

CALL FOR INSTITUTE PROPOSALS!

**PRE-CONFERENCE INSTITUTE
WEDNESDAY, JANUARY 23, 2013
SAN FRANCISCO, CALIFORNIA**

Institute proposals due Friday, October 12, 2012

Pre-submission consultation by Friday, September 14, 2012

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 Wednesday, January 23. (IHRFG's semi-annual conference will follow on Thursday and Friday, January 24 and 25).

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.

Our institute on July 16, 2012 in New York, for example, explored the issue of mobile media technology and its application in the human rights field.

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, another participating grantmaker, and one IHRFG staff member
- 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)

The institute is one day long. The exact length of the day is at your discretion. If you choose, the institute can be preceded by a community-building dinner the night before, and can involve preparatory exercises with registered participants.

For examples of previous institutes, please visit <http://ihrf.org/education-convening/institutes>.

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).

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
- Arrangements of travel and lodging for facilitators and speakers
- 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 September 14, 2012.

Completed proposals are due on **Friday, October 12, 2012**. 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.

Primary Institute Organizer and Contact

Full Name:

Title:

Organization:

Phone:

Email:

Additional Institute Organizer

Full Name:

Title:

Organization:

Phone:

Email:

Institute Sponsor(s) (if different from Institute Organizers)

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

Proposed Planning/Advisory Committee

It is recommended that your planning/advisory committee be comprised of a maximum of four people, including at least one of the facilitators and one IHRFG staff.

Full Name	Title	Organization	Phone	Email

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, to describe your institute to participants.

INSTITUTE TOPIC

What is the key question(s) that your workshop will probe? What are the key issues that flow from your question(s)?

How are these issues relevant to IHRFG's broad membership?

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

INSTITUTE OBJECTIVES:

Please list no more than four objectives that you'd like to achieve by the end of your workshop. One or more objectives should focus on grantmaking practice, skills, and/or strategies that you'd like participants to gain or strengthen.

What specific grantmaking strategies and/or fundable solutions will you explore as responses to the human rights issue(s) you raise?

INSTITUTE DESIGN

Who is your intended audience (e.g. trustees/board members, executives, program officers, grant managers, a combination)?

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)?

Please provide a preliminary agenda, indicating the timing and “flow” of your institute. What will take place and when?

Please specify and describe how your institute will engage participants in an interactive manner. What educational designs and formats will you employ?

As an optional aid, you may complete the following table:

Time/ Length of Time	Activity	What the facilitators/ speakers are doing	What the participants are doing

Please specify how your institute will include or draw out differing/opposing opinions and underrepresented views on the key issue(s) you are exploring.

Please specify how you will catalyze thinking among participants on the applicability/transferability of this institute to their work.

Will you use audio-visual tools and/or new media to enhance your institute? Please specify.

A-V/New Media Tool	How it will be used

Please check your audio-visual needs:

Please note: A PC laptop, LCD projector, screen, sound system, and internet access will be provided. Presentations compatible only on Apple computers must be projected from the presenter's own Mac laptop and own appropriate connector cables.

☐ LCD Projector ☐ Flip Chart / Markers ☐ DVD Player ☐ Other _____

FACILITATORS/SPEAKERS

Co-Facilitator 1

Name:

Title:

Organization:

City, State/Province, Country:

Phone:

Email:

Biography: No more than 100 words; please shorten if a longer version is sent to you.

Experience as Facilitator:

What do you know about this individual's skillfulness and experience as a facilitator?

Co-Facilitator 2

Name:

Title:

Organization:

City, State/Province, Country:

Phone:

Email:

Biography: No more than 100 words; please shorten if a longer version is sent to you.

Experience as Facilitator:

What do you know about this individual's skillfulness and experience as a facilitator?

Presenter 1

Name:

Title:

Organization:

City, State/Province, Country:

Phone:

Email:

Biography: *No more than 100 words; please shorten if a longer version is sent to you.*

Diversity/Perspective/Role:

What perspective will this speaker bring to your institute? What will be his/her role in the institute?

Presenter 2

Name:

Title:

Organization:

City, State/Province, Country:

Phone:

Email:

Biography: *No more than 100 words; please shorten if a longer version is sent to you.*

Diversity/Perspective/Role:

What perspective will this speaker bring to your institute? What will be his/her role in the institute?

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?