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| aligned left mnu logo eng | **Application for MNU “Book Writing” Grant****For Staff and Students** |

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| **Information and Instructions.** Staff of MNU regardless of rank or duration of service at the university may apply for financial assistance to undertake abook writing project. Full-time students may also apply for MNU Funds for Writers’ Grant .**.** The full application and other attachments MUST NOT EXCEED 25 pages. |
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| **LEAVE BLANK — FOR OFFICIAL USE ONLY** |
| **APPLICATION RECEIVED**  | **APPLICATION NUMBER** |
| DATE dd / mm / yyyy | TIME hh **:** mm |       |
| **SELECTION MEETING** | MONTH       YEAR       |
| **REVIEWED BY***(Funds for Writers’ Grant Members)* | 1.       |
| 2.       |

**FUNDS FOR WRITERS’CATEGORY**

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|  **1a.** MNU Funds for Writers’ Grant |  **1b.**  AFFILIATION TO MNU [ ] STAFF [ ]  STUDENT |
| [ ] Small (≤10K) [ ] Medium (≤50K) [ ] Large (≤100K)  |

**APPLICANT’S DETAILS** *(Provide the relevant details of the author and the second author. List other authors in section 10).*

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| **2. Author** *(The principal author/applicant must be a staff or a student of MNU.* |
| **2a.** FULL NAME       | **2b.** HIGHEST QUALIFICATION      |
| **2c.** NATIONAL IDENTITY CARD NO.       | **2d.**MNU STUDENT NUMBER       |
| **2e.** POSITION TITLE       | **2f.**MNU COURSE TITLE       |
| **2g.** FACULTY/DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT      | **2h**. MAILING ADDRESS (*Street, city, island)*      |
| **2i.** TELEPHONE AND FAX (*number and extension)*       | **2j.** E-MAIL ADDRESS       |
| TEL: |       | FAX: |       |       |
| **2k.** WRITER’SBACKGROUND (*Provide a summary of recent writing activities related to book publications (excluding research publications). Attach a brief CV with a list of recent books and related publications).* |
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| **3. CO- AUTHOR (***A staff or a student of MNU or a collaborator from an external institution).* |
| **3a.** FULL NAME       | **3b.** HIGHEST QUALIFICATION       |
| **3c.** NATIONAL IDENTITY CARD NO.       | **3d.**MNU STUDENT NUMBER       |
| **3e.** POSITION TITLE       | **3f.**MNU COURSE TITLE       |
| **3g.** INSTITUTION, FACULTY/DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT       | **3h**. MAILING ADDRESS (*Street, city, island)*      |
| **3i.** TELEPHONE AND FAX (*number and extension)* | **3j.** E-MAIL ADDRESS  |
| TEL: |       | FAX: |       |       |
| 3k. CO -AUTHOR’S BACKGROUND (Provide a summary of recent writing activities related to book publications (excluding research publications). Attach a brief CV with a list of recent books and related publications). |

**BOOK PROJECT DETAILS**

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| **4a. TITLE OF BOOK PROJECT**. *Do not exceed 80 characters, including spaces and punctuation.* |
|       |
| **4b.1.**Fiction work | **4b.2.** Non – fiction work | **4b.3.** Textbook | *For all the categories listed, ISBN number have to be obtained from the Bureau of classification, A copyright page must be included in the final manuscript. (Note: ISBN is obtainable only after submitting a final copy* |
| [ ]  No [ ]  Yes | [ ]  No [ ]  Yes | [ ] No [ ]  Yes |  |
| **4c.1.** Manuscript writing not begun[ ]  No [ ]  Yes | **4c.2.** Partially Completed Manuscript [ ]  No [ ]  Yes | **4c.3.** Completed Manuscript [ ]  No [ ]  Yes |
| **4e.** DOES THIS BOOK PROJECT INVOLVE EXTERNAL AFFILIATION(S) | *If Yes, provide contact details of main contact person involved and any agreements signed with the institution.* |
| [ ]  No [ ]  Yes | **4f.**NAME AND ADDRESS OF THE AFFILIATED INSTITUTION |[ ]
| **4g.** DO YOU HAVE INSTITUTIONAL SUPPORT FOR THIS BOOK PROJECT | *If Yes, attach a supporting letter from the head of faculty/center justifying the alignment of the book with the strategic direction of the university and priority areas.* |
| [ ]  No [ ]  Yes  |  |

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| 4j SUMMARY - In no more than 500 words provide a summary of statement of the purpose of the book, its intended audience, genre and how it will benefit larger audience/s. The summary must also include approximate length of the whole book manuscript (number of words, anticipated number of figures (tables, charts, graphics, photos, etc.),  |
| 4k. Proposed chapters and a brief description of each chapter/ part (Please attach this as a separate file to the application). |
|  4l. In no more than 300 words, provide a summary of book promotion plans—your planned outreach to organizations and individuals, seminar or conference presentations, articles in periodicals, social networking and website activities, and so forth. |

