Call for Proposals Application Form

February - March 2025

https://htb.ieee.org/funding-opportunities/tech4good/

Letter of Intent

I. Administrative Information

1. **Primary Applicant Name (*read only on full proposal*)**
2. Primary Applicant Email
3. Primary Applicant is affiliated with which IEEE OU
4. Primary Applicant IEEE Member Number
5. **Primary Applicant IEEE Member Grade (*read only on full proposal*)**
6. Does the primary applicant identify as:
    a. Female
    b. Male
    c. Non-binary
    d. Prefer to self-describe
    e. Prefer not to answer

7. Does the primary applicant belong to any of the following IEEE programs or entities?
    a. Eta-Kappa-Nu (HKN)
    b. Life Members Affinity Group
    c. SIGHT Group
    d. Society Chapter
    e. Student Branch
    f. Women in Engineering (WIE) Affinity Group
    g. Young Professionals (YP) Affinity Group
    h. Other
    i. None

8. Primary Applicant's IEEE Affiliations
9. **Co-Applicant Name (*read only on full proposal*)**
10. Co-Applicant Email
11. Co-Applicant is affiliated with which IEEE OU
12. Co-Applicant IEEE Member Number

13. Co-Applicant IEEE Member Grade (*read only on full proposal*)

14. Does the co-applicant identify as
    a. Female
    b. Male
    c. Non-binary
    d. Prefer to self-describe
    e. Prefer not to answer

15. Does the co-applicant belong to any of the following IEEE programs or entities?
    a. Eta-Kappa-Nu (HKN)
    b. Life Members Affinity Group
    c. SIGHT Group
    d. Society Chapter
    e. Student Branch
    f. Women in Engineering (WIE) Affinity Group
    g. Young Professionals (YP) Affinity Group
    h. Other
    i. None

16. Co-Applicant's IEEE Affiliations

17. Who will be the project leader? This individual will be responsible for signing the Tech4Good award documents and completing reporting requirements if the project is granted funding.
    a. Primary Applicant
    b. Co-Applicant
    c. Other team member
        i. If you selected other in the prior question, provide the following details:
            - Name
            - Email
            - IEEE Member Number

18. Project Name (*read only on full proposal*)
19. In which IEEE Region will your project take place? (*read only on full proposal*)
20. In what country will your project take place? (*read only on full proposal*)
21. Funding requested from Tech4Good in USD
22. Local IEEE Section to act as fiscal intermediary (*read only on full proposal*)

II. Project Overview and Background

1. Is this a new submission or a request for additional funds to replicate or scale a completed project funded by Tech4Good?

    a. New Submission
    b. Request for more funding to replicate/scale a successfully executed project

2. 2b. If this is a request for funds to replicate or scale a project, please list the project code (example: 24-T4G1-##) and summarize the results of the successfully implemented project. If this is a proven solution from another IEEE source of funding, please provide details.

3. Executive summary of the project, including location, needs, and intended solution. (Maximum character length – 2,000).

4. Please explain the IEEE-relevant technology that will be used in the project. The description should be understandable for a broad audience of technical professionals to understand. (Maximum character length – 1,500)

5. Please select the Technology Impact Category that the project addresses:

This question references the UN Sustainable Development Goals (SDGs) - https://www.un.org/sustainabledevelopment/sustainable-development-goals/

   a. Agricultural Technology (SDG 2: Zero Hunger)
   b. Water, Sanitation, and Hygiene (WaSH) Technology (SDG 6: Clean Water & Sanitation)
   c. Clean Energy and Sustainable Power (SDG 7: Affordable & Clean Energy)
   d. Information and Communications Technology (ICT) and Digital Connectivity (SDG 9: Industry, Innovation, and Infrastructure)

III. Local Community Need and Stakeholder Engagement

6. Please explain the local community need, including context about why it is a challenge and why it is important to the community. (Maximum character length – 1,500)

7. Who are the stakeholders (individuals, groups of people or organizations that affect or are affected by an intervention) and how will they be engaged in the project? (Maximum character length – 1,500)

8. Community Demographics:
   a. What is the number of adults you expect to benefit from the project? (number only)
   b. What proportion of this number of adults are female? (percentage only)
   c. What is the number of children you expect to benefit from the project? (number only)
   d. What proportion of this number of children are girls? (percentage only)
   e. Does your project target any of the following groups of people? (select all that apply)
      a. Indigenous populations
      b. Ethnic/religious/linguistic minorities
      c. Gender minorities
      d. Displaced groups
      e. Climate refugees
      f. Political/war refugees
      g. Cross-border migrants
      h. Internal/domestic migrants
      i. Lowest income groups
      j. Slum dwellers

k. None of the above
l. I don't know

9. If the project will generate income or revenue, provide an estimate of how much money would be produced on an annual basis and describe how that money will be used. For example, will it be reinvested in the project, distributed to local community members, be used to start a company, and so on. (Maximum character length – 1,500)

