Innovation LOI – Application Form

Part A – Administrative information – organization & project

Date Submitted

Name of organization

Street address

Postal code

City

Country of applicant

Name and title of responsible person
(incl salutatory title like Dr., Mr., Mrs.)

Telephone (incl. country code)

Email

Website

Title of project (for communications
purposes – max. of 50 characters)

Key project partners (incl. name and
country of organizations):

Project duration (in months):   Funding requested (in Swiss francs):

Appr. number of children impacted directly :   **indirectly:**

Countries in which project will take place

Part B – Project concept – Describe your idea with clearly defined methodologies and measures

1. What is the objective of the project, specifically how will it improve the lives of children?
Summarize the project's ultimate goal (75 words maximum)

2. Provide a contextual justification for your project idea
a) What are the key problems to be addressed for children? (75 words maximum)

b) What are the key challenges in addressing these problems? (75 words maximum)

c) What is your proposed solution to overcome these challenges and address these problems? (75 words maximum)

3. Explain why your project idea is innovative (i.e. what is the key message of your project)
a) Explain the innovation of the pilot project idea (75 words maximum)

b) Formulate an innovation question/pilot question the project seeks to answer (20 words maximum)

c) Provide, in one-sentence, the key message of the project

Part C – Project plan - How will you demonstrate the project achievements?

4. Describe your project approach, highlighting the innovation aspects (research plan if applicable).
a) Describe in more detail what you intend to do, and how your approach relates to specific challenges and problems described in Part B. (200 words maximum)

b) Define the desired outcomes in detail and explain how the approach will achieve those outcomes. (200 words maximum)

5. Explain how your plan is feasible within the context and proposed timeline and how you will demonstrate meaningful outcomes. (100 words maximum)

6. What clear and relevant milestones will you achieve during the project period?
a) What are the most central activities of this project (list 3-5) and what are the corresponding performance indicators? (100 words maximum)

b) What is your plan to measure the outcomes for children? (100 words maximum)

7. What is the project's outlook (include number of children to be potentially reached)? If successful in this first period, explain what the next steps will be - include how the project would continue without successive funding from the UBS Optimus Foundation. (75 words maximum)

8. Why do you believe this project demonstrates strong value for money (please be precise, with figures)? What is the potential for advancing the field or leveraging this project? (75 words maximum)

9. In order to advance beyond the innovation stage, there must be a credible and robust monitoring and evaluation process in place. Please describe how you intend to monitor and evaluate your project. (200 words maximum)

10. Provide a detailed, narrative budget

11. If the project involves working directly with children, explain if you have a child protection policy & code of conduct? (75 words maximum)

Mandatory appendices (to be sent as attachments in the application)
A. ☐ Implementing partner: Project and organizational organigrams
B. ☐ Budget (use form on website)
C. ☐ Gantt chart with milestones and timelines
D. ☐ CVs of key project participants
E. ☐ Latest annual report of the implementing partner in the field