



Teaching Excellence and Achievement Program (TEA) Small Grants Program

*A program of the Bureau of Educational & Cultural Affairs (ECA),
U.S. Department of State, and implemented by IREX*

APPLICATION MATERIALS

The U.S. Department of State and IREX (the International Research & Exchanges Board) announce an open competition for TEA alumni, U.S. teachers/administrators who have served as TEA internship hosts, and/or host university faculty for the TEA Small Grants Program. Projects must be implemented in Fellows' home countries.

Please return completed applications to:

IREX- TEA

2121 K Street, NW, Suite 700
Washington, DC 20037
Fax: +1-202-628-8189
Email: teaalumni@irex.org

Note: Applications are also available on-line at www.irex.org.

TEA Small Grants will be issued twice a year.

**DEADLINES FOR PROPOSAL SUBMISSION ARE:
January 31, 2010
July 31, 2010**

Teaching Excellence and Achievement Program (TEA)

Small Grants Program Application Instructions

ABOUT THE TEA SMALL GRANTS PROGRAM

As part of TEA, program alumni are eligible and encouraged to apply for grants ranging from \$500 to \$3,000 for projects. This grant program is designed to complement the TEA experience. TEA will issue grants in four different categories:

1. **Collaborative School Grant**- This grant is designed to provide funding for programs that benefit the teachers and/or students of the primary applicants' home country in partnership with a collaborator. A collaborator can be a teacher/administrator from a TEA host internship secondary school, a TEA host university administrator/faculty member and/or TEA alumni from any TEA program year, and any participating program country (Argentina, Armenia, Azerbaijan, Bangladesh, Cambodia, Colombia, El Salvador, Georgia, Ghana, Guatemala, Honduras, Haiti, India, Kazakhstan, Kyrgyzstan, Nicaragua, Senegal, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan). Grants under this category will be awarded in amounts **up to \$3,000**.
2. **Non-collaborative School Grant**- This grant is designed to provide funding for programs that benefit the teachers and/or students of the applicants' home country and does not involve any collaborators. Grants under this category will be awarded in amounts **up to \$3,000**.
3. **Alumni Professional Development Grant**- This grant is designed to provide funding for professional development activities that benefit TEA alumni. Applicants are required to collaborate with at least one other TEA alumnus to implement the project in their country. Grants under this category will be awarded in amounts **up to \$3,000**.
4. **Community Service Grant**- This grant is designed to provide funding for programs that benefit the community at large. Alumni are encouraged to work with students and volunteers to carry out program activities. Grants under this category will be awarded in amounts **up to \$3,000**.

Please see page 4 for examples of project ideas for each category.

GRANT PROVISIONS

- All grant proposal funding requests must be in amounts between \$500 and \$3,000. The minimum grant award is \$500 and the maximum grant award is \$3,000 regardless of the number of collaborators.
- Grant funds may not be used for student exchanges, computer hardware or software, or large equipment of any kind (printers, photocopiers, fax machines, etc.). Grants are not meant to supplement applicants' income and will not support honoraria or salary expenses of any kind.
- Grants may cover travel costs including: airline tickets, ground transportation, visa expenses, per diem and hotel costs, and travel insurance. Travel must be well-justified in the project proposal and budget narrative. Travel must follow IREX's travel rules and regulations.
- Grant applicants are highly encouraged to demonstrate their ability to leverage in-kind donations (such as books, materials, rental space, volunteer time from colleagues or community members to work on the project, etc.) by outside sources such as the applicant's or collaborator's school.
- Successful projects may be asked to make changes to their proposed budget and technical proposal prior to the final award decision. IREX reserves the right to alter an applicant's budget or fund some, but not all, components of an application.

