

CALL FOR INSTITUTE PROPOSALS!

PRE-CONFERENCE INSTITUTE
MONDAY, JANUARY 26, 2014
SAN FRANCISCO, CALIFORNIA

Institute proposals due Friday, October 10, 2014

Pre-submission consultation by Wednesday, October 8, 2014

Please submit proposals to asalimi@ihrfg.org

LEARNING INSTITUTES

IHRFG educational events provide donors and grantmakers with thought-provoking opportunities to explore critical issues and incubate new ideas in human rights; to share best practices in human-rights grantmaking; to meet fun and interesting colleagues and on-the-ground change-makers; to challenge their own and each other's views; and to promote exchange and collaboration among funders, practitioners, activists, policy-makers and scholars.

IHRFG's one-day intensive institute will take place in San Francisco on Monday, January 26 (IHRFG's semi-annual conference will follow on Tuesday and Wednesday, January 27-28).

The learning institute is an opportunity for grantmakers to "dive deeper" into a specific topic of interest. The design and content of these institutes are driven by IHRFG members who volunteer to play a leadership and sponsorship role.

For examples of past institute topics, please visit [IHRFG's Resource Archive](#).

SPONSORING A LEARNING INSTITUTE

Sponsoring an institute involves designing the content, guiding the logistics, and covering any associated costs. IHRFG staff will provide coordination and content development support.

Institute Design

As the institute's sponsor, you will be responsible for the following areas of content development and format design:

- Specifying the angle/focus of the topic
- Assembling a planning/advisory committee, involving at least one facilitator and another participating grantmaker
- Setting the objectives/learning outcomes of the institute

- Identifying skilled co-facilitators and, if relevant, collaborating with them in the design and delivery of the institute
- Identifying, if relevant, expert speakers and guiding their participation in the development and delivery of the institute
- Consulting regularly with IHRFG staff members on the structure, content, and logistical arrangements of the institute
- Considering ways and means to continue the learning process after the institute concludes

Institutes are intended to present a balance of theoretical explorations of, and grantmaking practices related to, the topic. Proposal submissions should clearly outline how the institute will meet the following criteria:

- Educate and inform members about specific grantmaking skills and practices related to the topic
- Highlight specific funder strategies (“fundable solutions”) that were successful and less successful as case examples and discuss the lessons learned
- Actively engage participants, making use of interactive and creative workshop formats, such as debates, role-plays, and small-group discussions
- Draw out differing/opposing opinions and underrepresented perspectives on the issue
- Spark and help participants to think through the relevance, applicability, and transferability of the institute’s content to their own work as grantmakers
- Integrate audio-visual materials and helpful media tools, such as film clips, recorded testimonies from the field, and still photos/images
- Envision possibilities for continuing exchanges on this topic (such as blog discussions, working groups, and/or follow-up telebriefings)

Proposals that are tailored to a specific audience (such as program officers, executive directors, or trustees), institution type (such as public foundations), or level of knowledge (such as beginners) are welcome.

The institute is one day long. The exact length of the day is at your discretion.

Institute Costs

“Sponsoring” an institute involves responsibility for covering direct expenses related to implementing the institute, including expenses associated with facilitators and speakers (i.e. travel, accommodations, fees/honoraria). IHRFG covers the costs of venue rental and catering.

Members may sponsor an institute independently or jointly with other funders or affinity groups. IHRFG working groups are strongly encouraged to sponsor institutes and submit institute proposals.

IHRFG's Support Role

IHRFG staff will provide support in the following areas:

- Input/feedback/guidance on institute design, formats, and structure to ensure alignment with IHRFG's educational and organizational goals
- Coordination of planning meetings with the advisory committee: agenda development, appointment-setting, note-taking, etc.
- General event management: registration, marketing and outreach to promote the institute, communications with the participants, materials development and printing (nametags, evaluation form, participant list, etc.), venue and catering logistics
- Documentation of the proceedings
- Modest administrative support of any post-institute activities

SUBMITTING A PROPOSAL

We strongly encourage you to discuss your proposal with us before submitting it. For a pre-submission consultation, please contact Azeen Salimi (asalimi@ihrf.org, +1.646.381.7583) before October 8, 2014.

Completed proposals are due on **Friday, October 10, 2014**. Please submit your proposal via email to asalimi@ihrf.org.

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This form is intended not only as a basis for selection, but also a guide for developing the session. Please complete it thoroughly and thoughtfully.

INSTITUTE PLANNING COMMITTEE

Full Name	Title	Organization	Phone	Email

INSTITUTE SPONSOR(S)

Please list the institution(s) financially supporting this institute. Sponsors will be recognized in the program.

INSTITUTE TITLE

INSTITUTE DESCRIPTION/SUMMARY

Please provide a summary of your institute. (Maximum 100 words.) If your institute is selected, this section will be copied into our outreach materials, including our website.

INSTITUTE TOPIC AND OBJECTIVES

What is/are the key question/s that your workshop will probe?

Please list the objectives that you'd like to achieve by the end of your workshop.

Please provide brief background and/or context to the topic, including relevant historical, geo-political, and human rights information. Please define field-specific terminology/jargon.

PARTICIPANT COMPOSITION

Who is your intended audience? (Please choose all that apply.)

- ☐ Trustees/Members of the Board of Directors
- ☐ Executive Directors
- ☐ Program Officers
- ☐ Other (please list):
- ☐ All of the above/All grantmakers

What is the intended size of the group (maximum number of participants)?

What is the level of knowledge you are expecting of participants (beginner, intermediate, advanced, all levels, etc)?

POST-INSTITUTE FOLLOW-UP

What ideas do you have for how the learning or exchange could continue after the institute concludes, for participants and those who could not participate?