



Service Project Guide

Post-graduate and Professional Training Scholarships
Trace Foundation Tibetan Medium Higher Education Scholarships
(2010)

1. Definition of service obligation

The service project is one of the obligations that Trace Foundation requires of its postgraduate and professional level scholarship recipients to fulfill. In order to help ensure that the long-term benefits of our scholarship support reach the local communities as much as possible, we have since 2005 required all recipients of the postgraduate and professional training scholarships to complete a concrete service project after the completion of their supported studies. This service obligation is a pre-condition for accepting Trace Foundation's postgraduate and professional training scholarships and is written into the scholarship contracts between Trace Foundation and the scholarship recipients.

2. Definition of service activity

A Service project by nature is a non-profit activity aimed at providing free service to a community. It should not be in anyway related to personal gains. The service project should involve the transfer of some aspect of the knowledge or skills gained through Trace-supported scholarship study to other Tibetans in the PRC.

3. Definition of service proposal

A service project proposal is required as part of an applicant's complete application material. It is also one of the key aspects that Trace Foundation examines in evaluating scholarship applications. The service proposal contains detailed description of the conceptualization and methodology of the service activity an applicant proposes.

4. Format of a service proposal and contents to be included at minimum

Your service project proposal should contain specific details as well as general guiding ideas. The more specific you can be about your intentions the better. Mostly importantly, your service proposal must include not only descriptive details about "what it is about" (ideas and concepts), but also, "how it is going to be done" (methodology). At a minimum, your service project plan should include the following information:

1) Defining the contents of the service projects you are proposing to carry out (e.g. short-term training or workshop; voluntary medical/health initiative, etc.). Explain how the knowledge and skills you acquired through Trace Foundation's scholarship will be applied in carrying out your service project.

2) Intended beneficiaries -- who will benefit from the service project (description of the target group, number of individuals or organizations that will benefit).

Beneficiaries must be specific. Such abstract concepts as Tibetan nationality, Tibetan culture, or Tibetan areas are not acceptable as "beneficiaries" for your service project

3) Implementation methods:

- ✓ Location where the service project will be implemented, organizations or individuals you intend to work with to implement the project (please be as specific as possible). Explain reasons for choosing a particular locale and the specific roles other individuals or organizations that are conceived as partners in implementing the service project.

- ✓ Time-frame of the service project – Amount of time needed for preparation, implementation, and evaluation. Must include starting and ending date.

A service project must be implemented within a year AFTER your graduation. Proposal to implement and complete the service project during your studies is not acceptable

- ✓ Estimated funds needed to implement the service project, and where the funds will come from -
- if you already have a commitment of funding for the project, please provide written documentation of that commitment (Note: Since Trace Foundation will be providing funds for your studies, we generally will not provide funding for the service project).
- ✓ Other details of implementation methods

4) Expected outcome of the project -- what results do you think your project will have, how will it contribute to the development of Tibetan areas. Please provide quantitative indicators.

Note: The following types of activities will not be considered as valid for service projects:

- 1) Activities that lead to personal benefits
- 2) Social activities that are required by the education institution where an applicant is enrolled
- 3) Articles and books
- 4) Various activities required for completing an academic program, such as thesis researches and experiments; or activities that are part of the job responsibilities of an applicant
- 5) Any by the time of application already on-going activity/project, even though designed by the applicant or others. A service project for Trace Foundation's scholarships must be one that is designed by the applicant for the purpose of applying for Trace Foundation's scholarships.
- 6) An activity designed by others of and not for the express purpose of the scholarship application.

You are responsible for contacting the Scholarship project staff members for clarifications of any points you feel unclear about.

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