**ISTS INNOVATION GRANT APPLICATION FORM**

**Please complete the contact information page, grant application template**

**CONTACT INFORMATION**

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| Applicant/s name: |  |
| Affiliation |  |
| Position |  |
| Postal address, Country |  |
| Email address: |  |
| Telephone no.: |  |
| WhatsApp/Skype: |  |
| Are you a current member of ISTS?: |  |
| Project title: |  |
| Total projected cost: | **USD** |
| Amount sought: | **USD** |

**GRANT APPLICATION TEMPLATE**

**Please address each of the following criteria in your application**

The proposal should contain sufficient information so that anyone unfamiliar with the project can understand exactly what the applicant intends to accomplish. Please do not exceed 3,000 words in total.

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| **1. Introduction to the Applicant**: A description of past and present work, demonstrating the ability to carry out the project described in this application. |
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| 2. **Proposal Summary:** A short narrative that outlines the background and justification for the proposed project, including program objectives, innovation funded by the grant, and the people who would use and/or benefit from the innovation. (200 words) |
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| **3. Goals and Objectives:** Describe the impact that the innovation is expected to have in the future and what this project intends to achieve. | |
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| **4. Description of Innovation and Project Activities**: Describe the innovation to be developed, tested and/or validated and the project activities to do so in detail, and how they will help achieve the project goals and objectives. | |
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| * **5. Evaluation:** How will you measure/assess the outcomes of your project? |
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| **6. Timeframe:** Please provide a timeline and milestones for your project – be realistic and describe how you intend to achieve the milestones within the timeframe. |
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| **7. Financial costs**: Describe each of the budget expenses in detail. Please ensure you justify the need for all aspects of your proposal. Provide an itemised budget including any other funding sources and any quotes you have received to support your budget. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Total | Matching funds | Amount requested from the ISTS | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | TOTAL USD |  |  |  |  | |
| **8. Your target users:** Who will use and/or benefit from the innovation being developed, tested and/or validated by your project? |
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| * **9. Publication:** It is generally expected that project outcomes will be published in journals, newsletters, magazines, or on social media; please outline your plans for publishing about the innovation and project outcomes. Are there other opportunities for a formal launch or widely sharing information about the innovation? Please provide details. |
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| **10. Further information for the ISTS Board of Directors consideration***.*Is there anything additional you’d like to convey to the ISTS Board? |
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| **11. References cited** |
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