ELIGIBILITY

- Applications can be submitted by an individual or up to three individuals in the case of collaborative grants. The primary applicant must be a TEA alumnus.
- Proposed projects must be implemented in TEA participating countries (Argentina, Armenia, Azerbaijan, Bangladesh, Cambodia, Colombia, El Salvador, Georgia, Ghana, Guatemala, Honduras, Haiti, India, Kazakhstan, Kyrgyzstan, Nicaragua, Senegal, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan).
- The duration of the proposed project should be a minimum of two weeks and maximum of four months, including the planning, preparation, implementation and reporting time.
- Alumni applicants must be in good standing and have successfully fulfilled all program requirements.
- Applicant(s) must be currently teaching full-time at a secondary school in their home country (a support letter substantiating this must be submitted at the time of application or if selected at the time of the award).
- Applicants must submit a complete application packet including completed application form, budget, timeline, CVs, support letters* and agendas for workshops/conferences. Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.

* If school support letters are not submitted with the application, it is the responsibility of the finalist to secure the support letter in order to receive the award funds.

SELECTION CRITERIA

Each eligible application will be reviewed by a selection committee in Washington, DC. The committee will evaluate proposals based on the following criteria:

- Potential impact of project on secondary education in target country(ies);
- Originality of project idea;
- Strength of project design;
- Feasibility of project and timeline; and
- Cost effectiveness of the proposed budget and extent of demonstrated cost-share.

TIMELINE: SPRING 2010

- Application Deadline: January 31, 2010
- Grant Award Recipients Announced: March 2, 2010
- Project Completion Deadline: July 31, 2010
- Final Report: August 31, 2010

DISBURSEMENT OF GRANT FUNDS

- Grant Funds – All grant funds, except for International travel funds will be disbursed to recipients by wire transfers. Grant recipients are responsible for completing and submitting their bank wire information to IREX.
- International Plane Tickets - According to U.S. government regulations, all grant-funded international travel must comply with the Fly America Act. U.S. air carriers must be used for international travel and tickets must be purchased directly by IREX.

- **Taxes** - Grant recipients are responsible for all taxes and/or bank processing/wiring fees incurred by receiving a small grant. However, taxes and wire fees may be included in the project budget. Some countries consider a grant from a non-commercial organization to be taxable income. Grantees should refer to the local tax and banking systems of their target country (ies) as they are developing their project budget.

POSSIBLE SMALL GRANTS PROJECT IDEAS

Collaborative School Grant

- ❖ Cross-training projects between alumni of different program countries.
- ❖ Development of a sister-school relationship between the U.S. host and international school or between the alumni schools in TEA countries.
- ❖ Training workshop on incorporating technology in the classroom conducted by both a host university faculty member and international alumni at the alumni's school.
- ❖ Or other projects as deemed appropriate by the selection committee.

Non-collaborative School Grant

- ❖ Teacher training events in foreign participants' home countries on topics such as lesson planning, teaching methodologies, or alternative education programs.
- ❖ Developing and/or pilot-testing of teaching materials.
- ❖ Establishing of teacher training resource centers, school newsletters or school-community related projects.
- ❖ Establishing parent-teacher associations or student government.
- ❖ Projects to purchase materials for alumni schools.
- ❖ Or other projects as deemed appropriate by the selection committee.

Alumni Professional Development Grant

- ❖ Alumni training event on educating students with special needs.
- ❖ Alumni training on classroom management strategies.
- ❖ Training on how to be a leader in the community.
- ❖ Alumni conference where alumni demonstrate portions of their lesson plans that they have developed and pilot-tested since their TEA program.
- ❖ Developing peer mediation or tolerance education programs in foreign participants' home schools.
- ❖ Conducting seminars on gender equity and gender sensitivity in the classroom.
- ❖ Or other projects as deemed appropriate by the selection committee.

Community Service Grant

- ❖ Organize a trip to a historical location for children from underprivileged schools
- ❖ Organize a national crafts workshop for children with disabilities
- ❖ Organize a series of leadership and team-building activities for children with disabilities
- ❖ Organize a day of fun and games at an orphanage or children's hospital
- ❖ Organize a soccer camp for teens at a rehabilitation center
- ❖ Develop a training on healthy lifestyles for teenagers
- ❖ Develop a public awareness campaign on a social issues (i.e. Anti-drug campaign)
- ❖ Organize a book drive/ toy drive
- ❖ Organize a volunteer event (i.e. cleaning a schoolyard or a park)
- ❖ Develop a mentoring program at school for children with disabilities
- ❖ Or other projects as deemed appropriate by the selection committee.

