

## Copy of Application Form for Reference

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This copy of the ISIF Asia Application Form is for reference purpose ONLY. Applications have to be completed in full using the Application Portal and submitted according to the established guidelines.

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### Type of Funding Request and Alignment with ISIF Asia

The funding offered by ISIF Asia is structured around three main thematic programs: Inclusion, Infrastructure and Knowledge. Under each program, there are a number of Focus Areas. To be considered for selection, your application has to be clearly aligned with one or more of the Focus Areas listed.

We offer different types of funding designed to support initiatives in different stages of development. Please select the one that better reflects the work you are planning to do and the capacity of your organization to implement it.

Details about the Programs, Focus Areas and Types are available on the front page of this Grants and Awards Portal under INFORMATION.

This request form offers many sections for entering information about your planned project or activities.

Fields and documents marked with a \* must be responded to for your application to be eligible for consideration.

- **Grant Program\***: Select from Inclusion, Infrastructure or Knowledge
- **Grant Type\***: Select from Small Grant, Scale-up Grant or Impact Grant
- **Focus Area\***:

- **Technical Contribution\*:**

Depending on the program selected, different questions will appear. See example below.

*Your application is not eligible if your proposal is not aligned with one or more of the Focus Areas mentioned. You can find the descriptions of the Focus Areas on the front page of this Grants and Awards portal under INFORMATION.*

*Your application is not eligible if your proposal does not have a technical focus.*

- **Current Status\***. Select one of the options below:
  - Brand new project or activity
  - Additions or improvements to ongoing project or activity
  - Grow or expand project or activity with proven impact

- **Alignment with ISIF Asia funding programs\***

*Please explain how your project is aligned with ISIF Asia and the Focus Area(s) under the program selected above. You can find the descriptions on the front page of this Grants and Awards portal under INFORMATION.*

## Project Summary

- **Project Title\***

- **Select location(s)\***

*Where in the Asia Pacific will your project activities occur? You can select multiple economies from the list below.*

- **Implementation Period\*** Select one of the options below:

- 6 months
- 9 months
- 12 months
- 18 months

- **Brief Summary\***

*Please provide a brief and clear project summary that describes the project you want to implement with ISIF Asia funding*

- **Project Objective(s)\***

*Describe the main objective(s) of the project, including language that clearly addresses the problem you are trying to solve and diversity criteria.*

## Context and Motivation

- **Project Background and Justification\***

*Please provide background information that allows the Selection Committee to understand the context in which your organization operates. What are the main challenges? What is the problem that your project is trying to solve?*

- **Project Motivation\***

*What are the main reasons your organization and partners (if any) are motivated to start this project? How does the project respond to specific community needs?*

- **Funding support received\***

*Have you received funding already to support the proposed project/activity? If yes, please provide a list of*

donors, sponsors and other sources of funding and provide information about the project/activity budget. Select from the options below:

- ISIF Asia past funding recipient
- Other. *If "Other": Explain the funding support received*
- None

## Activities

List the main activities planned, including a brief description, timing and duration. See sample table below.

Activity	Description	Timing	Duration
Example 1	Description of Example 1	Beginning of project	3

Activity	Description	Timing	Duration
Example 2	Description of Example 2.	Middle of project	3

Activity	Description	Timing	Duration
Example 3	Description of Example 3	End of project	6

Activity	Description	Timing	Duration
Example 4	Description of Example 4.	Throughout the project	12

## Research and Development

### • Methodology

*What methodology are you planning to use to design and implement your project?*

### • Detailed Technical Implementation Information\*

*Detailed technical information is an essential aspect of the selection process. Describe what technologies you plan to use, how you plan to integrate them, what expertise the project team has to manage the proposed solutions, what is innovative about it, and what training and support your project team will need. Describe the training needs for project beneficiaries, taking into account diversity considerations.*

### • Research Capacity and Supporting Environment

*What research expertise does the project team have? What training and support regarding research capacity will your project team have access to, to guarantee the success of the project? Describe what technologies you plan to use to conduct your research. Please reflect on possible diversity considerations related to your organization's research capacity and supporting environment.*

## Community and Internet Development

### • Innovation\*

*How would you describe the innovative aspects of your project? They can be technical, social, organizational, and so forth. Do the innovation aspects address gender and inclusion?*

