

Tips on writing your Brief Project Description. Please read before completing an online grant application. We encourage all applicants to discuss their plans with a faculty, administrator, or staff member.

Visit the [OFA webpage](#) for additional guidelines and application information. Questions can be directed to Stephanie Troisi, Student Services Coordinator (troisi@fas.harvard.edu)

Focus on the who, what, where, why, how, and when. Keep the description focused and as succinct as possible.

- **Who:** Tell the review committee who you are, as a person or an organization, what you do, and a little bit about why you do it.
- **What:** Tell the review committee what you're going to make. Specify the art form(s) that will be part of your project.
- **Where:** Tell the review committee where your project will be made, rehearsed, performed, exhibited (in person, online, or hybrid).
- **When:** Tell the review committee the time frame of when you will be working on pre-event planning and creating including what month/date(s) your event will be happening.

Tips on writing your Project Goals

Focus on how your project relates to the artistic goals of your group, and the funding Organization (OFA)

- **How:** Describe how your project will engage undergraduates directly in art making opportunities and how these activities may serve the Harvard Community
- **Why (and why now):** Sometimes there is more than one “why” to a project, based on what it means to the maker(s) or performer(s) and what your hopes are for your audience. Consider if your project helps address the University's larger commitment to anti-racism, equity, diversity, inclusion, and student wellness.

Tips on Producer/Director information

- List the core group of your production team: (e.g., Director(s), producer(s), Stage Manager, Choreographers) including class year. Provide a few sentences on each team member that specifies any experience they have related to their job assignment for this project (e.g., stage managed 3 theater productions in the Loeb ex, lighting designer for x events; Music Director for x project(s); co-choreographed 3 shows with dance groups including Modern Dance and Expressions).

- i You can expand on this information in your supplemental material, if necessary.

Tips on Supplemental Material:

- **Budget:**
 - The OFA expects applicants to apply for other available funding. A listing of funding options is available on the [Harvard Undergraduate Association's website](#).
 - Be sure to list all projected funding from other resources.
 - Be sure your projected revenue and expenditures balance out.
- **Production Team Member List:**
 - Include names, class years and emails of the core production team for this project. You may expand on information included in the online application as necessary.
 - If you are applying on behalf of a group and an official website exists, please include that link with this information.
- **Production Schedule (if applicable)**
 - Please highlight key dates, (e.g., auditions, rehearsal (start/end), production dates) and any other relevant "in production" events.
 - If you have consulted with any faculty advisor or staff/administrator about your project please note their name and Harvard affiliation
- **Director's Statement (Dance, Theater)**
 - Provide a one paragraph statement that may expand on some of the goals noted in the online grant application.