State Alumni

All ECA alumni are encouraged to register and use the State Alumni Web site, at <https://alumni.state.gov>. State Alumni is a Web-based interactive directory for alumni of Department of State exchange programs. It extends the exchange experience for alumni after they return home from the U.S. This site also allows alumni to stay in contact with one another-and with the Bureau of Educational and Cultural Affairs-through networking and the sharing of useful information about professional opportunities. State Alumni may help TEA Alumni Small Grant applicants when formulating a project idea or disseminating information about your project to other alumni. ECA alumni are strongly encouraged to register.

Teaching Excellence and Achievement Program (TEA)

Small Grant Application

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BASIC PROJECT INFORMATION:

Primary Applicant: 1) _____

Collaborative Applicant One (if applicable) 2) _____

Collaborative Applicant Two (if applicable) 3) _____

Project Title: _____

Project Country: _____

Project Dates: _____

Total Amount Requested from IREX: \$ _____ Total Cost Share: \$ _____

Grant Total (Requested from IREX + Cost Share) \$ _____

Type of Grant Applying for Continued (check one)

- Collaborative School Grant
- Non-Collaborative School Grant
- Alumni Professional Development Grant
- Community Service Grant

Brief Project Description: Please provide a one paragraph description of your proposed project.

APPLICANT(S) INFORMATION:

	Primary Applicant	Co-Applicant 1 (Optional)	Co-Applicant 2 (Optional)
Full Name (Last, First, Middle)			
Gender (M or F)			
Telephone Number:			
Mailing Address			
Mobile Number:			
E-mail Address:			
Work Institution and Title:			
TEA Program Dates: (When did you <i>arrive</i> in the U.S. for the TEA Program?)	Month _____ Year _____	Month _____ Year _____ <i>or</i> <input type="checkbox"/> U.S. Collaborator	Month _____ Year _____ <i>or</i> <input type="checkbox"/> U.S. Collaborator

PROJECT PROPOSAL

1. **Statement of Need** Describe the needs or challenges facing the school/ community that your project will address. Why do you want this grant?

