

## Beyond the Net Funding programme

### Chapter Small Projects: Process Overview

The Chapter Small Projects Process document provides an overview of the steps required for an application to proceed from application submission through award notification and reporting close out.

#### Programme Overview

Chapter Small Projects Funding extends its support to small-scale projects that address a unique need of the local community or Chapter.

The objective of this funding is therefore to support, not only Chapter events, but also small initiatives such as learning opportunities, skill development, and networking with local entities or even Chapter membership campaigns, awareness raising campaigns etc.

Any proposed project needs to be consistent with the Internet Society's values and principles, and also be aligned with one (or more) of the Internet Society's strategic objectives.

The programme is open to applications from Chapters who meet the following criteria:

- The Chapter has to be a Chapter in full standing of the Internet Society. Chapters in formation or in rejuvenation are not eligible.
- The project must be aligned with the Internet Society's values and principles and should address at least one of the Internet Society's strategic objectives;
- The project should be open (and marketed) to the public, where possible;
- The project should be mission-related. Regular chapter business meetings such as elections, activity reports or introduction of new members are not eligible;
- All reports from any previously granted Internet Society funding, must have been duly submitted and approved by the respective department.
- The maximum funding available annually under the "Chapter Small Grants" programme for each Chapter is of \$3, 500 USD.
- The Chapter must not have received funding for the same project under any other Internet Society programme.

### **Application Submission**

Chapter Small Projects applications can be submitted any time of the year. However, all applications for an event or project in the current calendar year must be submitted by 30 November. Applications received between 1 and 31 December will be considered as applications for an event/project in the following year. Applications must be submitted \*at least 30 days\* in advance of the planned project.

### **Application Review Process**

The Programme Coordinator reviews the applications to make sure that all programme requirements are addressed and proposal is complete.

This includes:

- a. Check if the applicant is a valid person/Chapter
- b. Contact Chapter board to check if they're aware of the proposal
- c. Reporting from previous projects has been completed
- d. Application is in line with the programme objectives and guidelines
- e. Budget is coherent
- f. Request additional information from applicant as needed.

The Chapter Development Team reviews the application and provides feedback regarding:

- a) Chapter is in good standing
- b) Application objectives are in line with regional priorities
- c) Examines the budget and consider whether the proposed costs are in line with prices practiced in the region

Once the assessment is complete and a decision is made, applicants are notified of their results.

### **Post Award and Grant Management**

During this phase the Grants Coordinator contacts the Chapter grantees to discuss the requirements of the grant and to ensure that the reporting deadlines are respected. This procedure includes:

- a) The Grants Coordinator prepares the MoU terms and conditions for each applicant
- b) The Chapter is required to read, accept and sign the 'Internet Society MoU (Memorandum of Understanding) for disbursement of Internet Society funds for Chapter Small Projects'
- c) Remind applicants of reporting deadlines
- d) Approves Progress/Final reports
- e) Provides additional direction and oversight when needed

### **Chapter Grantee Closeout Responsibilities**

Chapter Small Grants reports are due one month after the project is completed. Reports are submitted online via Zoomgrants, (a sample of the narrative

questionnaire can be found at the end of this document). Reporting requirements include:

- a) Completing the online questionnaire about the results and impact of the project
- b) Completing the Financial report and provide respective invoices
- c) Short article about the project (pre and post project) so we can share the project story with the wider Internet Society community.
- d) Share project deliverables if any

### **Chapter Small Projects Project Report Questions (2016)**

1. Project title, date and location
2. Who were the organizers, partners, and sponsors?
3. Please provide an URL to either the project plan, agenda, Facebook page or any further content information. You might also upload below photographs and video records that could be disseminated among the Internet Society community.
4. If applicable, indicate how many participants attended the event or participated in the project? (If available, provide a breakdown by sector, region etc)
5. What follow-up actions or activities do you plan? (this could include targeted mailings to the project's participants, outreach to the event's participants to recruit new Chapter members, follow-up events, etc.).
6. Please summarise the feedback you received on the project from attendees, including suggestions for improvements
7. How could this project be replicable and/or sustainable for other Chapters? Please also upload a short article with YOUR STORY, keeping in mind what you can share as a helpful advice or lessons learned.
8. Did the project meet your goals? Do you consider the project successful according to the measures you proposed in the initial Chapter project funding application? How did it impact your local presence and the Internet community?

