volunteering, but covers organizing virtual events and talks, exhibitions, visitations, development of digital products or other activities that are beneficial to the community or society.
3. The voluntary initiative can be carried out for local or oversea beneficiaries. Details should be stated in the proposal.
4. The voluntary initiative can be carried out as an individual or as a group. Details should be stated in the proposal.
5. The awardee of the funding is required to submit a progress and completion report during and after project closure.
6. If the project will be carried out over a predetermined duration, the proposal should contain suitable milestones. There should also be progress updates at predefined time intervals.
7. The graduate student should engage a faculty who agreed to be the project advisor for the community project. Graduate College could help to identify suitable project advisor.
8. The project needs to be completed within 3 months after the award of the funding.
9. Administrative or indirect cost such as manpower and transport should not exceed 20% of eligible costs.
10. Graduate student to request for reimbursement after project completion.