



APPENDIX E - Proposal Guidelines

[\(Full programme details\)](#)

The UNIS Hanoi Impact Fund supports School projects and initiatives proposed by the community, aligned to the School's Mission, Vision and Values and to support the UN's Agenda 2030.

Projects approved as GOALS from community Big Ideas will be adopted by the School in the Annual Action Plan of the following year. Responsibility for realisation, delivery and reporting to the community and donors lies with the Head of the School in partnership with the UNIS Impact Fund Committee.

Projects approved for GRANTS are the responsibility of the applicant(s) for realisation, delivery and reporting to the UNIS Impact Fund Committee.

Proposals to the UNIS Impact Fund:

1. Can be made by UNIS Hanoi students, faculty, staff, parents and alumni.
2. Must support one of the following areas of Board approved institutional fundraising:
 - a. Sustainability initiatives
 - b. Service Learning
 - c. Learning Excellence: Academics, Arts, Athletics
 - d. Facilities improvements
 - e. Professional Development
3. Must support one of the 17 UN Sustainable Development Goals.
4. Must align with the UNIS Hanoi Mission, Vision and Values.
5. Should be framed as a solution focusing on the outcome of the project.
6. Will be made by applicants in two categories Big Ideas for Annual **GOALS** or project funding for **GRANTS**.
7. For **GOALS** projects will typically be 2,500+ USD and should demonstrate:
 - a. Significant impact on learning.
 - b. Benefit for the UNIS community.
 - c. Contribution to the School's strategic plan.
 - d. A degree of sustainability beyond the initial funding of the UNIS Impact Fund.
8. For **GRANTS** projects are typically:
 - a. Smaller in scale with a cost of less than 2,500 USD.
 - b. Prototyping or piloting ideas and risk taking.
 - c. Responding to an 'urgent' or immediate need/opportunity.
 - d. Linked to individual or small group goals.
9. ALL project applications should be accompanied by the following (with detail commensurate to the scale of the application):
 - a. Budgeting information for the project (may include quotations and/or samples).
 - b. Estimate/approximate timeline for project realisation.
 - c. Research, evidence, testimonials, survey data or other relevant support.
10. Include some ideas around Impact measurement and success indicators.

Questions? Please contact Director of Advancement, Emma Silva: doa@unishanoi.org