IEEE Humanitarian Activities Committee

IEEE HAC Projects – 2019 Call for Proposals

**IEEE HAC is no longer accepting Projects proposals in 2019.**

**The 2020 Call for Proposals will be announced in December 2019/January 2020.**

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.”

IEEE HAC is currently inviting proposals for Sustainable Development and Humanitarian Technology-related projects aligned with this vision. The committee will review proposals with budgets between US$20,000 and US$60,000.

Proposals that address one or more **UN Sustainable Development Goals (SDGs)** in a major, impactful way will be prioritized for funding - [Link to UN Sustainable Development Goals](https://sustainabledevelopment.un.org/). Proposals should take a holistic, community-based approach taking account of relevant environmental, cultural, socio-economic & infrastructural issues and policy priorities.

Proposals must demonstrate consultation with and a clear understanding of the needs of target communities and demonstrate a needs-driven approach to strengthening local capacity through technology deployment.

*Proposals requesting a larger budget contribution (US$40,000 – US$60,000) will be considered on a case by case basis, based on progress achieved with previous related activities.*

Including a section on the projected **Social Return on Investment (SROI)** analysis provides deeper insights into the project planning and the proposed execution and hence could increase the chances of the proposal being successful, particularly for larger projects. Please contact hac-office@ieee.org for more information on how to perform SROI, in case needed.

**Term of funding:** Up to 12 months following the award date.

Any proposal which requests (i) funding of less than $20,000, (ii) is incomplete, (iii) does not have active local community involvement and active “Local” IEEE Volunteer involvement or (iv) for which a completed IEEE HAC Projects Budget Application Form is not submitted will not be reviewed. All proposals must disclose if an identical or similar proposal is currently under evaluation for funding elsewhere.

NEW: All projects that involve children must follow [IEEE Guidelines for Working with Children](https://sustainabledevelopment.un.org/). Any HAC Project funding will be contingent on policy compliance.

**Deadlines:**

- **Call 1:** 21 January 2019
- **Call 2:** 1 April 2019
- **Call 3:** 15 July 2019
- **Call 4:** 9 September 2019 **ONLY IF FUNDS REMAIN**  (No funds remain)

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https://hac.ieee.org
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.
- An IEEE OU must act as a fiscal agent for projects submitted by individual IEEE members. Applicants must discuss this with the OU Treasurer prior to proposal submission. IEEE financial requirements for funding disbursements will apply.

Attributes of projects considered:

- HAC provides funding to support local IEEE volunteers identifying community challenges in consultation with local stakeholders and providing solutions locally – i.e. “feet on the ground.”
- Projects must articulate the need of a local, underserved community and how and why they will benefit.
- Active “Local” IEEE Volunteer involvement means that key IEEE members responsible for implementing the project are currently living in the country/countries where the project is to take place.
- Project must have active local community involvement including relevant local stakeholder groups.
- Projects are expected to involve multiple complementary activities, (e.g. community building, technology adaptation, deployment, assessment, and so on). Potential impact must be clearly articulated. Showing methodology for calculating potential impact is a must. If the impact is shown in terms of a Social Return on Investment, if possible, that will give the funding committee more insight, increasing the project’s chance of getting funded.
- Opportunity and potential for sustainability is a key focus.
- While projects must have some technology component and leverage IEEE’s core competencies, these can be applied to any focus area (e.g. Agriculture, Education, Energy, Healthcare, Water and Sanitation, etc).
- If your proposal is primarily or exclusively focused on education, please engage with EPICS in IEEE (http://epics.ieee.org) to evaluate funding opportunities before engaging with IEEE HAC Projects.
- If your proposal is primarily or exclusively focused on solar solutions for off-grid communities, please evaluate funding opportunities under IEEE Smart Village (http://ieee-smart-village.org) before engaging with IEEE HAC Projects. IEEE Smart Village has a strong focus on achieving affordability and sustainability by supporting establishment of locally owned entrepreneurial energy businesses.

Projects NOT considered:

- Projects which do not clearly articulate active community involvement.
- Projects that are primarily research or commercial in nature or are not focused on addressing local needs.
- Projects that are focused solely on the development of technology for arbitrary deployment (e.g. building a better water pump for the developing world).
  - Projects that involve adaptation, modification and/or enhancement of a specific technology or technologies to address a specific setting may be considered on a case by case basis.
- Projects focused primarily on immediate disaster relief or supplying/distributing existing products.
- Projects with no clearly articulated plan for sustainability or impact measurement.