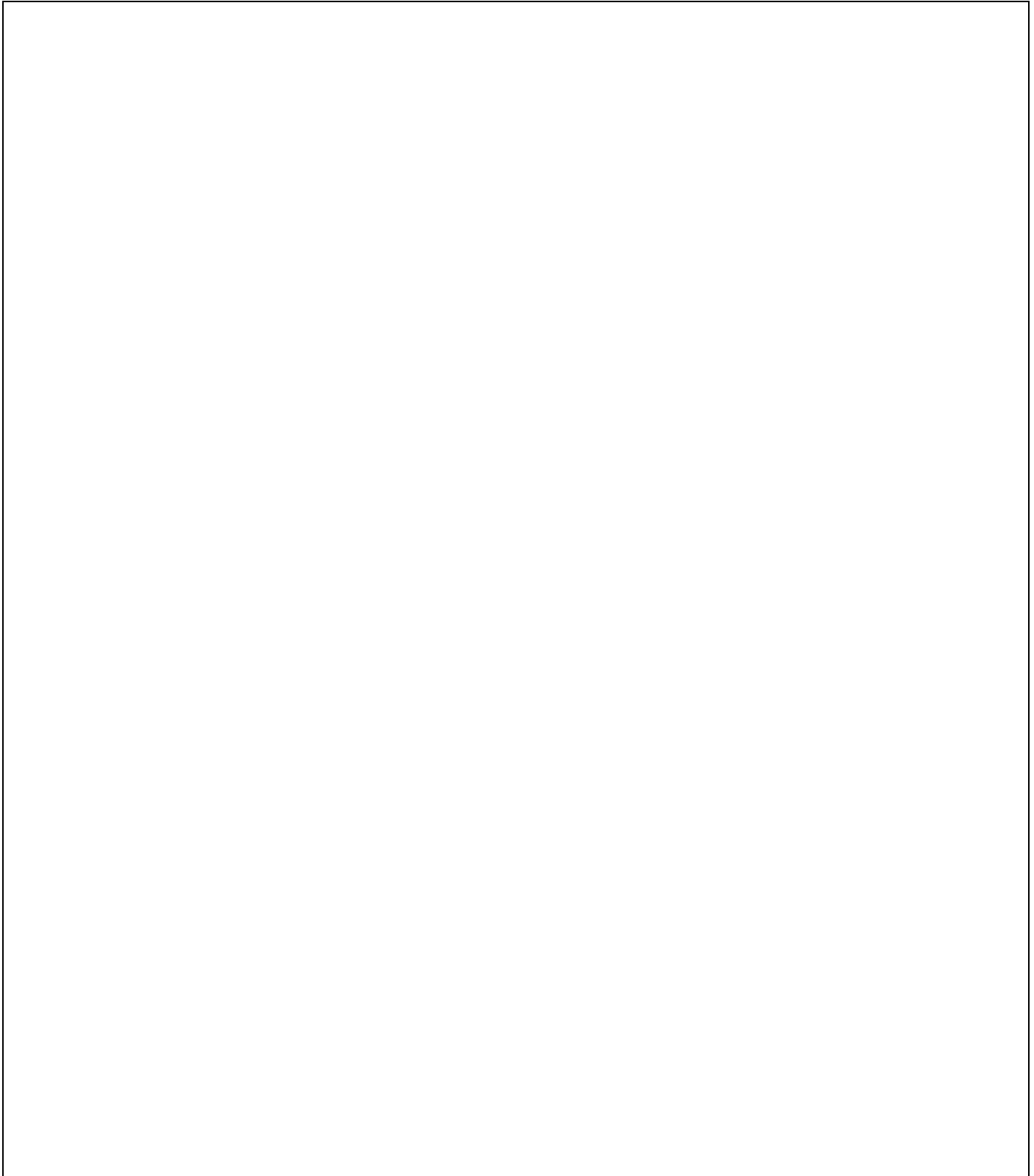
2. **Project Goals and Objectives-** The project goal must highlight what is the overall/overarching purpose of your proposed project. The objectives of your project must highlight what will be achieved or accomplished as a result of your project. What skills will be learned? What will people be able to do as a result of participating in your project?

3. **Targeted Beneficiaries-** Please provide information about the demographics of the direct and indirect beneficiaries of your project (Who, how many, and where are they located)

4. **Project Collaborator(s) Roles-** Please describe the role for the primary applicant and collaborator(s) during the project implementation.