IV. Collaboration

1. What community entities and organizations will you collaborate with to implement the project? All project teams are required to collaborate with at least one local entity that represents the community of individuals that will directly benefit from the proposed solution. This entity must submit a letter of support that acknowledges their awareness of the project, outlines their involvement, and states that they will be responsible for the solution after its deployment. Please list the external organizations, such as NGOs, local or national government agencies, private companies, multilateral agencies, institutions (universities, schools, hospitals) etc., that you will be collaborating with to implement this project.

    a. For each, please provide:

    - Name of collaborating organization
    - What type of organization:
        - NGO
        - Local or national government agency
        - Private company
        - Multilateral agency
        - Institution
    - Contact Name, Role, and Contact Information (email preferred)
    - Organization's Website, and any social media pages

2. What are the roles and responsibilities of the entities and organizations and IEEE? Please upload any relevant documentation, including the required letter of support from the local community entity representing the beneficiaries. If there is a need for a legal agreement to execute the project, please note that here. (Maximum character length – 1,500)

Recommend updating to language from SPS LOI : *Please upload any documentation. If there is the need for a legal agreement to execute the project, please note that here.*

All applicants should be aware that at least one letter of support from a community entity will be required in order for the proposal to advance to the second round of evaluation. ***So while a letter is not required for submission of the letter of intent, project teams should make sure they are ready to supply one in the near future.***

V. Requested Funding

1. **Completed Tech4Good Projects Budget. All amounts must be stated in US dollars.**
2. Budget Justification. **Do not** simply list expenses. Please use this area to provide the reason as to why each budget line item has been included. This is meant to be a narrative. Also, if your project is to be co-funded by one or more other entities, please explain whether this funding is confirmed or what your plan is to confirm it. (Maximum character length – 2,000)

Application - *Only Includes Additional Questions*

I. Administrative Information

1. Who will be the project leader? This individual will be responsible for signing the Tech4Good award documents and completing reporting requirements if the project is granted funding.
    a. Primary Applicant
    b. Co-Applicant
    c. Other team member
        i. If you selected other in the prior question, provide the following details:
            1. Name
            2. Email
            3. IEEE Member Number

II. Project Overview and Background

1. Will the project set up physical infrastructure (such as Buildings and Facilities, Energy Infrastructure, Communication Networks, Public Works and Services, Transportation Systems, Utility Systems etc.)?
    i. Yes
    ii. No
2. Will the project repair/rebuild any existing physical infrastructure?
    i. Yes
    ii. No
3. Where is the project site located?
    i. Rural area
    ii. Urban area
    iii. Suburban area

4. Will your project use open source and/or result in open source resources for others to use? Please explain. If there is a STEM education component to the project, will IEEE TryEngineering resources be utilized? (Maximum character length – 1,500)

III. Local Community Need and Stakeholder Engagement

1. Community Involvement:
    a. Which of the following activities will community members participate in during the implementation of your project? (please select all that apply)
        i. Planning
        ii. Training
        iii. Feedback
        iv. Construction/Building
        v. Maintenance
        vi. Other (please explain)
        vii. None: No community involvement is planned

2. Are there any similar projects addressing the community needs you are trying to solve being implemented by other IEEE volunteers, external institutions, organizations, or the government in the region where you will be working? (Maximum character length – 1,500)

IV. Project Assessment

Please refer to the Tech4Good Project Assessment Guide for how to describe your project's Primary and Secondary Impact Assessment.

1. **Primary Impact Assessment**
    a. Select one indicator that you will use to assess your project's impact. (Drop down options for indicators will be based on the Technology Impact Category selected)
    - Agricultural technology (SDG 2: Zero Hunger)
        - 2.1.2: Prevalence of moderate or severe food insecurity in the target population, based on the Food Insecurity Experience Scale (FIES)
        - 2.3.1: Volume of production per labor unit by classes of farming/pastoral/forestry enterprise size
        - 2.3.2: Average income of small-scale food producers, by sex and indigenous status
        - 2.4.1: Proportion of agricultural area under productive and sustainable agriculture
    - Water, Sanitation, and Hygiene (WaSH) technology (SDG 6: Clean Water & Sanitation)
        - 6.1.1: Proportion of target population using safely managed drinking water services
        - 6.2.1: Proportion of target population using (a) safely managed sanitation services and (b) a hand-washing facility with soap and water