### • Internet Development Contribution\*

*If your application is looking at new activities, can you provide concrete examples about how the project/activity is expected to advance Internet development in line with the ISIF Asia program area you selected? If your application refers to an ongoing project looking to expand with ISIF Asia funding, please reflect on the contributions the project has already delivered.*

- **Community Development Contribution\***

*If your application is looking at new activities, can you provide concrete examples about how the project/activity is expected to contribute to the development of the Internet community in line with the ISIF Asia program area you selected? If your application refers to an ongoing project looking to expand with ISIF Asia funding, please reflect on the contributions the project has already delivered.*

## Monitoring and Evaluation

- **Monitoring and Evaluation Framework\***

*Please share details about your Monitoring and Evaluation strategy, taking into account diversity considerations. How does your project team define success? Please provide details about possible indicators to track progress and achieve impact. How are you planning to collect and analyse data? How will the findings be used?*

- **Expected Impact and Lessons Learned**

*What is the expected impact to your organization's current activities that you anticipate may be achieved with this project? How are you planning to use the lessons learned during the project implementation?*

- **Users and Uses**

*How will the project benefit the community you are serving? How does the project benefit your organization and your team? How might the project provide benefits for men and women? Please be specific.*

## Communications

- **Communications\***

*How do you plan to promote your project? Do you have a communication strategy in mind? If yes, how does the strategy address diversity? How will the community engage with your organization and your team about the project? Do you request feedback from the community? If so, how do you use it? Were dissemination and communication products designed keeping in mind the different needs of groups related to gender and inclusion? Please list the dissemination and communication products that have been developed for your project, including online and off-line products such as publications, marketing materials, and so forth. How has the project reached out to the most marginalized and difficult to reach populations?*

- **Previous Awards**

*If applicable, please list previous grants and awards.*

- **Link**

*Pitch your project to the Selection Committee. Add a link to a short video (no longer than 1 minute) on YouTube or Vimeo.*

## Sustainability

- **Sustainability Plan\***

*How does your organization plan to keep the project running once the ISIF Asia funding has been exhausted? How will the community be involved in the design and implementation of a sustainability plan? Are there other sources of funding committed to support the continuation of your project?*

## Network Operations and/or Security Research

*Does your project involve technical research around network operations and/or security? Yes/No*

If yes, the following questions will appear:

1. If appropriate, please share how your project involves technical research around network operations and/or security. Select from the menu:
    - IXP
    - NOG
    - Rootserver
    - University
    - Other
  2. Referee's Name
  3. Referee's Affiliation/Title
  4. Referee's Email
- Attach a referee's support letter in the Supporting Documents section below.

## Project Team

### • Governance\*

Please share details about the people and processes involved in the project/activity planning, decision-making and implementation. You are required to include information about how the project will encourage diversity and participation.

### • Diversity\*

Explain how the project/activity has addressed different aspects of diversity, in particular, those around gender, people with disabilities, language and cultural diversity. Were any of the activities aimed at addressing inclusion and gender equality? If yes, please provide concrete examples on how that was done. If no, please explain why not. What activities reached out to the most marginalized and difficult to reach populations?

## Project Leader

The Project Leader must update their user account within the portal. If you are the project leader and filling out this form, be sure to save and close this form first. Choose the **People** menu from the left navigation. Select your name and then select **Edit** at the top right.

- Full Name (as appears on your legal identification):
- Gender:
- Nationality:
- Residence:
- Email and Alternate Email:
- Work Phone:
- Mobile Phone:
- Preferred Messenger App:
- Link to CV:
- Facebook:
- Twitter:
- LinkedIn:
- Other Social Media:
- English Proficiency:
- Other Language(s):
- Previous Research Experience:

## Other Project Team Members

In addition to the project lead, add team members by selecting the + icon below. To view or edit an existing team member's record, select **Edit**. **Do not select View unless you have saved all changes on this main form.** Selecting **View** without saving will cause all changes to be lost.

## Budget

During the initial application process, you are only asked to provide a high level budget. If you advance to the final stages of the review process, you will be asked to provide a detailed budget.