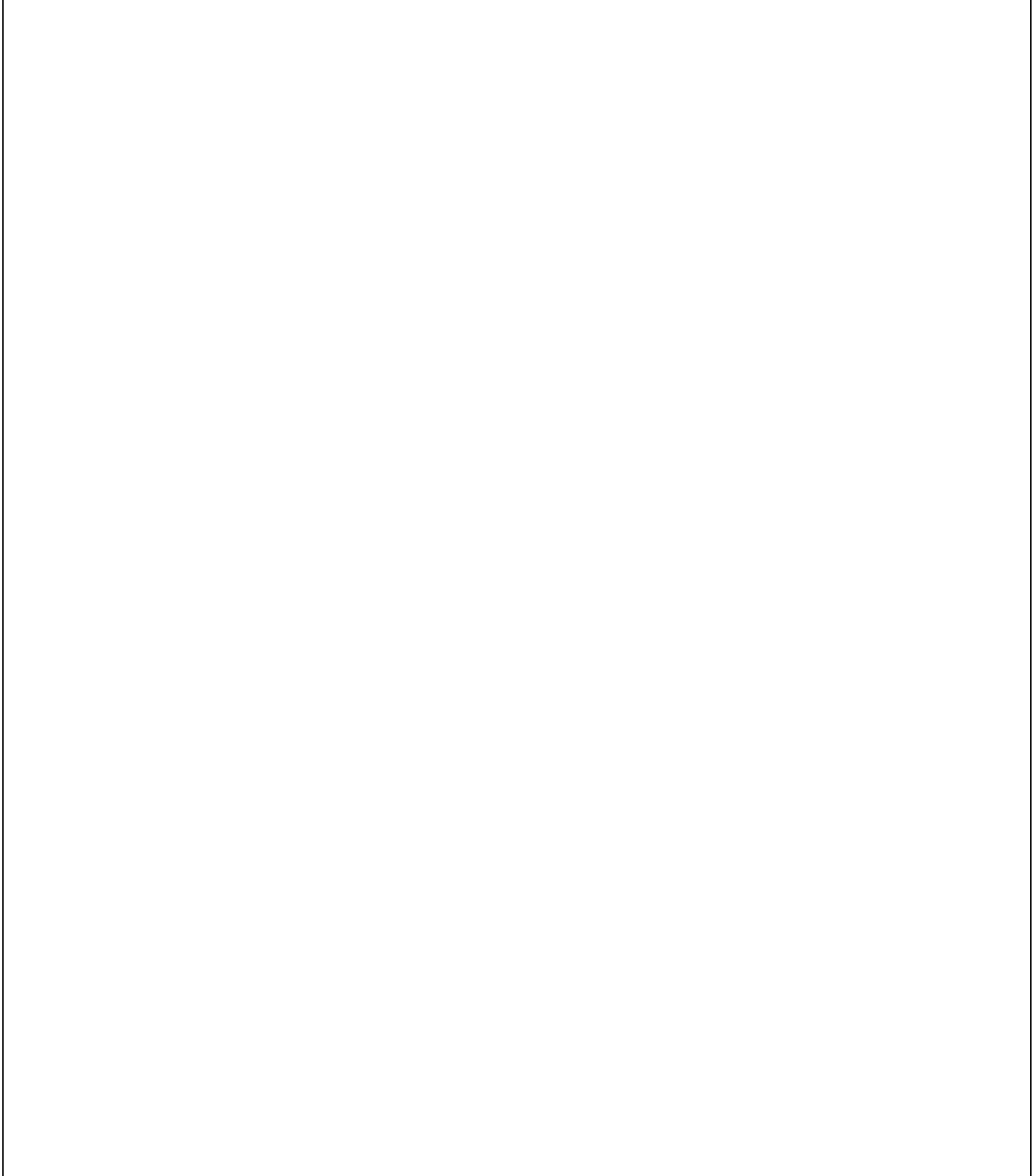
A large, empty rectangular box with a thin black border, intended for the applicant to describe the roles of the primary applicant and any collaborators during the project implementation.

5. **Project Activities**- Outline how the project will be implemented and the different activities that will take place. Be sure to describe in detail any trainings, materials, services, etc., you will complete as a result of this project. You must include a detailed agenda for any proposed workshops or conferences.



6. **Monitoring and Evaluation-** Please describe how you plan to evaluate the success of the proposed project activities (i.e., pre and post project surveys, observation activities, etc.). How will you know you have succeeded? How will you measure success?

7. **Project Timeline-** The project timeline should specify the period over which you plan to implement the project and how long it will take you to complete proposed project activities. Please be sure to include dates for specific activities, such as preparations, conferences, trainings, workshops, debriefs, monitoring and evaluation, report writing, etc.



8. **Project Budget with Notes.** Complete the budget template thoroughly. Be sure to include financial information in U.S. dollars and to include all anticipated expenses, including taxes and wire fees, if applicable. Total funding requested cannot be less than \$500 and cannot exceed \$3,000. Please see the budget and budget notes instructions for more detailed information.
9. **Curriculum Vitae (CVs).** Application packages must include the most recent CVs for each applicant. Please keep the CVs as brief as possible, highlighting educational and professional experience and only the work experience that directly relates to the project proposal (two page maximum per CV).
10. **Supporting Materials.** Fellows must provide the following supporting materials:
 - Support letter from participating U.S. and international schools;
 - Support letter from primary applicant’s home school that also certifies full-time teaching employment;
 - Support letter from institutions/individuals providing in-kind donations for the project;
 - Detailed agendas for any proposed workshops, conferences, or other events.

