

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).

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
Beneficiaries	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



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

Submission

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 America	Mario De La Ossa	mario.ossa@ieee.org	marioossa

Region	Name	Email	User
North America	Joan Kerr	joankerr@fbsc.org	joan
Africa	Abiodun Okunola	okunola.abiodun@ieee.org	abiodun
Latin America			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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