



## Information for Development Program

### ***infoDev* Conference Scholarship Fund (iCSF)**

#### **Guidelines for Applications**

##### **Proponents/Applicants**

Proponents should be organizers of conferences, workshops and other forums dedicated to the use of ICTs for the promotion of economic and social development. Individual applicants will not be considered. Any type of organization of any origin may apply. Preference is given to non-profit organizations.

##### **Conferences**

The iCSF will support participants from developing countries to a broad range of conferences, seminars, or workshops addressing ICT topics relevant to development. Conference subjects may include the internet, infrastructure, telecommunications, policy and regulations, or applications of ICT to areas such as education, health, governance, the environment, and e-commerce. Conferences need not have a primary focus on the developing world, but must address relevant topics of economic and social development.

##### **Grant/Scholarship**

The iCSF provides block grants to Conference organizers that cover the costs of a number of participants to a conference. The iCSF does not make grants to individuals.

##### **Fellows**

The iCSF grant enables the conference organizer to support the participation of selected individuals from developing countries in the conference. These selected individuals are called iCSF Fellows. Fellows must be from a developing country. They are individuals who, in their current position, can make a significant difference for the application of ICTs to promote social or economic development in the home country. Conference speakers or facilitators are not eligible for Fellowship, but a Fellow may present a paper or lead a workshop as part of her/his overall participation in the conference.

##### **Funding Level**

The maximum amount of scholarship funding to a single conference is \$50,000. *infoDev* may reduce the budget to distribute its limited resources across deserving proposals. The average funding for a single conference is US\$20,000-25,000.

##### **Allowable Expenses**

The iCSF will support expenses directly related to participation, but not registration, at approved conferences. Allowable expenses will include economy air fare, accommodation, and either meals and local transportation or per diem. Direct conference costs and

administrative expenses are not allowable expenses. The iCSF will not pay for registration fees, conference fees, or workshop fees of any kind. It is expected that the conference organizer provides co-funding for these expenses.

### Matching Funds

*infoDev* gives preference to conferences that provide co-financing for iCSF Fellows. Requests for partial funding of expenses are encouraged. Preference will also be given to conferences that waive or reduce registration fees for iCSF Fellows.

### Consecutive Conferences

If you are aware that your conference will be held in conjunction with another conference whose objective and activities match *infoDev* objectives and the iCSF criteria, and if you think that the selected Fellows could benefit from participating in both conferences, you may apply for additional per diem to allow an extended stay and attendance for the Fellows at both conferences.

## HOW TO COMPLETE THE APPLICATION FORM

<b>Field 1.</b>	<b>Conference title</b> Please indicate the exact name of the conference.
<b>Field 4.</b>	<b>Short description of the conference</b> A summary of field 7.
<b>Field 5.</b>	<b>Conference Organisers</b> Information about the contact person and organization who are responsible for the conference and submitting the <i>iCSF</i> application. Please indicate if your organization already received an <i>infoDev</i> grant. Preference will be given to new applicants. Please also provide a capability statement that explains the goals and activities of the organization, and some meritorious information.
<b>Field 6.</b>	<b>Participating Organizations</b> If you are organizing the conference in cooperation with partners or sponsors, please state the name and brief contact information.
<b>Field 7.</b>	<b>Description of the conference</b> Please describe why the conference is arranged, its relevance to developing countries, its objectives and purpose, the main activities, the expected size, and what type and amount of participants you expect to have.
<b>Fields 8-9.</b>	<b>Participants</b> Explain the relevance to the participants of attending this conference. Focus on how the Fellows in their current position can make a difference for the use and application of Information and Communication Technologies in the home country.
<b>Field 10.</b>	<b>Dissemination</b> Explain how you intend to make the outcomes and results of the conference widely known and appreciated.
<b>Field 11.</b>	<b>Financial Data</b> Please state:

	<p>§ The total cost of arranging the conference, including all that conference organizers have to pay to run the conference, administrative cost, speakers remuneration, etc.</p> <p>§ The amount requested from <i>infoDev</i>.</p> <p>§ The amount of co-financing.</p>
<b>Field 12.</b>	<p><b>Conference Budget</b></p> <p>Please present your budget, unless it is strictly confidential.</p> <p>§ “General Conference Arrangement” refers to everything not included in the other posts.</p> <p>§ The sum of all the posts in field 12 should equal the total cost stated in field 11.</p>
<b>Field 13.</b>	<p><b>Number of sponsored Fellows</b></p> <p>Indicate the number of <i>iCSF</i> Fellows, minimum 5, that you expect to sponsor if your application is approved.</p>
<b>Field 14.</b>	<p><b>Financially responsible party for <i>iCSF</i> grant</b></p> <p>If the financially responsible person is different from the proponent (field 5) please state name and contact information. The grant agreement will be addressed to, and signed by, the person and organization named in this field. Please provide accurate information. The address information should be the <i>official</i> coordinates of the organization, even if you want us to send material elsewhere.</p>
<b>Annex</b>	<p><b>Proposed <i>iCSF</i> Fellows</b></p> <p>A minimum of 5 Fellows is required. Your application will not be considered unless you present some information about the proposed Fellows. Conference speakers or facilitators are not eligible for Fellowship, but a Fellow may present a paper or lead a workshop as part of her/his overall participation in the conference.</p> <p>Detailed instructions are provided on the form. If you provide names and details of Fellows, you are strongly recommended to provide a list of alternates. <i>infoDev</i> promotes gender equality and encourages a balance between qualified female and male participants.</p>
<b>Additional Annexes</b>	<p><b>Conference Program, etc.</b></p> <p>Submit with your application a conference program or a list of planned conference activities, in addition to any other material you wish the Review Committee to consider. A link to a web page (URL) is sufficient.</p>