## Medium and Large Projects: Process Overview

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The Beyond the Net Medium and Large Projects Process document provides an overview of the steps required for an application to proceed from application submission through award notification and reporting close out.

### Programme Overview

This programme focus on projects from the Chapter Community that tackle a local, regional or national issue, giving them an opportunity to make a positive difference in people's life. Funding is up to USD 30.000.00.

The Programme is open all year round with two main selection cycles, typically in spring and autumn. Applications are submitted via ZoomGrants.

The programme is open to applications from Chapters who meet the following Requirements

- The Chapter has to be a Chapter in full standing of the Internet Society. Chapters in formation or in rejuvenation are not eligible.
- All reports from any previously granted Internet Society funding, must have been duly submitted and approved by the respective department.
- The Chapter must not have received funding for the same project under any other Internet Society programme.

### Application Submission

Medium and Large Projects proposals can be submitted any time of the year. However, review and evaluation deadlines take place twice a year, typically in spring and fall.

Prior to submit an application, Chapters can seek for advice by contacting the Programme Coordinator and/or Regional Development Manager. They also have the possibility to assist to one of the scheduled info sessions.

Applications must observe the following criteria:

- a. Target a local problem in line with the strategic objectives of the Internet Society
- b. Demonstrate collaboration with other local stakeholders
- c. Provide a thorough assessment and evidence of the needs of local communities, in terms of issues related to Internet
- d. Include an achievable plan of action and demonstrate long-term sustainability

## Review and Evaluation

The Review and evaluation of applications is composed of three main phases

### 1. Pre-Screening

In this initial phase, applications will be reviewed against basic criteria (applicant respects guidelines, is complete, budget is accurate etc.).

During this phase the Grants Coordinator will gather feedback from the Chapter Development team regarding the Chapter status and capacity to lead a project, plus the interest of the project for the region.

Pre-screening will also try to anticipate questions from the Committee and contacts applicants or ISOC Staff experts for clarifications.

### 2. Selection Committee Review \* (Committee composition at the end of this document).

Each application is reviewed by a minimum of 3 Committee members; based on their expertise, project region and subject matter.

Committee members will review independently their assigned applications and shall refer to Evaluation Criteria Guidelines document (at the end of the documents) to rank each application.

The Committee members will have two/three weeks to independently review their set of assigned applications.

Clarification points regarding an application must be clearly listed under the "Committee Discussion window" in ZoomGrants.

The Programme Coordinator compiles all Committee members' clarification points and contacts the applicant to gather answers. In order for this to be successful, independent reviews should occur as early as possible.

### 3. Selection Meeting

Final decisions occur during the online meeting, typically one/two weeks after the Committee Review. During the Selection meeting, the Committee discusses the short listed applications and determines which applications will receive funding.

## Funding Notifications

The Community Grants Coordinator notifies all applicants in writing about the selection results.

### Unsuccessful Applicants

Applicants whose proposals were rejected will receive personal feedback via email and may request a one to one session.

### Successful Applicants

Applicants whose proposals were granted funfind, a part from being contacted personally, are publicly announced through the Internet Society media channels.

## Post Award and Grant Management

During this phase the Grants Coordinator contacts the Chapter grantees to discuss the requirements of the grant and to ensure that the reporting deadlines are respected. This procedure includes:

- a) The Grants Coordinator prepares the MoU terms and conditions for each applicant
- b) The Chapter is required to read, accept and sign the 'Internet Society MoU (Memorandum of Understanding) for disbursement of Internet Society funds for Chapter Small Projects'
- c) Chapter grantees are required to participate on an orientation session to meet their peers and receive reporting guidelines.
- d) Approves Progress/Final reports
- e) Provides additional direction and oversight when needed

## Closeout Responsibilities

As specified in the Memorandum of Understanding (MoU), each grantee is required to report on the project progress and submit and final report. Reporting is conditional to the duration of the project; deadlines for each funding cycle are indicated in the Award letter.

In addition to reporting, applicants are required to provide quarterly updates by means of an online call with the Programme Coordinator, and take part in the semester group call with the other grantees.

Reports must include; a) a financial report and respective invoices, b) a narrative report, including a section on the project impacts (compared to those foreseen in the application).

