

## Guidelines for IAIA Innovation Grants

Innovation Grants are a competitive source of funds provided by the IAIA Board to encourage members, Sections, Branches and Affiliates to undertake innovative projects to advance the strategic direction of IAIA. The Board has provided for a small number of grant projects (2-4) each year, depending on available funds, that would move IAIA forward in one or more desirable directions, e.g., help to grow the organization's membership, influence and involvement, educational products/services, finances and activities.

- 1) Applications must be made by current IAIA members, Affiliates, Branches or Sections and must be received by IAIA HQ on or before the due date. Decisions will be made by the Grant Review Committee.
- 2) Grant applications should be in the format outlined in the application form.
- 3) Applications should be for amounts in the range of \$2,000 to \$5,000 (the maximum considered).
- 4) For projects six months or less, a disbursement of 50% will be made at inception and 50% upon receipt of final report. For projects longer than six months, 50% will be disbursed at inception, 40% at the project's mid-term, and 10% upon receipt of final report.
- 5) Projects must be achievable within a 12-month period.
- 6) Preference will be given to proposals with clearly defined objectives, activities, outputs and outcomes as indicated in the application format.
- 7) Projects which are able to leverage financial and/or in-kind support from other organizations are encouraged.
- 8) No Affiliate, Branch, Section, or individual will be able to hold more than one grant at a time.
- 9) Innovation Grant funding is not intended to support IAIA membership or the costs of attending IAIA conferences.

Preference will be given to proposals that have one or more of the following characteristics that support IAIA's Strategic Plan:

- a. Extend IAIA's reach
- b. Strengthen IAIA's partnerships and collaborations
- c. Enhance IAIA's knowledge sharing and capacity-building mandate
- d. Ensure IAIA's organizational sustainability



## IAIA Innovation Grants Application

Applications for the IAIA’s next round of Innovation Grants are due by 13 September 2018 and should follow the format below. **Applications should not exceed three pages, including the budget.** Please send completed applications to Bridget John ([bridget@iaia.org](mailto:bridget@iaia.org)). Applicants will be notified by 4 October about their application status.

1. Name of IAIA member(s) applying – if more than one person, indicate who will be the project lead
2. Contact name and details for communication regarding the application
3. Identify if the application is submitted by an IAIA Affiliate, Section or Branch
4. Project Title (max 20 words)
5. Indicate which (a-d) Strategic Plan category this project supports
  - a. Extend IAIA’s reach
  - b. Strengthen IAIA’s partnerships and collaborations
  - c. Enhance IAIA’s knowledge sharing and capacity-building mandate
  - d. Ensure IAIA’s organizational sustainability
6. Project’s Objective (max 50 words) – projects considered for funding should have at least one clear objective
7. Associated work or activities. Indicate if the proposed project is part of a broader project already underway, including the broader projects’ objectives, activities, and the timeline.
8. Project activities and outputs – Please recreate the table below, adding rows if needed.

*Activities:* What you are going to do with the Innovation Grant funds?  
*Outputs:* What you are going to produce and by when (e.g., information gathered, network established/extended, meeting organized/held, document drafted/finalized/translated, capacity building activities undertaken, etc.)  
 Outcomes should include a final report to IAIA HQ and a short article for the IAIA website and e-newsletter.

No.	Activity	Output	Completion Date
1			
2			
3			
4			

9. Outcome – what will these activities and outputs achieve in terms of benefits to members and the overall purpose of IAIA and its current strategic plan?
10. Achievement measure – how will you and the IAIA Board know the outcome is achieved, and when could this outcome be expected?
11. Inputs and budget necessary to achieve the Outcome:
  - a. List voluntary work contribution of IAIA members
  - b. List any other funding sources
  - c. List any in-kind support
  - d. Itemize how you will spend the grant
  - e. Submit budget, including income from all sources and all expenditures.