Dear Harvard National Model United Nations Delegates and Advisors,

Thank you for your interest in applying to the Financial Assistance program for Harvard National Model United Nations 2023. We are excited to join you in this journey toward HNMUN 2023, and we look forward to working with you in order to offer as much guidance as possible throughout this process. It is our fervent hope that our generous financial aid resources will enable a diverse range of people to engage in Model United Nations. We are confident that this conference will be an extraordinary opportunity for growth and reflection for both new and returning delegates. Since its inception, our conference has relied entirely upon the drive and enthusiasm that delegates bring to the committee room and to the debates. It is the delegates themselves who make the experience of HNMUN unforgettable.

It is therefore our mission to ensure that financial barriers do not stand in the way of bringing passionate and talented delegates to the conference. This allows all delegates an equal opportunity to engage in intellectual discussion and learn about the world of international policy at one of the largest, oldest, and most prestigious conferences on the collegiate Model UN circuit. We encourage all students to take advantage of this policy and apply for financial assistance if they cannot independently gather the required funds to attend the conference. The application process is extensive, so we also encourage you to begin accumulating funds, running events and formulating budgets as soon as possible.

It is with great pleasure that I present you with the 2023 Financial Assistance Application. If you have not already, please take the time to first read through the Guide to Fundraising that HNMUN provides on our website in order to ensure that you have exhausted as many resources as are available to you and understand the financial requirements that the conference presents. At the end of this document is a checklist for you to complete that ensures that you are compliant with our policies for application. The more you can prove to us that you have tried every other avenue possible, the stronger your application will be.

Thank you again for your interest in HNMUN 2023, and best wishes in all your fundraising endeavors. As always, please feel free to contact the HNMUN Finance team, at finance@hnmun.org, with any questions you may have regarding the application process!

Yours faithfully,
Michael Baxter
Under-Secretary-General for Finance
Harvard National Model United Nations 2023
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Terms and Conditions of Financial Assistance

These policies supplement the policies listed in the Conference Policies provided during registration. Please be sure your delegation understands and complies with both.

An application for financial assistance does not guarantee HNMUN’s provision of any amount of aid, full or partial. Given the vast number of requests we receive, the Secretariat cannot make any upfront aid commitments. Applying delegations will need to wait for notification of the HNMUN 2023 Secretariat’s official decisions, which will be made within three weeks of the relevant application deadline.

Furthermore, the application for financial assistance does not register a delegation or individual for the HNMUN 2023 conference. The application supplements registration and should be only filled out by registered delegations or individuals. For more information on registration, please visit hnmun.org.

Delegations should refrain from incurring expenses that rely solely on the receipt of financial assistance.

Financial assistance is contingent upon a delegation’s completion of all committee sessions and adherence to conference policies. Delegates receiving financial assistance must attend every HNMUN 2023 committee session for which they are registered in order to receive their financial aid awards, except in exceptional situations determined by the HNMUN Secretariat. Only the committee staff is authorized to determine attendance.

If your delegation is granted and accepts any amount of aid, it is required that your entire delegation stay at the Boston Marriott Copley Place Hotel- no exceptions. The HNMUN 2023 Secretariat has negotiated discounted room rates for all conference delegates so that they may enjoy the comfort and convenience of this modern, centrally-located hotel. Should your delegation accept aid from HNMUN 2023 and choose not to stay at the Boston Marriott Copley Place, your delegation will have violated these terms and conditions, and your conference expenses will not be reimbursed. If you chose not to apply for financial assistance, or deny the financial assistance offered to you, and chose not to stay at the Boston Marriott Copley Place Hotel, then you will be subject to a $50 fee per night per delegate, as per our “delegate hotel policy” section on our course policies. This policy is new to HNMUN 2023, so please familiarize yourself with the specificities of the policy. If you have any questions regarding this, please email the Director-General at info@hnmun.org.