**BOOK PROJECT DURATION & FINANCE**

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| **5. DURATION.** *Indicate the expected total duration of the book project and the proposed period of financial support requested. Note that the propsed period should not exceed one year.* |
| **5.1**BOOK PROJECT START DATE      /       /       | **5.2**BOOK PROJECT END DATE       /       /       | **5.3** PROPOSED PERIOD OF SUPPORT REQUESTEDFROM       /       /      THROUGH TO:       /       /       |
| **6. FINANCE.** *Provide the total budget estimated for the project comprising of ‘direct costs’ and ‘in-kind’ support from all the participating institutions including MNU.* |
| **6.1**TOTAL DIRECT COSTS (MVR)       | **6.2** TOTAL ‘IN-KIND’ (MVR)       | **6.3** TOTAL BUDGET (COST) OF THE PROJECT (MVR)       |
| **6.4**TOTAL FUNDS REQUSTED (MVR)       | **6.5** APPLIED FOR EXTERNAL FUNDING? [ ] No [ ]  Yes | **6.6** If Yes, the name of the EXTERNALFUNDING AGENCY      |

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| **7. BUDGET SUMMARY.** *Provide estimated budget and justification for each category of expenditure for the entire book project. Categories may include personnel, equipment, travel, dissemination, consultants, transport, print, publishing and other direct costs. Grants are available for a maximum of ONE years* |
| **CATEGORY** | **Year 1** |  |  | **Justification for expenditure** |
| **7.1 DIRECT COSTS** |
| **7.1a.** SALARIES/WAGES/FEES(Eg Graphic designers for book artwork) |  |  |  |  |
| **7.1b.** EQUIPMENT(paper, cartridges, printing, software etc) |  |  |  |  |
| **7.1c.** APPROVALS for ISBN, Final manuscript reviewing, / final book printing  |  |  |  |  |
| **7.1d.** MARKETING of book  |  |  |  |  |
| **7.1e.** PRINTING of book |  |  |  |  |
| **7.1f.** OTHER EXPENSES |  |  |  |  |
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| **TOTAL DIRECT COSTS (MVR)** |  |  |
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| **7.2a.** MNU ‘IN-KIND’ |  |  |  |  |
| **7.2b.** EXTERNAL ‘IN-KIND’  |  |  |  |  |
| TOTAL ‘IN-KIND’ |       |  |
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| **TOTAL BOOK PROJECT COST (MVR)** |       | **TOTAL MNU Funds for Writers’ Grant (MVR)** |       |

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| **8.1 BOOK PROJECT KICK-OFF FUNDING REQUESTED**[ ]  No [ ]  Yes  | *If a portion of the total direct costs is required to initiate the project, give the total amount of the kick-off funding requested with justification for the expenditure.* |
| 8.2 TOTAL AMOUNT REQUESTED(MVR)       | JUSTIFICATION       |
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| **9. BOOK PROJECT MILESTONES.** *Funds may only be disbursed after completion of the relevant milestones given below.* |
| MILESTONE | DATE OF COMPLETION | DELIVERABLE | DISBURSEMENT TO BE REQUESTED |
| 1  |  |  |  |
| 2  |  |  |  |
| 3  |  |  |  |
| 4  |  |  |  |
| 5  |  |  |  |

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| **10. OTHER KEY PERSONNEL***. List other key members of the book writing team. If more members are involved, use continuation pages as needed to provide the required information in the format shown below.* |
| **10.1a.**NAME*:*       **10.1b.** HIGHEST QUALIFICATION:      **10.1c.** ORGANIZATION:      **10.1d.** ROLE ON THE PROJECT:      **10.1e.** FACULTY/DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT:       |

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| **11. ADMINISTRATIVE OFFICIAL** *(For correspondence only)* |
| **11a.**FULL NAME |       |
| **11b.** TITLE |       |
| **11c.**  FACULTY/ADDRESS |       |
| **11d.** TELEPHONE |       | **11e.** FAX |       |
| **11f.** E-MAIL |       |

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| **DECLARATION.** *The principal author must sign the application as the legal representative. (In ink. “Per” signature not acceptable.)* |
| PRINCIPAL AUTHOR | [ ]  *I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with MNU terms and conditions if a book grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.* |
| NAME       | SIGNATURE………………………………… | DATE       /       /       |

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| **APPLICATION CHECKLIST.** *Tick the relevant boxes below to confirm that you have attached all the necessary documentation with your application.* |
| [ ]  Completed MNU “Funds for Writers” application form with signature of the principal author[ ]  A copy of national ID card of the principal author[ ]  Statement of the purpose of the book, its intended audience, genre and how it will benefit larger audience/s[ ]  Approximate length of the whole book manuscript (number of words; and date of starting and completion)[ ]  Anticipated number of figures (tables, charts, graphics, photos, etc.)[ ]  Table of contents and a brief description of each chapter and a sample chapter or at least 3 pages of the first chapter of the book [ ] Titles, authors, publication dates, publishers, and prices of the most significant related and competing books already on the market and a brief description of how your book or your writing would be different from them[ ]  A brief CV of the principal author including a list of recent book publications, if any. (2 pages maximum)[ ]  A brief CV of the co-author including a list of recent publications, if any (2 pages maximum)[ ]  Supporting letter from head of faculty/centre for staff applications, indicating absence of potential conflicts with assigned workload.[ ]  Supporting letter from principal supervisor for higher degrees student applications[ ]  Letter or agreement from affiliated institutions involved in this book project where applicable[ ]  A detailed budget expenditure plan from the final manuscript onwards to plans to publishing the book step by step detailed expenditure plan |