Eligible Project Costs

The HAC Projects Committee is interested in supporting volunteer projects taking a sustainable, measurable, holistic approach to address identified community challenges, working in partnership with local stakeholders.
As the available HAC Projects budget is finite, it is necessary to introduce some priorities and constraints in relation to what can and cannot be funded, to maximize the impact of “feet on the ground activities” by IEEE as well as non-IEEE volunteers both during and after the funded phase of HAC supported projects.

As a result, the HAC Projects Committee is prioritizing supporting direct project costs, including necessary equipment, materials, supplies, and travel. No reimbursement of volunteer salaries will be provided.

Reimbursing the salary of anyone contributing to the project must be carefully justified. Associated costs should be clearly explained and not constitute any more than a minor part of the overall budget proposed.

No indirect costs will be considered for funding, including but not limited to Overhead Rates, F&A, tuition, administration, management, project management, etc.

For any humanitarian conference related travelling needs or event needs please see the HAC Conference Participation Program and HAC Events Call for Proposals on hac.ieee.org, as these requests will not be considered by HAC Projects Committee.

Questions

Do you have any questions you wish to ask about the potential suitability of your proposal? If in doubt, please contact HAC at hac-projects@ieee.org before developing and submitting your proposal.

IEEE HAC Projects – 2019 Application Structure and (Evaluation Criteria)

1. Proposal Focus (Quality, Relevance, Alignment to SDGs)
   a. Need Addressed (Maximum character length – 1,000)
   b. Overall Project Outcomes (Maximum character length – 2,000)
   c. Alignment with Sustainable Development Goals (Maximum character length – 500)
   d. Location(s) and Project Duration (Maximum character length – 500)
   e. Is this a new project or a continuation or scaling up of a previous project? (Maximum character length – 2,000)

2. Stakeholder Mapping and End-user Engagement (Quality, Credibility, Local Ownership)
   a. Name and describe the relevant and significant stakeholder groups (Maximum character length – 2,000)
   b. Community engagement during proposal concept development (Maximum character length – 2,000)
   c. Role of stakeholders in implementation and sustainability (Maximum character length – 2,000)
   d. Stakeholder Feedback (Maximum character length – 2,000)

3. Expected Impact (Credibility)
   a. Impact on Stakeholder groups (Maximum character length – 2,000)
   b. Impact measurement (Maximum character length – 2,000)
   c. Dissemination of achievements and lessons learned (Maximum character length – 500)
   d. Potential for replicating or scaling project outcomes (Maximum character length – 1,000)
   e. Are there any similar projects being implemented by other institutions, organizations, or the government in the region where you will be working? (Maximum character length – 1,000)
4. **Project Implementation Plan (Quality and Credibility)**
   a. Proposed technology and relevance to local environment (Maximum character length – 3,000)
   b. Project work plan and milestones (Maximum character length – 3,000)
   d. Implementing team (Maximum character length – 4,000)
   e. Risk Analysis and Contingency Planning (Maximum character length – 3,000)
   f. Relationship with local IEEE Section

5. **Requested Funding (Appropriateness of Proposed Utilization, Value for Money)**
   a. Budget Justification (Maximum character length – 3,000)
   b. Completed IEEE HAC Projects Budget Application (**Credibility**)

6. **Additional Information**
   a. Projected Social Return on Investment (**SROI** analysis) (optional). An example of SROI analysis published is [here](#).
   b. Videos and/or photos that introduce the project team, demonstrate the need identified, or explain the technological solution to be implemented. (Video submission of answers to certain question is permitted - please label video files with the question number).
   c. Any supplementary materials that further demonstrate worthiness of the project
   d. How did you find out about the HAC Projects Call for Proposals?

**Appendix:** Other Supporting Material (including publications, letters of community support, etc)

**How to Submit - Please note that our submission process has changed.**

- Please submit via the IEEE HAC NEW [Online Funding Opportunities Portal](#).
- Please download these template files which will be required to be uploaded into your online application
  - [IEEE HAC Projects Budget Template](#)
  - [Stakeholder Mapping and End-user Engagement Template](#)

**Acceptable time frame to utilize funds**

- Funds must be expended within a maximum of 12 months from the grant approval date.
- A progress report must be submitted after six months with a final report submitted with evaluation metrics within 2 months of the end of the project phase supported.