Financial assistance is distributed in the form of a reimbursement check at the end of the conference or in any other manner mutually agreed upon by the HNMUN 2023 Secretariat and the relevant delegation. Unless otherwise agreed to by the HNMUN 2023 Secretariat, financial assistance cannot and will not be reimbursed before conference.
Should any part of a delegation’s financial assistance be disbursed prior to the end of the conference, failure to adhere to financial aid and all conference policies will result in withholding the remaining balance of the delegation's financial aid in part or in full. Such circumstances would also negatively affect any future applications for financial aid by the same institution and/or individuals.

Official receipts are a prerequisite for any financial assistance reimbursements. No expenses will be reimbursed without their corresponding receipts. The Secretary-General and USG-Finance may choose to not reimburse spending for previously endorsed assistance if the expenses made do not qualify for it. The Secretary-General and USG-Finance also have the discretion to determine whether certain expenses qualify for reimbursement. At conference, if a percentage of receipts are given to the Secretary-General and USG-Finance for financial aid, then only that percentage of a delegation's financial aid will be given to them in the form of a check. The Secretary-General and USG-Finance reserves the right to reduce the delegation's financial aid reimbursement according to the receipts that they receive from said delegation. Receipts must be uploaded to us by Tuesday, February 14th 2022. A subsequent form will be issued on condition of your offer of financial aid.

All reimbursements will be made at the discretion of the USG-Finance, and the USG-Finance reserves the right to refuse to reimburse delegates if any of the above conditions are not met.

All decisions related to financial assistance are final and may not be appealed.

Additionally, the information delegates present on this form and submitted as part of the HNMUN 2023 Financial Assistance Application should provide the most accurate representation possible of the financial situation of their school, their HNMUN delegation, and its individual delegates. Any misrepresentation by the delegation or delegate will automatically render the delegation or delegate ineligible for financial assistance and may jeopardize future participation at HNMUN.

By completing an application for financial assistance, you and your delegation must confirm that you understand and agree to the above terms and conditions, as well as all conference policies. You and your delegation are all responsible for understanding and adhering to this; if any of these are broken, then the Secretary-General and USG-Finance reserve the right to withhold financial assistance.
Instructions for Financial Assistance

The application for financial assistance has changed significantly this year. Please read these instructions carefully to ensure that you and your delegation are able to submit all required documents and information prior to the applicable deadline.

1. Please note that this application is intended for only delegations and delegates who have already registered for HNMUN 2023. For more information about registration, please visit hnmun.org.

2. Prior to beginning your application, you should read the Guide to Fundraising, which is available in the Financial Aid section of our website at hnmun.org. The document will provide you with an understanding of the financial requirements that the HNMUN 2023 conference presents, and will help you ensure that you have exhausted as many financial resources as are available to you prior to applying for Financial Assistance.

3. To begin your application, you must read the Terms and Conditions of Financial Assistance, which are contained within this document. By completing and submitting an application for financial assistance, you and your delegation are confirming that you understand and agree to these terms and conditions, which supplement the Conference Policies provided during the registration process.

4. Next, you should complete the Delegation Financial Assistance Application. This application must be completed by ALL delegations, including individual delegations. The application consists of several components: (a) cover letter or cover letter video, (b) supplemental response questions, and (c) budget proposal and supporting documentation; these components are described in more detail later in this document, and have not changed from previous years. The application should be completed as a delegation (i.e. each delegation should only submit one application), typically by the Faculty Advisor or the Head Delegate.

5. Finally, individual delegates should complete the Individual Financial Assistance Application, which is optional, but strongly recommended (this is in addition to the Delegation Financial Assistance Application in Step 4). The Secretariat has decided to develop this new Application for HNMUN 2023, recognizing that individual students within a delegation may face significantly different financial circumstances. This Application allows individual delegates to describe their financial situation in greater detail. Each delegate should complete their own application individually (e.g. HNMUN will expect a delegation with five delegates to have up to five separate form submissions). While completing the Application, individual delegates should not consult with other members of their delegations.

