



Project Application Form

Not-for-profit organizations are eligible to apply for an award for projects that fulfill the Geiss Hsu Foundation’s mission. **Please thoroughly review our website to determine if your project falls within these parameters prior to applying.**

Instructions and notes: (1) Awards may not include overhead costs to a parent organization, such as a university or department. (2) Submit all documents in an unlocked PDF format. (3) Direct any questions, as well as the completed forms and required attachments, to applications@geissfoundation.us.

General Information:

Name of Primary Applicant/Principal Investigator (first name, last name/surname)	
Name of Non-Profit Organization	
Address (street address, city, state, zip, country)	
Phone Number	Email Address
Project Name	
Names of any partner organizations (if applicable)	
Amount of Funding Requested (U.S. dollars)	

Other Sources of Funding (pending and secured):

Source of Funding	Amount Requested or Awarded	Pending or Secured
	\$	
	\$	
	\$	
	\$	

Please check the box that indicates your organization's designation as described by the IRS:

PF	Private non-operating foundation (section 509(a))
POF	Private operating foundation (section 4942(j)(3)) other than an EOF
EOF	Exempt operating foundation (section 4940(d))
PC	Public charity described in section 509(a)(1) or (2)
GOV	Domestic or foreign government (including Indian tribal governments) or instrumentality, or international organization designated by Executive Order under 22 U.S.C. 288
SO-DP	Type I, or Type II, or Type III functionally integrated supporting organization if a disqualified person of the private foundation controls the supporting organization or a supported organization (sections 509(a)(d) and 4942(g)(4))
SO I	Type I supporting organization (sections 509(a)(3) and 509(a)(3)(B)(i) other than an SO-DP
SO II	Type II supporting organization (sections 509(a)(3) and 509(a)(3)(B)(ii) other than an SO-DP
SO III FI	Functionally integrated Type III supporting organization (sections 509(a)(3), 509(a)(3)(B)(iii), and 4943(f)(5)(B)) other than an SO-DP
SO III NFI	Non-functionally integrated Type III supporting organization (sections 509(a)(3), 509(a)(3)(B)(iii), and 4943(f)(5)(B))
TPS	Testing for public safety organization (section 509(a)(4))
NC	Organization not otherwise classified
I	Individual person

Please attach as an unlocked PDF the following items:

1. A completed application from;
2. An application narrative that: (1) describes the project; (2) explains its relevance to the Foundation's mission and describes the project's rationale (how it is empirically grounded, theoretically informed, and methodologically explicit). In the case of applications for support for the open-access publication of previously published books, please use this section to include a short description of the work(s), reviews (or in the case of an application for the support of multiple titles, excerpts of reviews), and to explain why the title(s) are good candidates for open-access publication, including if rights/permissions have been secured, and other relevant information (such as the titles being out-of-print but frequently requested/frequently used in courses, etc.); (3) explains the project's goals or intended outcomes; (4) includes a timeline for project completion or the date(s) of the proposed activity/anticipated publication date(s); (5) if relevant, discusses any partners or collaborators and how they intend to work together on the project and its management. In the case of applications for support for manuscript review workshops, please include a letter of support from the chair of the academic department hosting the proposed workshop; and (6) describes how it will reach a wider audience or enhance connections between scholars and institutions from different fields or regions;

3. CVs of the project lead(s) and any key team members (CVs are not necessary in the case of applications for support for the open-access publication of previously published books);
4. Applications for manuscript review workshops should include a representative chapter of the work to be discussed;
5. A budget statement;
6. A list of grants and awards that have already been received or are pending, if the number of awards and grants exceeds the space available in the application form.

Note: Should the Geiss Hsu Foundation make an award for this project, it will require the organization to acknowledge the Foundation by printing on materials related to the project one of the following statements accompanied by the Foundation's logo: "[Title of the project] was made possible in part by an award from the James P. Geiss and Margaret Y. Hsu Foundation" or "This project was made possible in part by an award from the James P. Geiss and Margaret Y. Hsu Foundation." A similar statement is required for open-access publications. The Board of Directors would appreciate receiving a narrative report on the project within one month of its completion. Though a report is not required, it is helpful in giving the Board a sense of how the Foundation's initiatives and awards are performing, and in making decisions regarding future awards. An agreement stipulating the acknowledgement instructions, to be signed by a representative of the organization, will be sent with an award letter.

Application Checklist

Instructions: Before sending your completed application to applications@geissfoundation.us, please check that you have attached as an unlocked PDF the following items:

1. A completed application form
2. An application narrative that:
 - a. Describes the project
 - b. Explains its relevance to the Foundation's mission and describes the project's rationale; For the open-access publication of previously published books, it includes a short description of the work(s), reviews or excerpts of reviews, and explains why the title(s) are good candidates for open-access publication, including if rights/permissions have been secured, and other relevant information
 - c. Explains its goals or intended outcomes
 - d. Includes a timeline for completion/anticipated publication dates or the dates of the proposed activity

- e. Discusses any partners or collaborators and how they will work together on the project and its management; for manuscript review workshops, it includes a letter of support from the chair of the academic department hosting the proposed workshop
 - f. Describes how it will reach a wider audience or enhance connections between scholars and institutions from different fields or regions
3. CVs of the project lead(s) and any key team members (not necessary in the case of applications for support for the open-access publication of previously published books)
 4. For manuscript review workshops, it includes a representative chapter of the work to be discussed
 5. Budget statement
 6. A list of grants and awards that have already been received or are pending (if the number of awards and grants exceeds the space available in the application form)