Proposals should be submitted at least three months prior to the event date. For conferences taking place during the period July-September, applications must be submitted even earlier. Proposals submitted within a shorter timeframe may not be considered - we recommend that you send an informal inquiry first. Submit the proposal by email to:

[icsf@worldbank.org](mailto:icsf@worldbank.org)

Please include in the subject line: **iCSF application**. Alternatively, the application may be mailed on a diskette to:

The *infoDev* Program  
World Bank  
Room F5P-132  
2121 Pennsylvania Avenue, NW  
Washington, D.C. 20433  
United States

## REVIEW OF APPLICATIONS

Applications will be judged on the potential contribution of the conference to *infoDev*'s mission and the appropriateness of the proposed participants.

### *infoDev* Mission:

**"To promote innovative projects on the use of information and communication technologies (ICTs) and the generation and dissemination of best ICT practices for economic and social development with a special emphasis on the needs of the poor in developing countries"**

### Criteria for Selection of Conferences

The more an a proposed iCSF conference contributes to the dissemination of ICT and best ICT practices in developing countries and their application to social and economic development, the more likely it is to be funded.

Specific criteria will include:

- The potential importance of the conference outcomes for the use of ICTs in developing countries;
- Leverage of funding; including the cost of conference participation and availability of Fellow and organizer co-funding;
- The reach and extent of dissemination activities;
- Gender balance among the Fellows.

### Criteria for Selection of Fellows

Conference Fellows will be selected to meet *infoDev* priorities. An ideal Fellow:

- Has a profession and position which enables him/her to immediately apply the knowledge gained from the conference for the benefit of social or economic development;
- Will be able to disseminate information from the conference to a wider community;
- Is involved in a network that promotes the development of ICTs in developing countries, or is involved in policy and regulation work.

In the process of approving presented candidates, *infoDev* will give preference to candidates from poorer countries and from organizations that cannot assure travel funding from other sources. Qualified women may be given preference if there is gender imbalance. Individuals who have previously been iCSF Fellows are not eligible for a second time.

## **Selection Procedure**

If the application requirements are met, the infoDev Review Committee, composed of the infoDev Work Program Administrator and other members of the infoDev team will screen proposals. The review committee reserves the right to decline a proposal if it deviates from *infoDev* priorities. Proponents may expect a reply within one to four weeks. In extraordinary circumstances, a proposal may be submitted to external evaluators for review, and in that case the review process will take longer. Clarifications may be requested from proponents at any stage during evaluation.

The review committee further reserves the right to decline proposed Fellows, and to offer only partial funding in order to distribute limited funds across valuable proposals.

## **ADMINISTRATION OF GRANTS**

After a proposal has been approved, a grant agreement between the conference organizers and the International Bank for Reconstruction and Development (IBRD) for *infoDev* will be drafted, and signed by both parties, before the grant can be disbursed. This process generally takes three to four weeks.

### **Obligations of Conference Organizers**

Conference organizers are responsible for all contacts with the Fellows, including any travel arrangements and reimbursement of the agreed expenditures. The financially and legally responsible party for the iCSF grant must maintain appropriate financial records of program expenditures, and keep a separate bank account for the grant funds.

The organizer should include an acknowledgement of *infoDev* funding, with a logotype and a link to our web page, in all PR material related to the conference such as the web site and any printed material produced after grant approval.

At the end of the conference, the conference organizer will be required to submit a financial report, as well as a summary report on the activities funded by the grant. The summary report should describe the benefits from the conference to the Fellows. Reports (except financial records) may be posted on the *infoDev* web site.

### **Obligations of Fellows**

In cases of special interest, Fellows may be asked to submit a brief special report in relation to the conference topic. Fellows are considered part of the *infoDev* community of interest and may be invited to participate in other *infoDev* activities.

### **Questions?**

Please read additional information available at:

<http://www.infoDev.org/icsf>

Any question should be directed to [icsf@worldbank.org](mailto:icsf@worldbank.org).