

TEACHERS OF CRITICAL LANGUAGES PROGRAM FOLLOW-ON PROJECTS

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State is pleased to announce support for follow-on projects to assist Teachers of Critical Languages Program (TCLP) alumni and institutions to support mutual understanding by helping to increase the number of Americans teaching and learning critical need languages. Funding is available for the following types of projects: school partnerships and joint-classroom projects; sharing of innovative teaching methods, best practices and/or comparative methodologies; developing curricula and supporting the exchange of authentic materials for communicative needs; and strengthening respect and appreciation for educators.

TCLP Follow-on Projects may be proposed by exchange teachers, alumni, U.S. mentor teachers, or U.S. host schools and districts. Projects should:

- 1) Maintain contact or expand the relationship between TCLP alumni and the schools at which they have taught as a teacher of critical need languages; and
- 2) Contribute to the development of critical need language programs in U.S. schools in support of the goal of increasing the number of Americans learning and teaching critical need foreign languages.

Please note that awards are not intended to fund purchases of computer equipment, office equipment, internet access. These awards do not fund exchanges of students.

Awards (up to **\$5,000**) will support, for example, school partnerships that focus on critical need language learning; professional development or teaching programs in the critical language; community service activities; development of Mandarin or Arabic language programs in U.S. schools; and others. Not everyone participating in the project must be TCLP participant or host school, but a project administrator who is a TCLP alumnus or host school or district must be designated as the award recipient. Applicants must provide a budget and budget narrative (which accurately reflects the proposed costs of the project) as part of the application.

The follow-on projects are funded by ECA and administered by American Councils for International Education: ACTR/ACCELS. The Teachers of Critical Languages Program is a component of the National Security Language Initiative, announced by President George W. Bush in January 2006, designed to encourage the study and teaching of critical need languages in the United States.

DEADLINE: Ongoing until March 31, 2009

Review Process

Completed proposals that meet the eligibility requirements will be reviewed by American Councils and ECA representatives in Washington, D.C. for approval by ECA. We encourage proposals that include cost sharing or in-kind contributions, those that continue relationships forged during the exchange, those that have strong potential for high multiplier effects, and those that emphasize cross-cultural exchange and appreciation for diversity.

Selection Process: Selection will be based upon the following criteria:

1. Objectives:

- How will the project promote the teaching of critical need languages in the U.S.?
- How will the project contribute to the participant's professional development in the area of language instruction or the development of language instruction in the host school or district?
- How will the project contribute to strengthening partnerships between U.S. host and foreign schools in the field of critical language teaching and study?

2. Constituency:

- Does the proposal demonstrate the need for this project among the persons in the community it proposes to serve?
- Will the project benefit people from different ethnic, religious, social, professional, and/or age groups?

3. Feasibility:

- Are potential problems addressed? (e.g. fluctuating costs of travel)
- Can the project be accomplished within the time frame?
- If the project involves activities that extend beyond the award period, or the organization of a permanent structure, what are the plans for sustaining the proposal's future activities?

4. Cost-effectiveness:

- Does the proposed budget allocate resources effectively?
- Does the proposal include cost-sharing?
- Is the proposal cost-effective?
- How realistic is the proposal's budget?

5. Results:

- Can the results be measured in qualitative or quantitative terms?
- How will results be shared with others?
- How realistic are the proposal's expectations?

Financial Terms: Award funds will be transferred to the recipient's bank account. Applicants must provide a budget and budget narrative that accurately reflects the costs of the proposed project as part of the application.

ALL ACTIVITIES MUST BE COMPLETED BY JULY 31, 2009.

Reports and Publications: Upon successful completion of the project, award recipients must submit financial (including receipts for expenses) and activity reports to American Councils that show results using either qualitative or quantitative measures. Any materials published with funds from the follow-on projects must be included in the final report and should carry the following acknowledgment:

Support for this publication/conference/workshop was provided in part by the Bureau of Educational and Cultural Affairs of the United States Department of State (ECA) and administered by American Councils for International Education: ACTR/ACCELS.

For Further Information: Please call or write to Ben Dunbar at American Councils. Email: dunbar@americancouncils.org; telephone: +1 (202) 833-7522; fax: +1 (202) 833-7523.

FOLLOW-ON PROJECTS

APPLICATION DEADLINE: ONGOING UNTIL JULY 31, 2009

Application Checklist

Please include this page on the front of your application

I have:

- Read the eligibility requirements, program rules, and application instructions (pp. 1-2).
- Completed the organizational/group information in Part I of the application (p. 4) and have attached information about each organization involved in this proposed activity (if appropriate).
- Provided a project proposal that does not exceed five pages and includes a statement of need/purpose as well as a thorough description (including information about how the project will be implemented.) Addressed questions under section 8a (p. 4) concerning the proposal narrative.
- Attached a detailed timetable showing start and end dates for the project, as well as dates for significant events.
- Completed the budget table (8c, p. 5) or attached a separate page addressing the same budgetary issues.
- Provided a separate budget explanation, which explains use of funds and how estimates were determined.
- Provided information on projected cost-sharing (8e, p. 6).
- Attached letters of support from organizations or individuals that are providing cost-shared funds as well as letters from institutions or organizations (such as schools, non-profit organizations, government ministries) interested in the project's outcome.
- Attached resumes of key individuals (staff, trainers, etc.) (In addition, please note if they will receive salary or honoraria from award funds.)
- Signed the certification (Part III, p. 7) that states I am in agreement with the terms and conditions stated herein.
- Submitted the original and a copy of this application to my local American Councils representative.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