        - 6.3.1: Proportion of domestic and industrial wastewater flows safely treated
    - Clean Energy and Sustainable Power (SDG 7: Affordable & Clean Energy)
        - 7.1.1: Proportion of target population with access to electricity
        - 7.1.2: Proportion of population with primary reliance on clean fuels and technology
        - 7.2.1: Renewable energy share in the total final energy consumption, within target population
    - Information and Communications Technology (ICT) and Digital Connectivity (SDG 9: Industry, Innovation, and Infrastructure)
        - 9.c.1: Proportion of target population covered by a mobile network, by technology

b. What is the current baseline value for this indicator? This value can be an estimate.
c. Briefly describe how you determined this value.
d. What is the target value for this indicator? What do you plan the value to be after the project is completed)?
e. Briefly describe how you plan to estimate this value.

2. Secondary Impact Assessment

a. What is the most relevant secondary impact? Select from one of the following SDGs.

- SDG 1: No poverty
- SDG 3: Good health and well-being
- SDG 4: Quality education
- SDG 5: Gender equality
- SDG 8: Decent work and economic growth
- SDG 10: Reduced inequalities
- SDG 11: Sustainable cities
- SDG 12: Responsible consumption and production
- SDG 13: Climate action
- SDG 14: Life below water
- SDG 14: Life on land
- SDG 16: Peace, justice, and strong institutions
- SDG 17: Partnerships for the goals

b. Please describe how your project will have this secondary impact, please be as specific as possible, using SDG targets and indicators. (up to 120 words)

3. Additional impact and outcomes (optional)

a. Are there any other impacts or outcomes you expect your project to have in the community? (up to 150 words)

V. Project Implementation Plan

1. Project work plan and milestones (Maximum character length – 2,000) (Please provide a detailed plan, without duplicating what is in the executive summary.)

2. Provide a thorough sustainability plan that includes (1) who will manage the deployed solution, (2) who will be financially responsible for the solution, and (3) what capacity-building plan the team will undertake to ensure the sustainability and maintenance of the solution by the local community beyond the six months grant period. (Maximum character length – 1,500)

3. Describe the potential risks and unintended consequences associated with this project, including, but not limited to, risk to people, property, and IEEE reputation. How will these be mitigated? Make sure to explain with as much detail as possible what measures will be taken to prevent safety hazards. Please also highlight any political or economic risk associated with the country in which the project is located. The IEEE Office of Risk and Insurance Management Services (ORIMS) will review proposals to assess risk and provide guidance. (Maximum character length – 1,500)

4. Are any approvals needed to undertake this project, such as approval from the government, community entity, Institutional Review Board, and so on? If so, please include them as attachments. If there are approvals still pending, please explain your plan to secure them. (Maximum character length – 1,500)

5. Provide a summary of the members of the implementing team. Please indicate if the team is an IEEE SIGHT Group. (Please note, it is not required to be part of a SIGHT Group, but forming a group is highly encouraged.) (Maximum character length – 1,500)
    a. How many IEEE members will participate in the implementation of the project? (number only)
    b. How many will be female? (number only)
    c. How many non-IEEE member volunteers will participate in the implementation of the project? (number only)
    d. How many will be female? (number only)
    e. How many people from the local community will be hired to work on the project? (number only)
    f. And how many will be female? (number only)

VII. Requested Funding

1. What, if any, mandatory bank fees would be incurred with a transfer of funds from Tech4Good to the IEEE fiscal intermediary (such as the IEEE Section)?

2. Have you already contacted Section leadership to let them know you are submitting this proposal? *We strongly recommend that teams advise the Section of the possibility of this proposal being funded, as the Section acts as the fiscal intermediary for any transfer of funds from Tech4Good and should be aware of its members' activities.*

    a. Yes
    b. No
    c. Other - please explain

3. Have you submitted, or do you plan to submit, this proposal to another funding source? All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere. Please state any entity(ies), including both IEEE and external funding sources.

VIII. Additional Information

1. Disclose any potential conflicts of interest regarding this proposal. [Please note: project teams must abide by the IEEE Principles of Business Conduct. Project leads and any other members of project teams with decision-making authority must complete the Principles of Business Conduct/Conflict of Interest disclosure prior to receiving funding.]

2. Any videos or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented are welcomed.

3. Please add any supplementary materials that further demonstrate worthiness of the project, or evidence of any co-funding commitments.