**Funding Request Application**

Please refer to the IEEE Industry Engagement Committee (IEEE IEC) Events and Activity Request for Proposals (RFP) for details on deadlines and eligibility.

Please **download** and type your answers into the document below. Please do not change or adjust the formatting. You may insert images into the document if desired, but it is not required.

Please submit this application and the Budget Template by email to industry-events@ieee.org using the following subject line: **IEEE IEC Funding Request – “Name of Proposal”**

|  |  |
| --- | --- |
| **Primary Applicant** | **Co-Applicant *(if applicable)*** |
| Name: |   | Name: |   |
| IEEE MemberNumber & Grade: |   | IEEE MemberNumber & Grade: |   |
| Email: |   | Email: |   |
| IEEE R/S or S/C: |   | IEEE R/S or S/C: |   |

|  |  |
| --- | --- |
| **Name of Request:** |   |

|  |  |
| --- | --- |
| **Gross Amount of Funding requested:** |   |

|  |
| --- |
| **Organizational Unit (***to act as fiscal agent to receive approved funding)* |
| NAME: |   |
| Contact Name: |   | Position: |   |
| Contact Email: |   |

|  |  |
| --- | --- |
| **Executive Summary of Request** *(Max character length - 2,500)* |   |

**1. REQUEST FOCUS**

***(a) Need Addressed*** *(Maximum character length – 1,000)*

*Please outline the IEEE industry/applied engineering engagement need(s) that your* request *aims to address.*

|  |
| --- |
|  |

***(b) Alignment with Mission of IEEE IEC*** *(Maximum character length – 500)*

*Please explain which goals and/or targets of the IEEE IEC with which your request aligns. See the* [*IEEE IEC Charter*](https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/IEEE-Industry-Engagement-Committee-Charter.pdf) *or Events and Activity Requests for Proposals (RFP) for more information.*

|  |
| --- |
|  |

***(c) Location(s) and Duration*** *(Maximum character length – 500)*

*Please describe where and over what time period this will take place.*

|  |
| --- |
|  |

**2. EXPECTED IMPACT**

***(a) How does the event or activity facilitate and/or increase the engagement of organizations and individuals from industry and government in IEEE?*** *(Maximum character length – 1,000)*

|  |
| --- |
|  |

***(b) What is the projected impact of the event or activity for which support is requested?*** *(Maximum character length – 1,000)*

|  |
| --- |
|  |

***(c) Potential for replicating or scaling event or activity*** *(Maximum character length – 1,000)*

*What potential (if any) is there to replicate or scale the event or activity and its financial return to IEEE?*

|  |
| --- |
|  |

**3. IMPLEMENTATION PLAN**

***(a) Request work plan and milestones*** *(Maximum character length – 3,000)*

*Please outline the proposed work plan, expected timelines, and milestones associated with successful implementation of the proposed objectives.*

|  |
| --- |
|  |

***(b) Risk Analysis and Contingency Planning*** *(Maximum character length – 3,000)*

*Please highlight potential risks and explain how these risks will be managed and reduced. If your proposal assumes access to funding or other resources from third-parties, you must explicitly state this and explain how it will be completed if such third-party funding or resources are not received.*

|  |
| --- |
|  |

***(c)*** ***Relationship with local IEEE Region, Section, Society/Council or Organizational Unit*** *(Maximum character length – 3,000)*

Describe the status of the team’s current relationship with any element of IEEE’s structure. Is local IEEE leadership aware of this request proposal? If so, have they expressed their support for the request? Why or why not?

|  |
| --- |
|  |

**4. REQUESTED FUNDING**

*Please note that IEEE IEC cannot make any contribution towards (a) costs associated with the personnel effort preparing or implementing a request, (b) indirect costs (including but not limited to Overhead Rates, F&A, tuition, administration, management etc.,) (c) consultancy, or (d) any request which the IEEE IEC considers not sufficiently focused on the objectives. We recommend that you consider assessment efforts when creating your budget - these could include focus groups, interviews, or surveys with relevant stakeholders before and after the implementation - and designate funds accordingly.*

*Financial participation from R/S, S/C or Chapters is highly encouraged.*

***(a) Budget Justification*** *(Maximum character length – 3,000)*

*Please provide a brief explanation of all proposed implementation costs. Please highlight those expenses for which funding is requested from IEEE IEC and the level of certainty of availability of any funding or resources required from third parties.*

|  |
| --- |
|  |

**Proposed Request Budget**

*Please complete and submit IEEE IEC Budget Application Form, which can be downloaded here. Please change the file name to Name of Request (or abbreviation) to avoid potential confusion.*

**5. ADDITIONAL INFORMATION (optional)**

1. Forecasted Return on Investment analysis
2. Videos and/or photos that introduce the request team and demonstrate the need identified
3. Any supplementary materials that further demonstrate worthiness of the request
4. How did you find out about the IEEE IEC Call for Proposals?
	1. IEEE IEC website
	2. Social media
	3. IEEE newsletter
	4. Word of mouth
	5. Other:

--------------------------------------------------------------------------------------

**Proposal Submission** (Please sign by Typing your Full Name and your e-mail, together with the date of completion of this submission)

By signing this application, I confirm that

1. all team members named in this request consent to this application being signed on their behalf.
2. all individuals and organizations named in this request have consented to either participate in or cooperate with this request as presented should it be selected for support.
3. to the best of the proposer’s knowledge, this request is aligned with national policy in the country or countries where the event or activity will take place, and the proposers will ensure that any necessary ethical approval will have been secured before IEEE IEC funds are released.
4. I understand that any request which (i) is incomplete, (ii) is unsigned, or (iii) for which a completed IEEE IEEE IEC Budget Application Form is not submitted will not be reviewed.
5. the proposers individually and collectively indemnify IEEE, IEEE staff, the IEEE Industry Engagement Committee and IEEE Industry Engagement Committee members from any liability associated with review of this request or subsequent implementation.
6. the proposers individually and collectively acknowledge that any decision by IEEE IEC as final.

G. I acknowledge that the information provided on this form will be processed according to the [IEEE Privacy Policy](https://www.ieee.org/ieee-privacy-policy-agreement.html).

**SIGNATURE** *(below) (On behalf of all named proposers – please type your full name and e-mail address)*

|  |
| --- |
|  |

**DATE OF SIGNATURE** *(below)*

|  |
| --- |
|  |