



Reciprocal Exchange Application Guidelines

About the Reciprocal Exchange

The Mandela Washington Fellowship for Young African Leaders – the flagship program of the U.S. government’s Young African Leaders Initiative (YALI) – was created in 2014 to invest in the next generation of African leaders. The Reciprocal Exchange Component provides Americans with the opportunity to travel to Africa to build upon strategic partnerships and professional connections developed during the Mandela Washington Fellowship in the United States. The Reciprocal Exchange Component provides funds for American professionals to travel to sub-Saharan African countries to continue collaborative work with Mandela Washington Fellows on the continent. American professionals may include those met during the Mandela Washington Fellowship through site visits, networking, the Summit, Professional Development Experiences or other activities. Through these projects, Americans and young African leaders form lasting partnerships, expand markets and networks, and increase mutual understanding between the United States and countries in Sub-Saharan Africa.

Reciprocal Exchange Award Timeline

- ◆ **Application Deadline:** October 16, 2018
 - ◆ **Grant Period:** January – July 15, 2019
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Financial Provisions of the Award

Maximum Grant Award: \$5,000

Disbursement of Funds: Up to \$5,000 per Award will be provided to the American professionals to travel to Sub-Saharan Africa and to support approved program-related costs. **Funds will not be disbursed to Mandela Washington Fellows.** Award funds are disbursed in two installments, contingent upon required deliverables. American Awardees will receive funds as a check or wire transfer to their personal bank accounts. Therefore, Awardees will be asked to provide IREX with their bank information as well as a signed Terms and Conditions document, which will outline the terms for the Award.

Please note: All other costs associated with the exchange that exceed the \$5,000 limit will not be covered in this Award. Other costs must be co-funded by Fellows and the American professionals.



The Mandela Washington Fellowship is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by IREX.

Eligibility Requirements

American professionals participating in the Reciprocal Exchange must be U.S. citizens currently living in the United States. American professionals may not be employees or immediate family members of employees of the U.S. Government (including a U.S. Embassy, USAID, and other U.S. Government entities).

Fellows must be considered alumni of the Fellowship by the Department of State and must be in good standing. Fellows may not be employees or immediate family members of employees of the U.S. Government.

American professionals, including previous Award recipients, and Fellows from all cohorts are eligible to apply. Preference will be given to Americans and Fellows who have not previously participated in the Reciprocal Exchange.

Selection Criteria

Eligible applications will be reviewed using the following selection criteria:

- Demonstrate impact on the American professional's home organization and community;
- Demonstrate impact on the Fellow's home organization, community, and/or country;
- Demonstrate joint engagement between the Fellow and American professional in project design and implementation;
- Articulate clearly the need for travel by the American professional to support the project;
- Provide measurable goals and clearly specify project activities during travel; and
- Demonstrate sustainability of project after the American professional has returned to the United States.

All completed applications received by 11:59 pm EST, Tuesday, October 16, 2018, will be evaluated competitively against the eligibility requirements and selection criteria.

IREX reserves the right to verify all the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will be declared invalid and the applicant ineligible. Incomplete applications will not be considered.





Reporting Requirements

All Reciprocal Exchange Awardees and Fellows will be **required** to submit a final report to IREX following the completion of their activity. More information about reporting requirements will be included in the Terms and Conditions documents signed by Awardees and Fellows.

General Application Instructions

Reciprocal Exchange Applications must include the following attachments. Applications missing any attachment will be considered incomplete and therefore ineligible.

- ✓ **Complete Application Form:** All responses must be in English.
 - Include your full, legal name as it is spelled in your international passport.
 - Provide complete contact information, including postal index codes for all addresses and area codes for telephone numbers.
 - Answers to essay questions should not exceed 300 words per question.

- ✓ **Complete Work plan:** American professionals and Fellows must collaborate on creating the submitted work plan. Please include as much detail as possible.

- ✓ **Complete Budget Form:** All costs should be in U.S. dollars.
 - Budget should reflect total estimated costs of American's travel and project implementation costs, inclusive of expenses that will be provided in-kind and/or through cost-share.
 - It is helpful for the U.S. Department of State and IREX to understand the full costs of implementing a Reciprocal Exchange project, so budgets should reflect the total estimated costs of American's travel and project implementation, inclusive of cost share.
 - See budget template for important details on [Fly America Compliance](#) and [visa requirements for travelers to Nigeria](#).

- ✓ **Professional Resume:** Resumes should also be submitted in English.





Please Note:

- Applications must be received on or before the due date. Applications received after the deadline may not be considered.
- Fellows and American professionals are strongly encouraged to collaborate on creating the workplan and budget but must submit individual applications. Questions in the applications are similar, but require individual answers from the Fellow and American professional.
- If you are submitting a group application (i.e. more than one American and/or more than one Fellow), please select that option in the application within the contact information section. Only one group American professional application and one group Fellow application should be submitted.
- Please do not leave any space blank. If a question does not apply to you, write N/A (not applicable).



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