* If the required support letters from the home school are not submitted at the time of the application the grantee will be required to submit the support letters in order to receive the award funds

SUBMISSION GUIDELINES

Applicants can submit their completed signed applications by email to teaalumni@irex.org.

If you have any questions, you may contact your IREX program contact or teaalumni@irex.org.

CERTIFICATION STATEMENT:

I certify that the information provided in this application is complete and correct and that I have carefully read and understood all notes and disclaimers provided therein.

Printed Name and Signature of Lead Applicant Date

Printed Name and Signature of First Co-Applicant Date

Printed Name and Signature of Second Co-Applicant Date

Budget and Budget Notes Instructions

Use the budget template on the next page of the application to complete your budget. Please read the guidelines/instructions below carefully and make sure that your calculations and total amounts are accurate. If you encounter any problems using the template, please send questions to teaalumni@irex.org.

1. Please complete the information at the top of the worksheet including the lead applicant's name and country to properly identify your budget.
2. The budget **MUST BE completed in US dollars**, not in the applicant's local currency.
3. The "Item Description" and "Unit Type" columns have preset categories and types to help guide the budget process. Some categories may not be applicable to your project: if this is the case do not enter any information in those cells. If there are categories that do need to be added, please do so under the cell labeled "other expense 1, 2, 3..." Change the name of the "Item Description" and enter the "Unit Type" in the appropriate cells.
4. The applicant **MUST** complete the columns labeled "Unit Cost" and the "Units Needed" in the budget.
 - a. The term "unit cost" refers to the price that each individual item will cost you.
 - b. The term "units needed" refers to how much of the individual item or service you will need to achieve your project.
5. Please refer to the Alumni Small Grant Application How-to-Guide for a description of the types of expenses that may be included in each category.
6. *Cost-Share (In Kind Donation) column*: Enter the value for goods (i.e. materials, equipment, food, etc) and/or services (parents or colleagues time volunteered to carry-out project activities) that you will receive from other sources such as your school, community or private business.
7. *Notes Column*: The notes column of the budget is to include a narrative explanation of each expense identified in the budget. Budget notes should include any assumptions about the expense and clearly explain how the figures used were arrived at. If you need more space for your budget notes, please use the space on the page after the Budget Template. Be sure that you identify the *Item Description* name for each of you corresponding budget notes.

APPLICANT NAME _____ COUNTRY _____

Item Description	Unit Type	Unit Cost	Units Needed	Total Requested from IREX	Cost Share (In-Kind Donations)	Notes
Travel expenses						
Round Trip International Airfare						
Round Trip Domestic Airfare						
Ground Transportation (US)						
Ground Transportation (Int'l)						
Subtotal Travel						
Per-Diem						
Hotel Room (in-country)						
Hotel Room (in-transit)						
Meals and Incidentals						
Subtotal Per Diem						
Other Costs						
Venue Rental						
Participant Transportation						
Participant lodging						
Activity meals and refreshments						
Materials & Supplies						
Visa Fees						
Communications						
Equipment rental						
Taxes						
Bank Fees						
Postage and Shipping						
Subtotal Other Costs						
Total costs						

BUDGET NOTES

APPLICATION CHECKLIST

Please submit the application checklist confirming that you have attached all the required pieces of your TEA Small Grant Application.

- Completed application form
- Signed Certificate Statement (page 12)
- Budget and Budget Notes
- Project Timeline
- Agenda(s) for all project workshop(s), seminar(s) or conference(s)
- Primary applicant CV
- Collaborators CVs (if applicable)
- Signed Support Letters from*:
 - Primary applicant school
 - Collaborators (if applicable)

If school support letters are not submitted with the application, it is the responsibility of the finalist to secure the support letter in order to receive the award funds.