6. The Delegation Financial Assistance Application and the Individual Financial Assistance Application are due on the following dates:
a. **1 October 2022** for domestic delegations registering in the Priority Cycle.
   Submissions received by this date will be considered in the first round of financial aid decisions.

b. **1 October 2022** for all international delegations.
   Submissions received by this date will be considered in the first round of financial aid decisions.

c. **1 November 2022** for domestic delegations registering in the Regular Cycle.
   Submissions received by this date will be considered in the second round of financial aid decisions.

7. After you submit your application, please refer to the Next Steps section of this document for additional information.
Required Documents: Delegation

**Cover Letter or Cover Letter Video**

Please prepare a written document of no more than 500 words, or a video no longer than 5 minutes, explaining (a) why your delegation wishes to attend HNMUN, and (b) why HNMUN should provide financial support to your delegation.

Your choice between a written cover letter or a cover letter video will not impact our assessment of your application, or the possible financial assistance award for your delegation.

If you choose to write a cover letter, please submit it in PDF format, via the online application form.

If you choose to submit a video, please upload it to a video hosting site (such as YouTube or Vimeo) and share the link with us. You may set the video to “private”, but do make sure that we are able to view it.

**Supplemental Response Questions**

Please prepare a written document that answers the following five questions as concisely as possible. Your responses should be limited to a maximum of 3 pages total (single-spaced, 12-point Times New Roman font), and must be submitted in PDF format via the online application form.

1. Has your school participated in HNMUN in the past?
2. Why do you want to come to HNMUN 2023?
3. What will you contribute to the conference and what do you hope to gain from the experience?
4. Why is it particularly difficult for your school to attend the HNMUN 2023 conference without financial assistance?
5. If your school has participated in HNMUN in the past, how did you previously finance your conference expenses? If you and/or your school have applied for financial assistance before, please provide details.
6. What have you done so far in order to raise the money to finance your conference experience and what are you planning to do? (Note: demonstrated fundraising effort is a key criterion for our determination of financial assistance. No delegation will be awarded financial assistance without evidence of independent fundraising. Please refer to the *Guide to Fundraising* for some fundraising-related ideas.)
7. Are there any other financial circumstances that should be evaluated in your application for financial assistance to the HNMUN 2023 conference?
8. What will you use the financial support for? Give specific examples.
9. How are you already planning to save money on expenses (for example, have you already considered alternate travel plans, etc.?)?
**Budget Proposal and Supporting Documentation**

To help you budget for the conference, and to help us better understand your financial situation, please fill out a copy of our [Financial Assistance Application Workbook](#). Please make sure that its content aligns with your responses to the Supplemental Response Questions.

You must be logged in to a Google account before opening the link. Once you open the link, you will automatically be asked to make a copy of the Budgeting Sheet; this will allow you to edit the document directly on Google Drive. When you are finished, please download a copy and submit it via the application form.

**NOTE**: If you do not have a Google account, please click [here](#) instead. You should download the file to your device, fill it out, and submit the file via the application form.

Lastly, please prepare a PDF document containing documentation of all your fundraising efforts. These should include but not be limited to any letters or proposals sent out to potential sponsors, relevant correspondence between your delegation and potential sponsors, photos of fundraising events, notice of pledged sponsorships, and information on executed and planned fundraising projects. This document must be submitted online via the application form.
Required Questions: Individual
As a reminder, the individual component of the form should be completed by individual delegates, without consulting with other members of the delegation. This is optional, but strongly encouraged.

Local Currency
Please list the name of your local currency (e.g. Euro, British Sterling, Kenyan Shilling, Chinese Yuan, Brazilian Real, etc.) All of the information requested below should be provided in terms of your local currency, not United States dollars, unless you are a US delegate or live in a country that officially uses the USD.

Family Income for Calendar Year 2021
Please provide a numerical estimate of your family’s income during calendar year 2021 (between January 1, 2021 and December 31, 2021). This estimate should be provided in your local currency.

For the purposes of this question, your “family” includes yourself, any siblings under the age of 21, and your parent(s)/guardian(s). Please contact us if you have any questions about this definition.

This question asks about all income earned by your family between January 1, 2021 and December 31, 2021. Examples of income include: wages or salaries from work, rental income, payments from the government, business earnings, pensions, interest earnings, dividends from stocks, etc. Please contact us if you have any questions about what counts as part of your family’s income.