Full reporting guidelines can be found at: <http://www.internetsociety.org/what-we-do/grants-awards/beyond-net-funding-programme/reporting-guidelines>

Applicants are encouraged to share project news with the Programme Coordinator and other peers.

The Programme Coordinator will work in collaboration with Comms and the grantee to write a blog post and/or story about the project and its impact.

### **Beyond the Net Scoring Criteria**

The following are the criteria that will be used to determine funding. Medium Projects and Large Projects will be considered by the same criteria.

*Application scores will be averaged and compared to decide which applications will receive funding. Final decisions will be made during the online meeting.*

**Alignment with the ISOC Mission and Priorities is required for each application!**

1. Methodology Effectiveness (Weight factor = 5)
  - Is the project, as described, capable of meeting the stated goals?
  - Are objectives achievable and are the results measurable?
  - Is the Project Plan and Timeline reasonable and feasible?
2. Technical Feasibility (Weight factor = 4)
  - Are the technical specifications suitable to accomplish project activities?
  - Is the equipment requested appropriate for the execution of the project?
  - Does the applicant or team in place demonstrate technical capability to implement the project?
3. Financial Efficiency (Cost/Benefit) (Weight factor = 4)
  - Is the budget accurate and realistic?
  - Is the amount of funding requested from ISOC reasonable for the type of activities described and for equipment purchased?
4. Community Benefit (Weight factor = 5)
  - Does the applicant demonstrate the need of the project and how the community will benefit from it?
  - Will the project have an broadly enough impact (no of people impacted by the project)
  - Does the project contribute for the development of Internet in the local community?

5. Organizational Capability (Weight factor = 3)
  - Does the Chapter/applicant and team in place demonstrate ability to:
    - Implement and manage the project in a timely manner
    - Conduct a communication strategy if required
    - Keep accounting up to date in an appropriate manner
    - Provide regular effective project reports and keep communication with ISOC
  
6. Impact and Sustainability (Weight factor = 3)
  - **Replicability**, will the results of the project lead to solutions that can be replication by other Chapters in other regions?
  - **Sustainability**, Does the Chapter or the applicant have resources to continue the project after the ISOC funding is over?
  - Does the applicant demonstrate involvement with other stakeholders in the community?
  - Will it have long-term effect in the community or in the Internet in general?
  
7. Originality and Innovation
  - Is this a creative solution for the presented problem?
  - Projects that go “Beyond” the net (do the extra mile)

### The Selection Committee

Reviews and evaluate applications for grants supported by the Internet Society Beyond the Net Funding Programme , in accordance with the programme criteria and guidelines and makes recommendations for funding.

The composition of the Community Grants Committee is as follow:

- Representatives of the regions covered by ISOC (4).
- Two staff members (2)
- Programme Coordinator (non-voting member)

#### Current members:

Name: Sylvia Cadena, Australia/Colombia

Company: Information Society Innovation Fund (ISIF) – APINIC, Project Officer

Languages: Spanish, English

Expertise: Education, Grant Management, Communities Development

Term: Join 2013



Name: Natalia Enciso /Paraguay  
Company: Attorney-at-Law and a Professor at the Universidad Autónoma de Asunción (UAA)  
Languages: Spanish, English  
Expertise: online trust and identity, e-Commerce, e-Government, data protection, and mediation  
Term: Join 2014

Name: Victor Ndonnang, Cameroon  
Company: NV Consulting  
Languages: French, English  
Expertise: Internet Governance in Africa, e-Government, data protection etc.  
Term: Join 2014

Name: Edmon Chung, HongKong  
Company: CEO for DotAsia  
Languages: English,...  
Expertise: Community, Internet Governance, domains, technical etc  
Term: Join 2014

Name: Jane Coffin, USA  
Company: Internet Society, Director, and Development Strategy  
Language: English  
Expertise: Internet infrastructure, access, and related capacities in emerging economies  
Term: Join 2015

Name: Robbin Wilton  
Company: Internet Society, Technical Outreach for Identity and Privacy  
Language: English, French, Spanish  
Expertise: Internet infrastructure, access, and related capacities in emerging economies  
Term: Join 2015

Name: Ilda Simao, Switzerland  
Company: Internet Society, Community Grants Coordinator  
Languages: Portuguese, French, English, and Spanish  
Expertise: Programme Coordinator