# Concept Note Two-Pager Template & Submission Form



Submitted input from this public page will be emailed to Regional Working Group Leadership contact addresses and used to create new templated sub-pages for each submission based on this template.



Developer note: SQLite and embedded structured data have been enabled



Outline

# **Project Name - Location Name**

Picture of Region

# **Project Total Cost, ISV Funding Sought, Self-funded**

# **Purpose**

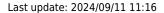


This 2-pager template should give a good overview, with necessary details, of the proposed project for which seed funding is sought from the IEEE Smart Village, ISVx. Under the section titles below, briefly provide the requested information, including areas highlighted in yellow. If needed, you may request assistance from your ISVx Point-of-Contact. The completed document should be kept to a maximum of 2 pages.

In this section, provide details of the following key items:

- Description of proposed project and how it aligns with ISVx three Pillars? (2-3 lines description)
- Community location and beneficiaries of the proposed project, including estimated number of people to be served in Phase 1 Pilot of the project (2-3 lines)
- Lead organization that will sign Project Agreement with ISVx to receive seed money and be responsible for project execution; include expertise and history of connection with the community. (3-4-lines)
- Highlight(s) of other related key item(s).

# **Objective**





Provide details on key goal(s) / milestone(s) of the proposed project and expected impact on the community served in terms of livelihood improvement.

# **Background and Portfolio**

Application Project site

Include details on:

- History of the community served and its needs
- Relationship between the project team and the community
- Summary of discussion between the team and community on execution and impact of the project
- How and who from the community will be involved
- Other partners in the project execution, and their history of collaboration with the lead organization and the community.
- What community resources will be used, and provision of legal right to use them.

# Leveraging and sustainability/scalability plans

Discuss details on:

- The solution model or strategy adopted in the project (e.g. formation of partnerships, donor sources);
- Plans for assessment, measurement, and evaluation of risk/barriers and associated impact(s);
- Plans/opportunity to grow the project beyond Phase 1 Pilot via community, team and funding potential for scaling business plan to achieve long-term positive ROI;
- How the team and/or community will sustain the project beyond the execution period

#### **Team**

Provide:

- Short bio (1-2 lines each) of lead persons and management in the project organization.
- Short bio (1-2 lines each) of lead person in the partner organization.
- Names of community counterparts and their roles in the community and the project.

# **Perspective and Theory of Change**

Make a case for the project, and provide details on:

• Expected Outputs (e.g.: kilowatt hours/day, number of homes connected), Expected Outcomes (e.g.: 100 women employed in beekeeping), and Expected Impact (e.g., Long-term benefit(s) to the beneficiaries).

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# **Timeline**

In a descriptive, concise format, state the approximate:

- Project start and end date.
- Key milestones start and end dates

# At a glance (illustration)

Project Locations	Nearest village or city. State and country		
GPS Coordinates	36° 14′ 6.21″ N, 112° 41′ 18.97″ W		
Requested Funding from ISV Donors	\$100,000		
Payment Tranches	Tranches per time		
Names of ISV and IEEE Members Involved	STAFF MEMBERS AND VOLUNTEERS WHO ARE IEEE MEMBERS		
Technologies to be Deployed	Fixed wireless Internet networks, solar energy sources		
eneficiaries Who, How many, where			
Commissioning/Service Start Date	Q2 2020		
Pilot Completion/ Demonstration	Q4 2020 - preliminary network operations, Q1 2022 - fully sustainable network		
IEEE Review and Reporting Period	Monthly & Quarterly		
Sustainability/ Scalability	Names of Regions/Communities. Potential population served. Potential sources of funds for future phases		
Project Lead Contact	Name, email, mobile/WhatsApp number, Postal address		



**Submission Form** 

Project Name
Location Name
GeoLocation
Picture of region 🔃 📮
Project Cost, ISV Funds sought, Matched-funds
Project cost *
Funds sought *
Matched funds *
Purpose, Objective, Background and Portfolio
Purpose *

Last update: 2024/09/11 11:16	6
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Objective *	
Background and Portfolio *	
Leveraging and sustainability/scalability plans, Team, Perspective and theory of change	
Leveraging and sustainability/scalability plans *	
Team *	
Perspective and theory of change * Timeline  At a glance	
Project Locations *	
GPS coordinates *	
Requested funds from ISV donors *	
Payment tranches *	
Names of ISV and IEEE Members *  Tochnologies to be deployed *	
Technologies to be deployed * Beneficiaries *	
Commissioning/Service start date *	
Pilot completion/demonstration *	
IEEE Review and Reporting Period *	
Sustainability/ Scalability *	
Project Lead Contact *	
Troject Ledu Contact	



The following housekeeping section is not part of the two-pager.

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# Housekeeping metadata

Metadata	
Filename	[Organization name] Concept Note [\$] [V_(version number)] [date].docx
Date	dd-Mmm-yyyy

### **Contact**

• Inform Regional working group leads

Region	Name	Email	User
South Asia	Sasi Kottayil	sasikottayil@gmail.com	sasikottayil
Latin Ameria	Mario De La Ossa	mario.ossa@ieee.org	marioossa
North America	Joan Kerr	joankerr@fbsc.org	joan
Africa	Abiodun Okunola	okunola.abiodun@ieee.org	abiodun
Latin Ameria			marioossa

- CC. to Mike Wilson, Sr. Program Manager, ISVx: m.m.wilson@ieee.org
- ISVx Leadership Point-of-Contact who recommended your submission of a 2-pager document

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Last update: 2024/09/11 11:16

