



Humanitarian Activities Committee

2016 Humanitarian Projects Request for Proposals

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the IEEE Board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level – i.e. “feet on the ground.”

HAC is currently soliciting proposals for humanitarian projects that are aligned with this vision. The committee will review proposals during three periods in 2016 and will grant awards between US\$20,000 and US\$100,000. **Project activities to be funded by the grant must be completed by the end of calendar year 2016 to be considered.**

Deadlines:

- Submission deadline for period I is February 15, 2016.
- Submission deadline for period II is May 15, 2016.
- Submission deadline for period III is Aug 15, 2016.

Eligibility to apply:

- IEEE members in good standing and IEEE organizational units (OUs) are eligible to submit proposals.
- IEEE members may submit a proposal for an external organization with which they are working.
- In either case, an IEEE OU must act as a fiscal agent for individual member projects. Funds will not be directly disbursed to an individual or an external organization.

Attributes of projects considered:

- HAC provides funding to support local IEEE volunteers identifying community challenges and providing solutions locally – i.e. “feet on the ground.”
- “Local” is defined by the fact that one or more key IEEE leaders of the project are citizens and/or permanent residents of the country in which the project is to take place.
- Project has local community involvement
- Projects must benefit a local, underserved group.
- Projects must have some technology component, leveraging IEEE’s core competencies; however, they can be in any focus area (i.e. energy, water, ICT, and so on).
- Projects may involve multiple activities, e.g. community building, technology adaptation, deployment, assessment, and so on
- Sustainability of project results is a key focus

Projects NOT considered:

- Projects that are not local in nature.
- Projects that are focused solely on the development of technology for arbitrary deployment (i.e. building a better water pump for the developing world)
 - However, projects that involve modification and/or adaptation of a technology for a specific setting will be considered.
- Projects involving immediate disaster relief.
- Projects less than US\$20,000. (For smaller projects, we recommend IEEE members contact the [IEEE SIGHT](#) program.)
- Projects with no plan for sustainable results
- Projects with superficial community involvement

If you have questions on eligibility, please contact h.s.brown@ieee.org before developing and submitting your proposal

Proposal evaluation criteria:

1. Alignment with HAC funding requirements
 - a. Does the project align with the vision of the HAC program? (Vision is IEEE volunteers carrying out and/or supporting impactful humanitarian activities at the local level.) Projects that do not align will not be considered for funding.
2. Proposed community
 - a. Clear identification of a need and an underserved community
 - b. Evidence of the community's engagement in and support for the project
 - c. Clear description of expected long-term outcomes for the community
 - d. Expected number of people impacted by the project
3. Project framework
 - a. Clear project outputs with credible project plan to attain those outputs
 - b. Clear description of technology to be used and its application to the local environment
 - c. Understanding of similar initiatives
 - d. How accomplishments will be publicized
4. Project budget and timeline
 - a. Clearly defined timeline, with at least some milestones to be attained in 2016

- b. Clear and reasonable budget with breakouts for major items
5. Project Risk Analysis
 - a. What risks are there to project completion?
 - b. What steps are being taken to mitigate these risks?
6. Sustainability of project outcomes
 - a. Which project components will be expected to continue after funding from HAC is finished?
 - b. What are the plans for the continuation of project components?
 - c. Description of how the project outputs will contribute to the long-term outcomes
 - d. Plan for measuring project outcomes (future proposals by the same team will require a report on previous project outcomes)
7. Project team and partners
 - a. Project team's relevant experience (include all IEEE volunteers involved)
 - b. How well the project involves local volunteers, both IEEE and other
 - c. Established and/or proposed partnerships with clear indication of whether they are established or proposed

How to submit:

- Please submit via online portal at <https://www.grantinterface.com/Common/LogOn.aspx?eqs=bXMxigcoqxzOlakYVG0ZUIMI-U0KQoya0>

Acceptable time frame of funded activity completion:

- Funds must be expended in the current fiscal year.
- Report must be submitted with evaluation metrics by January 31, 2017.

Questions:

- Questions about HAC's project grant program? Please contact HAC Staff Lead, Holly Schneider Brown, at h.s.brown@ieee.org for more information.
- Questions about the online portal? Please contact Program Coordinator, Jackie Halliday, at Jackie.halliday@ieee.org for guidance and troubleshooting.