



APPENDIX F - Project Decision Making

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

Decision making will be based on the 16 UNIS Impact Fund decision making criteria and the process outlined below. The [Feasibility Assessment Rubric](#) supports consistent decision making and guides discovery and assessment phases.

(Please refer to [Appendix A: 5](#) for IFC Decision Making details.)

1. **All Projects** (Big Ideas and Grants) must meet the following four gateway criteria by aligning with:
 - a. UNIS Hanoi's Mission, Vision, Values and UN Principles
 - b. At least one of the UN's Agenda 2030 SDGs
 - c. One of the identified areas of priority for the UNIS Impact Fund with Board approval for institutional fundraising:
 - i. Sustainability initiatives
 - ii. Service Learning
 - iii. Learning Excellence: Academics, Arts, Athletics
 - iv. Facilities improvements
 - v. Professional Development
 - d. The School Strategic Plan and/or demonstrate that it can deliver toward one or more strategic goal.

Additional considerations by the Impact Fund Committee (or the Grants Sub-Committee by designation) will include the following areas **for all proposals** (commensurate with the scale of the proposal):

- e. Significance of impact on learning.
- f. Extent of benefit for the UNIS Hanoi community.
- g. Feasibility including consultation with the School to include;
 - i. technical capability
 - ii. operational feasibility
 - iii. capital costs
 - iv. annual costs
 - v. risk: reputation and operational
 - vi. timeline for delivery
- h. Innovation and or creativity.
- i. Measurability of impact including success indicators (M&E).
- j. Degree of sustainability beyond the initial funding of the UNIS Impact Fund or School Lifecycle Commitment.

2. For Big Idea GOALS:

- a. The **Feasibility Assessment Taskforce** will consult with proposal authors, community experts, Admin and Board where appropriate to provide the IFC with a report containing enough context and information, guided by the above criteria and commensurate with the proposed scale of the project to empower meaningful decision making.
- b. The [Feasibility Assessment Rubric](#) will be used to ensure each shortlisted Big Idea project is assessed on a comparable scale and will result in a rating for consideration as **one data point** in the decision making process.
- c. Community feedback will be sought to provide the IFC with data to reflect interest in each of the finalist Big Idea projects. This will be **one data point** considered by the IFC in its decision making.

- i. Feedback will be sought following project communications for the community
 - ii. Feedback from High School and Middle School will be online
 - iii. Feedback from Elementary School will be by a mix of individual online voting for older grades and by class for the younger grades
- d. The IFC will report to the Board and Senior Administration through its committee representatives as part of the discovery and feasibility assessment phase and be guided by direction from Board and Admin as pertains to School strategy, financial, legal or reputational matters.

3. For Project GRANTS:

- a. In order to respect time and efficiencies for proposal authors and the Committee, a fast track system for approval will be operated for Grant requests less than \$500 USD equivalent.
- b. GRANTS will be subject to the same gateway criteria as outlined above (1. a-d). The Committee will consider the additional criteria (1.e-j) commensurate with the scale of the project. Scoring is not required. The Rubric can serve as guidance for the Committee's discussions.
- c. **In most cases, the committee will make decisions from the Ladder of Feedback document completed prior to the meetings.** (comments/questions from members included from the rubric prompts if appropriate.).
- d. In addition the Grants Sub-Committee will consider the following areas and ensure that the spirit of exploration, learning and reflection is supported without heavy emphasis on 'successful' outcomes.
 - i. Prototyping
 - ii. Piloting
 - iii. Advocacy
 - iv. Service