



GUIDELINES OF THE INNOVATIONS IN AMERICAN GOVERNMENT PROGRAM GRANTS

The Innovations in American Government Awards Program at Harvard Kennedy School's Ash Center for Democratic Governance and Innovation was founded on the belief that government can and does work to improve the quality of life for its citizens, and that it deserves greater public trust. In order to achieve this end, the Innovations Program aims not only to recognize excellence and creativity in the public sector, but also to ensure that these ideas are disseminated to the widest possible audience. The Innovations in American Government Award grants are thus designed to promote the replication and dissemination of recognized programs.

GRANT LIMITATIONS

These grants include the following limitations.

- Grant funds may not be used to hire permanent staff or to pay for the normal operating expenses of the program.
- Grant funds may not be used for new programs you would like to develop, or work that you need to perform for other projects.
- Grant funds may not be used to fund agency overhead costs or to create permanent endowment funds.
- The Ash Center discourages the use of grant funds for equipment or facilities, unless necessary for the proposed communications, dissemination, or replication activities.

REQUISITE ACTIVITIES

The Ash Center asks that you earmark a portion of funds and staff time to be directed to the following specific activities:

- **Presentation at Harvard University:** Each year, winners of the Innovations Awards are asked to return to Harvard University to discuss their innovation with students and the public. Program representatives visit classes and present in a small public forum. We ask that programs expect to send one representative to Cambridge to complete this activity (travel expenses will be paid by the Ash Center).

- **Online Library:** The Ash Center is committed to the dissemination of innovative ideas to the widest possible audience. To this end, we ask that you be prepared to convert all replication materials into electronic forms in order to post both on the Center’s Government Innovators Network as well on each program’s website (if applicable). We ask that programs plan to do this for each applicable grant activity.

GRANT ACTIVITIES AND MATERIALS

Specific grant activities are at the discretion of the program, so long as it is consistent with the aforementioned guidelines. The Ash Center staff can provide suggested activities, many of which have been incorporated based on feedback from past winners and finalists.

All materials created under the grant agreement must include recognition of the Innovations in American Government Awards Program. The following text is recommended for placement on materials created under this agreement.

“This (publication, website etc.) is made possible by a grant from the Innovations in American Government Award, a program of the Ash Center for Democratic Governance and Innovation at Harvard University’s John F. Kennedy School of Government.”

THE GRANT PROCESS

To receive a grant, winners must submit a grant proposal that includes a summary, program contacts, list of activities, budget, and budget narrative for approval from the Ash Center. Upon approval, grant funds will be issued via check from Harvard University within 30 days after receiving a signed approval letter and financial form from the grantee.

REPORTING REQUIREMENTS

The grant period for winners of the Innovations in American Government is two years from receipt of the grant funds.

An interim report will be due after the first year and final report will be required at the conclusion of the grant period. Templates will be provided.