

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 US\$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) Grants will not be given to anyone who has received an IAIA Innovation Grant in any of the two previous grant cycles.
- 10) Innovation Grant funding is not intended to support IAIA membership or the costs of attending IAIA conferences.
- 11) Applicants are expected to produce an output of some kind that will provide members with insight into the work you have accomplished as part of this grant. This output will be posted on IAIA's website.
- 12) Grants that involve an IAIA publication or resource as a final product
 - a. Will be subject to additional review based on [IAIA's Publication Policies and Procedures](#) and must complete an additional section of the application form.
 - b. Will have IAIA's logo featured on the front cover. Other logos on the cover will be negotiated based on time and funding provided by the other organizations.

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

- Elevating IAIA's profile on the world stage
- Extending IAIA's reach and depth
- Empowering IAIA's partnerships and collaborations
- Enhancing IAIA's knowledge sharing and capacity-building mandate
- Ensuring IAIA's organizational sustainability.

Evaluation Process & Criteria

The **first step** will be a basic review ensuring the applicants meet the eligibility status (IAIA member, Affiliate, Branch or Section) and that the amount requested and timeline indicated in the application fall within the limits stated above.

The **second step** will be that each application will meet at least two of these three elements

1. The persuasiveness of the argument that the project is truly innovative
2. The extent to which the project fits within IAIA's Strategic Plan
3. The degree to which the project will benefit IAIA and/or its members

Applications passing that screen will proceed to the **third step** and will be rated on the following criteria:

1. Clearly defined objectives
2. Clearly defined activities
3. Clearly defined outputs
4. Clearly defined overall outcomes
5. Qualifications/experience of the proponents to undertake the work

Issuing these Guidelines and Application does not bind IAIA to make any award(s). IAIA reserves the right to reject any or all proposals submitted and to also make an award where it appears it will be in the best interest of IAIA. Any application received after the date specified shall be considered only at the discretion of IAIA.



Innovation Grants Application

Applications for the IAIA’s next round of Innovation Grants are due by **22 September 2021** 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). Applicants will be notified by 20 October about their application status.

Please submit the application in Microsoft Word format.

1. Name of IAIA member(s) or IAIA Affiliate member(s) applying
 - a. If more than one person, indicate who will be the project lead.
 - b. If an Affiliate member, indicate which Affiliate.
2. Contact name and details for communication regarding the application
3. If the application is submitted by an IAIA Affiliate, Section or Branch as a whole, please indicate which (e.g., Health Section).
4. Project Title (max 20 words)
5. Project’s Objective (max 50 words) – projects considered for funding should have at least one clear objective
6. 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
7. Qualifications – explain how the applicant(s) is qualified and/or has direct experience to conduct this project
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.

No.	Activity	Output	Completion Date
1			
2			
3			
4			

9. Outcome –
- a. What will these activities and outputs achieve in terms of benefits to members?
 - b. How does this project relate to the overall purpose of IAIA and its current [Strategic Plan](#)?
 - c. In what ways is this project, its activities, and/or outputs innovative?
10. Achievement measure – how will you and the IAIA Board know the outcome is achieved, and when could this outcome be expected?
11. If an IAIA publication or resource is one of the grant’s outputs, please provide the following additional information, which will be subject to review and approval by IAIA’s Resource Manager. The Resource Manager may give suggestions for revisions or request additional detail.
- Topic/proposed title
 - Format and length (e.g., full-length book or 2-page practice standard; hard copy or electronic)
 - Authorship and participation of IAIA Sections or Affiliates
 - The need for the publication or the gap that will be filled by it, with reference to IAIA’s mission, values and/or membership
 - Similarity/conflict with existing IAIA publications (e.g., is it a similar format to other IAIA publications, but with a different content? Is it part of a series? Does it replace an out-of- date publication?)
 - Resources required for IAIA staff time, budget, production, translation, and distribution
12. Inputs and budget necessary to achieve the Outcome:
- a. Submit a detailed US\$ budget itemizing how you will spend the grant, including income from all sources and all expenditures as well as a breakdown of hourly rates/number of hours for each person involved
 - b. List voluntary work contribution of IAIA members
 - c. List any other funding sources and amounts of contribution
 - d. List any in-kind support, including description of the support and estimated value