

An Example of a Grant Application to the IEEE Foundation

Purpose: To provide an example of an application to the IEEE Foundation for funding for a hypothetical project. The example is intended to assist individuals and groups complete the application form and related files for a grant from the IEEE Foundation.

The Hypothetical Project Example: This document contains information for each entry on the IEEE Foundation Grant Application Form for a hypothetical project. The IEEE Foundation receives applications from many countries. Rather than using a particular country, province (state) or city, three letters from the alphabet are used to represent these entities. Three alpha characters are also used as the name for the institution instead of selecting a particular university. For this example, ZZZ is the country and YYY is the province or state in the country. The name of the university is represented by VVV, which is located in the hypothetical city of XXX.

For the reasons outlined above, names typical of any language or culture are avoided. Instead of using John Doe, Jane Doe or some other popular “fake” name, the names used reflect the role of the person in the hypothetical project, such as: Dr. Project Leader instead of Dr. John Doe, etc.

The hypothetical project created for the example is the expansion of a robotics competition from a single school to a number of schools in the YYY province. This approach illustrates the importance of projects that could be replicated in other states (provinces) and/or countries. The proposal includes matching funds from the government and local industry to illustrate the potential for getting support from other entities to increase the impact of IEEE funding. Biographical information on the hypothetical people running the project is created in a manner that illustrates the type of information needed by the Grants Committee in selecting projects. A hypothetical budget is included which illustrates how the funds will be used and how the expenses are split between the IEEE grant and the other donors.

The information to be entered into the IEEE Grant Application Form, the Status Report Form and the Final Report Form is presented in blue text.

In addition to the three completed web forms, a completed budget spreadsheet, a cash flow statement, a Financial Statement to accompany a completed status report, and a Financial Statement to accompany a final report are presented.