If you would like to provide additional context or explanation about your family’s income, the online application form provides a space to do so. Providing more information will help HNMUN better consider your application for financial assistance.

Family Assets as of January 1, 2022
Please provide a numerical estimate of the value of your family’s assets as of 1 January 2022. This estimate should be provided in your local currency.

This question asks about all assets owned by your family, whether they are sellable or not. Examples include: real estate (homes and/or land), vehicles, investments (stocks, bonds, etc.), money in bank accounts, family businesses, life insurance plans, retirement accounts, cash, etc. Please contact us if you have any questions about what counts as an asset.

If you would like to provide additional context or explanation about your family’s assets, the online application form provides a space to do so. Providing more information will help HNMUN better consider your application for financial assistance.
Next Steps

**Deadlines for Submission**
Please ensure that your Financial Assistance Application is submitted in full by the relevant deadlines listed below. HNMUN cannot consider any applications submitted after the deadline.

- **Domestic Delegations**
  - 1 October 2022 for Priority Financial Aid.
  - 1 November 2022 for Regular Financial Aid.

- **International Delegations**
  - 1 October 2022 for all Financial Aid.

**Timeline for Decision**
The Secretariat of HNMUN 2023 will consider all Financial Assistance Applications at the same time, after the respective deadline. This means that unless a Financial Assistance Application has missing information, you will not hear from the HNMUN Finance staff until after the deadline.

Due to the large number of requests for Financial Aid that HNMUN receives in a typical year, the Secretariat expects to review all requests within three weeks. Therefore, if your delegation submits the application before the 1 October 2022 Priority deadline, please expect a decision no earlier than Monday, 25 October 2022 (for the Regular deadline of 1 November 2022, please expect a decision no earlier than Monday, 25 November 2022).

Please do not contact the HNMUN staff about the status of your application, unless you would like to provide additional information or have noticed an error. The HNMUN staff will contact you directly if we need any clarifications from you.

**After Receiving a Decision**
If your delegation is offered Financial Assistance, you will receive further instructions.

If your delegation is not offered Financial Assistance, please note that the Terms and Conditions of Financial Assistance state that all decisions related to financial assistance are final and cannot be appealed. Furthermore, as listed in the Conference Policies, which you agreed to when you registered on MUNBase, the Registration Fee is non-refundable; no exceptions can be made.

*If you have any questions, please refer to the Financial Aid section of the HNMUN website (hnmun.org), or contact the HNMUN Finance staff at finance@hnmun.org. We look forward to working with you.*
Appendix

Checklist
To ensure that your application for Financial Assistance is complete, please verify that you have completed all of the following requirements:

☐ Submitted an application via MUNBase.

☐ Received an invoice for paying the Registration Fee.

☐ Paid the Registration Fee prior to the deadline.

☐ Submitted the Delegation Financial Assistance Application (refer to page 6, step 4) and all supporting documentation. This is required for all delegations, including individual delegations. Supporting documents include:
  
  ☐ A cover letter or cover letter video.

  ☐ Supplemental response questions.

  ☐ Budget proposal (budget workbook).

  ☐ A PDF document containing documentation of all your fundraising efforts. This may include: letters or proposals sent out to potential sponsors, relevant correspondence between your delegation and potential sponsors, photos of fundraising events, notice of pledged sponsorships, and information on executed and planned fundraising projects.

☐ Optional: each individual member of your delegation submitted the Individual Financial Assistance Application (refer to page 6, step 5). Necessary documents include:

  ☐ Family Income for Calendar Year 2021

  ☐ Family Assets as of January 1, 2022

If you have not met all of these requirements (except the optional individual financial assistance application), then your application for financial assistance will be considered incomplete. HNMUN staff will contact you directly via email within three days after the application deadline if this applies to you, and you will be given one week to fulfill all of the requirements. If you do not meet the requirements after one week, then HNMUN cannot consider your incomplete application for Financial Assistance. This is a firm deadline.