DEADLINE: Ongoing Until July 31, 2009

FOLLOW-ON PROJECTS

I. Applicant Information:

1. Name of applicant: _____
 2. Year of participation in the Teachers of Critical Languages Program in _____ (year)
 3. Permanent address: _____

 4. Amount of funding requested: _____
 5. Title of project, or description of award use (20 words or less):
 6. Will any other TCLP participants be involved in organizing the award project?
Name (Last, First) _____
Year participated _____
 7. Will any students, teachers, administrators, or community members from the U.S. host school or community be involved?
Name (Last, First) _____
Name (Last, First) _____
Name (Last, First) _____
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II. Information about the Proposed Project:

8. Project Proposal.
 - a. Please provide a project proposal (no more than five pages) including a statement of need/purpose as well as a thorough description about how the project will be implemented. Please be sure to address the following questions in the proposal narrative:
 - o How does this project specifically further the educational and/or professional development of your country, community, or your own professional development? What is the benefit to your country, society, community, and/or you? How will you measure the project's impact? What are the immediate and long-term goals for the project?
 - o Why is this project important to you? How is this project a result of your exchange experience?
 - o Who is the direct beneficiary of your project? How many people will benefit overall?
 - o Discuss projects similar to your own that are being conducted in your region. Does your project duplicate their efforts in any way? How is your project different?

- o How do you envision project activities continuing after the award? If you do envision the project continuing beyond the award period, how will activities be funded?
- b. Please attach a **detailed** project timetable, specifying responsible parties, vendors, venues, etc. Please also indicate the expected starting and ending dates for the project.
- c. Please include a project budget, separating any administrative costs (such as salary, room rental, equipment rental, communications charges, etc.) from direct program costs.

Sample budget

A Item no.	B Item Description (categories in bold)	C Amount requested from Follow-on Projects	D Total cost-sharing on item (Please include letters of support from cost-share contributors)	E Total Cost
1	Administration:			
2	staff salary (cost share)			
3	office rent			
4	communications			
5	shipping			
6				
7				
8	Logistics:			
9	participant travel			
10	participant lodging			
11	participant meals			
12	speaker travel			
13	speaker lodging			
14	speaker meals			
15	staff travel			
16	staff lodging			
17	staff meals			
18				
19				
20	Activity Costs			
21	venue fee/rental			
22	honoraria (speakers)			
23	catering			
24	materials (books, etc.)			
25	supplies			
26	equipment rental			
27	duplicating			
28	bank transfer fees			
29	Taxes on honoraria			
30				
31	Grand Totals:			

- d. Please attach a **separate** budget narrative explaining the total amount requested for each item in detail.

Sample budget narrative.

Administration:	
staff salary (cost share)	One paid staff person will make phone calls and provide logistical support: 1 person x 2 months x \$100/ month = \$200
office rent	
communications	Phone costs to follow up on invitations: 2 months x \$30/ month = \$60
shipping	Mailing invitations and conference materials: 200 letters x \$1.00= \$200
Logistics:	
participant travel	10 train tickets x \$50/ticket (round-trip) = \$500
participant lodging	The hotel will be the conference site. 10 hotel rooms x \$20/night/participant x 2 nights = \$400
participant meals	
speaker travel	Speakers will travel from Shanghai to Beijing; 2 round-trip plane tickets x \$325= \$650
speaker lodging	
speaker meals	
staff travel	
staff lodging	
staff meals	
Activity Costs	
venue fee/rental	The conference room rental fee is \$200/day x 2 days= \$400
honoraria (speakers)	The following speakers will receive honoraria: Yu-Lan Lin- \$30 All other speakers are participants and will provide their services in-kind
catering	
materials (books, etc.)	
supplies	
equipment rental	
duplicating	
bank transfer fees	Bank fees for account at ExPromBank are 2%. 2% x \$2440= \$48.80
Grand Total:	\$2488.80

e. Cost-share and in-kind contributions (*Please note that while cost-sharing is not required, it is highly recommended*). Cost share includes any other organization or individuals contributing to the project, donations of supplies, work space, etc.

Please describe the nature of any cost-sharing in your proposal. Include the name of the contributing organizations or individuals (Please attach letters of support from contributing organizations).

Total amount requested from Follow-on Project: \$ _____

Total cost-share contributions: \$ _____

Total project cost: \$ _____

III. Certification

I understand that I must contact my local American Councils office immediately if there are any amendments to this information subsequent to submission. I also understand that ECA and American Councils must approve all changes to this application once it has been submitted. If selected, I will comply with the program rules, reporting procedures, and deadlines for documentation contained herein; I understand that failure to do so may disqualify me from participating in U.S. Government-sponsored award and scholarship programs in the future.

By signing this document I certify that all of the information contained herein is true and accurate and that I am in agreement with the preceding statements.

Signature of Project Leader: _____ Date: _____