- **Currency of Bank Account\***
- **Today's exchange rate from local currency into USD**  
*USD conversion will occur during APNIC Foundation staff review.*
- **Total amount requested from APNIC Foundation in local currency**

When building the budget, your request will have to match the budget available under the selected grant type. If the numbers you have added to the budget form do not add up to the amount as per the type selected, the following compliance warnings will appear on your screen and you will not be allowed to proceed:

*If you are applying for Grant Type: Scale-Up Grant, your "Total amount requested from APNIC Foundation in USD" must equal exactly USD 85,000.*

*If you are applying for Grant Type: Impact Grant, your "Total amount requested from APNIC Foundation in USD" must equal exactly USD 150,000.*

## Grant Budget Breakdown in USD

- **Equipment** in USD  
*What equipment would you buy with funds from this grant according to the technical information provided above?*
- **Personnel** in USD  
*Are you planning to use grant funds to hire new staff or pay for the salaries of existing staff members? For them to be considered "project staff" they need to be working with the project dedicating more than 50% of their time to project activities.*
- **Professional Services** in USD  
*Are you planning to use grant funds to hire external consultants/contractors and pay for professional services fees? Please include here the budget requested to cover professional services provided by staff, if their time dedication is less than 50%.*
- **Project Activities** in USD  
*Under this category, please include project expenses for the activities and research proposed. Include expenses related to local and national engagement activities (including travel, training for community beneficiaries, logistics, and so forth).*
- **International Engagement** in USD  
*Under this category, please ONLY include costs associated with engagement conducted by the project team internationally (including travel).*

- **Staff Mentoring and Training** in USD

*Under this category, please ONLY include costs associated with training and professional development for the staff project team.*

*For the Scale-Up Grant Program, your budget must include at least USD 15,000 in the Staff Mentoring and Training line.*

*For the Impact Grant Program, your budget must include at least USD 25,000 in the Staff Mentoring and Training line.*

- **Support Services** in USD

*Support Services fees (hosting, translation, office supplies, and so forth).*

**Total Budget: \$0.00**

*Your "Total Budget" must equal the amount of this grant request.*

*Note: Total budget calculation and amount verification occurs upon Save (or Save and Continue)*

**Other Contributions**

*Please describe the contribution that your organization has set aside to implement the project if selected. Please include cash and in-kind contributions.*

- Contribution by the implementing organization in USD

**Total project budget from ALL sources in USD**

*This total should include the amount of this grant request together with all other secured and still to be raised funds to make the project possible.*

## Terms and Conditions

*If you do not check each of the Terms and Conditions above your application will not be eligible. If you have any questions about these Terms and Conditions, please contact APNIC Foundation staff.*

- I confirm that, to the best of my knowledge, the information contained or referred to in the proposal is true and accurate in all material respects and is not misleading or deceptive, or likely to mislead or deceive.
- I agree that indirect cost rates or fees are not covered under this grant.
- I understand that if this proposal is selected for funding, the grant will be allocated in USD. Local currency exchange rates fluctuations may affect the initial budget submitted.
- I have read and accept the APNIC Foundation [privacy policy and Privacy Collection Statement](#).
- I acknowledge that any funding and, indeed, the application and evaluation process, is entirely at the discretion of the funding partners and they may choose to determine the process at any time up to the time of actual payment.
- I grant permission to the APNIC Foundation and its funding partners to use any of the materials submitted as part of this application process, in publications or materials to promote ISIF Asia or the APNIC Foundation. These materials can be project descriptions, diagrams, photographs, and so forth.

## Supporting Documentation

### Document Upload Instructions

1. *Select the + icon next to a document types below.*
  2. *Once uploaded, the attachment will appear in the Documents section of this form and the prompt will be removed.*
  3. *You may upload additional documents using the Documents section below by selecting the + icon at the top right of the box.*
- Business Plan: Attach a Business or Sustainability Plan by selecting the + icon below.
  - Referee's Support Letter: Attach a Referee's Support Letter by selecting the + icon below.
  - Support Letter for Award Nomination: Attach a Support Letter for Award Nomination by selecting the + icon below. You may upload up to two additional support letters using the Documents section later in this form.
  - Photo or Diagram Illustrating the Application: Attach one photo or diagram illustrating your application. It will be used to help us understand and/or promote your project. Select the + icon below.
  - Detailed Timetable: Attach the file with the detailed timetable, GANTT chart or similar by selecting the + icon below.