



Subvention Application Form

Not-for-profit publishers and academic presses are eligible to apply for a subvention award for books that fulfill the Geiss Hsu Foundation’s mission. **Please thoroughly review our website to determine if a publication 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 Applicant Representing Publisher (first name, last name/surname)	
Name of Publisher	
Address of Publisher (street address, city, state, zip, country)	
Phone Number	Email Address
Title of Publication	
Author Name (first name, last name/surname)	
Amount of Funding Requested (U.S. dollars)	
Is this publication a translation of an existing work?	
If it is a translation of an existing work, has it been previously translated? If yes, when?	
If the publication is a translation, will the translators be writing an introduction, annotating the text, or providing other commentary? If yes, please explain:	
Do you intend to use a portion of the award to reimburse an author for out-of-pocket-costs related to the publication (such as indexing, image rights, estimated lost royalties resulting from open-access)? If so, how much and for what costs?	

Other Sources of Funding:

Source of Funding	Amount Requested/Awarded	For What Purpose	Pending or Secured
	\$		
	\$		
	\$		
	\$		
	\$		

Series Information (if book is part of a series):

Full series name
Series editor(s) and affiliation(s)
Please list published titles in series

Technical Data:

Proposed trim size	
Total number of pages	
Illustrations (specify b&w and color) without requested funding from GHF	
Illustrations (specify b&w and color) with requested funding from GHF	
Print run	
Type of binding (hardcover or paper)	
Proposed retail price without requested funding from the Geiss Hsu Foundation	Hardcover Paper
Proposed retail price with requested funding from the Geiss Hsu Foundation	Hardcover Paper
Name of co-publisher(s) and total copies for sale under imprint of co-publisher(s)	
Anticipated publication dates	Hardcover Paper Open-access

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. The completed application form;
2. A publisher's letter of nomination that provides a summary of the proposed book's importance to Ming, Chinese, and/or Asian studies, the amount of money requested, and to what purpose an award would be used, particularly as it relates to visual enhancements such as maps and illustrations. Please be as specific as possible in describing how an award will benefit a publication (for instance, if it will allow for a lower purchase price, or for color illustrations rather than black-and-white). Please indicate if a portion of the award will be used to reimburse an author for out-of-pocket expenses associated with the costs of indexing, image rights, editing, or other fees, or, in the case of open-access publication, for estimated lost royalties;
3. An abstract, table of contents, and a sample section of 25–30 pages of the proposed book. Representative illustrations, if relevant, should also be submitted; if the publisher proposes to use the award to offset the cost of the creation of specialized charts, maps, or other images, these should be described;

4. Reader reports of the proposed book, as already submitted to the publisher. If available, please include the author's response to those reports;
5. For new translations of a work that has previously been translated, please provide a statement of why a new translation is needed, and in what ways the new publication will differ from previous translations;
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 award a subvention for this publication, the Foundation will require the publisher to acknowledge the Foundation by printing one of the following statements on the copyright page or the reverse of the title page, preferably accompanied by the Geiss Hsu Foundation's logo: "[Title of the book] was made possible in part by an award from the James P. Geiss and Margaret Y. Hsu Foundation" or "This publication 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. In addition, the publisher will provide five copies of the publication to the Foundation. An agreement stipulating the acknowledgement instructions, to be signed by a representative of the publisher, 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. A publisher's letter of nomination that:
 - a. Provides a summary of the proposed book's importance to Ming, Chinese, and/or Asian studies
 - b. States the amount of money requested
 - c. Describes for what purpose the award will be used, particularly as it relates to visual enhancements such as maps and illustrations, and details how an award will benefit the publication, and if it will be used to reimburse an author for out-of-pocket fees
3. Abstract
4. Table of contents
5. Sample section of 25–30 pages of the proposed book
6. Representative illustrations (if applicable)

7. Reader reports on the proposed book
8. Author's response to the reader reports (if available)
9. For a translation of a work that has been previously translated, a statement of why a new translation is needed, and in what ways the new publication will differ from previous translations
10. A list of grants and awards, received and pending (if the number of awards and grants exceeds the space available in the application form)

JAMES P. GEISS & MARGARET Y. HSU
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