



U.S. Department of State’s “English Access Microscholarship Program”

REQUEST FOR GRANT PROPOSALS IN ALGERIA

Proposals due by July 30, 2010

I. Introduction

In 2003, the U.S. Department of State launched a pilot program in Casablanca that became the English Access Microscholarship Program. Today, Access is active in more than seventy countries and thousands of students have benefited from it. In Algeria, approximately 500 students from eight locations have participated.

II. Access Program Goals

The English Access Microscholarship Program gives underprivileged 14- to 18-year-old students the opportunity to study English, gain an appreciation for American culture and democratic values, and increase their ability to participate successfully in the socio-economic development of their countries.

III. Access Program Guidelines & Requirements

- 1) **Team:** The most successful proposals will demonstrate both a strong administrative structure and a strong pedagogical team. This may be best provided by an NGO working with a team of excellent English teachers. Your organization must be legally recognized and have a bank account in the name of the organization.
- 2) **Budget:** Proposals with moderate budgets are likely to be more successful than those with higher budgets. Think in terms of 15 to 30 students at approximately \$1200-\$1500 per student for two years. Administrative costs should be low and must not exceed 10% of the overall budget.
- 3) **Program Organization:** Students may be integrated in other language classes, but all the following Access Program goals and requirements must be met.

- 4) **Program Length:** The program must provide two years of study, a minimum of 180 hours of instruction per year. That is, each Access student must commit to two full years of study. A pre-program information meeting with parents of potential Access students, followed by students and parents signing a contract is a good way to reinforce the commitment.
- 5) **Class Size:** Classes must be smaller than is typical in schools, approximately fifteen students, to allow for mentoring and a caring relationship with students.
- 6) **Content & Approach:** To encourage teacher creativity and motivation, there is no fixed Access curriculum. Classes should be learner-centered, interactive and democratic, in an attempt to share an American-style classroom culture.
- 7) **Enhancement Activities:** Ideally once a month, students should participate in an “enhancement activity,” that is, an activity designed to enhance students’ understanding of the US. These may also build skills and character. Creative ideas are strongly encouraged in this category. Occasionally, the Public Affairs Office at the American Embassy will contact you to propose an enhancement activity.
- 8) **Summer Intensive:** The program may include one or more intensive sessions in the summer. They should be a minimum of one week long and include more hours of study and activities compared to the school year. The primary activity is still English language instruction but the session should also include activities like drama, computers, dance, art, music, games, sports, local trips, special cultural projects such as the 4th of July, developing leadership skills, building the spirit of team work, social responsibility, and tolerance.
- 9) **Physical Location:** Classes may be held in any appropriate location, but minimizing student travel is generally beneficial.
- 10) **Class Times:** Classes may be held whenever it works best for the majority of students and teachers.
- 11) **Student Selection Criteria:**
 - Students must be selected from the most financially-disadvantaged families.
 - Students selected must show motivation and potential for leadership.
 - They should be good students in general, but they do not have to be particularly good in English.
 - Programs must aim to recruit and select an equal number of boys and girls.
- 12) **Certificates:** Partners cooperate with the Public Affairs Section at U.S. Embassy Algiers to present each student a certificate signed by the ambassador, at the beginning and end of the program.

- 13) **Logos:** All public documents (websites, banners, certificates) created for the Access Program by partners must display either the Department of State seal or the Access Algeria logo or both.
- 14) **Reporting:** The U.S. Department of State requires program and financial reporting to the embassy at the middle and end of the program.
- 15) **Additional Reporting:** The Public Affairs Office also requires student rosters and may, at any time, ask for receipts corresponding to any line in the budget including teacher pay reports signed by teachers.

IV. Preparing Your Access Proposal

Proposal Narrative (maximum ten pages) must include these sections and points in the order given below. Use the **full program name**, English Access Microscholarship Program, the first time it is mentioned.

Section 1

- 1.a Briefly describe your **organization**. Include your organization's name, address, and mission.
- 1.b **List all teachers and administrative staff** involved in your proposed Access program and their email addresses
- 1.c Give the **address/es** of where classes will take place and contact information for someone in an administrative position there.
- 1.d Describe how **transportation** will work: 1) will students come to teachers or will teachers go to the students and 2) how and when are transport monies distributed?

Section 2

- 2.a Describe your **teaching methods and materials**, including the titles of textbooks and other materials to be used.
- 2.b Provide a list of proposed **enhancement activities** with a short description for each. Include at least three of the following:
- Visits by guest speakers from the U.S. community, such as U.S. Embassy employees, Fulbright scholars, English Language Fellows
 - Celebrations of U.S. holidays, with explanations of the historical background and customs (especially Independence Day and Thanksgiving)
 - Activities to recognize U.S. history, such as celebrating Black History Month, Women's History Month, etc.
 - Community service activities such as municipal and recreational-area cleanups, visits to hospitals, nursing homes and detention centers, volunteering to help youth and those with disabilities

- Career development activities such as interviewing skills, public speaking, creating a resume, etc.
- Visits to US companies, ideally including a talk with English-speaking employees
- Visits to universities or professional schools, academic advising centers, or NGOs devoted to exchanges and higher education

2.c Provide a **program calendar** including approximate dates for:

- Recruitment period
- Information meeting with parents and students
- Opening event when students will receive certificates signed by the American Ambassador
- Beginning of classes
- Summer intensive programs
- End of classes (N.B. total 2-year program must have a minimum of 360 hours)
- Closing event when students will receive certificates signed by the American Ambassador.

Section 3

3.a List the **criteria you use to select** students for the program. Note: students *must* be 14 to 16 years old at the start of the program and no older than 18 at the end.

3.b Give the **steps of your recruiting process**, including who will carry it out (you may want to cooperate with an NGO).

3.c State that you will work with the Public Affairs Office to provide **certificates** signed by the Ambassador at the beginning and end of the program to all Access students (these will be sent to you by the RELO office)

3.d Describe whether students are **integrated in other classes or taught in separate** Access-only classes.

3.e Indicate **how you will replace any student** who must leave the program. While leaving the Access Program is highly discouraged, it may happen. From the beginning, you may have up to 10% auditors in the Access classes, but note: they are not Access students and cannot receive certificates, etc.

Section 4

4.a Describe any **cost share** your organization will provide.

4.b State that any public documents (e.g. websites, banners, certificates) you create for the Access Program will display either the Department of State seal or the Access Algeria **logo** or both.

4.c State that you will **provide documents and reports** as required by the embassy.

4.d State the **hourly rate of pay for teachers**.

Proposal Budget (Please submit on attached Excel template)

1. Note that the template has formulas already entered. In other words, when you put in the costs in Column E, Excel will do the calculations for the other columns.
2. Use the *first* line of the spreadsheet to summarize your two-year after school or weekend program. Use the *second* line on the spreadsheet to summarize your first summer intensive program. Use the *third* line on the spreadsheet to summarize your second summer intensive program.
3. For both the after school and summer programs, column E should be divided into these categories:
 - (a) instruction, (b) books/materials, (c) transportation, (d) enhancement activities, and (e) administration (not more than 10%).
4. Amounts should be in US dollars.

V. Access Proposal Submission

Please submit Proposal Narrative and Budget by email (pdf) or fax (021.607.335) to Cultural Affairs Officer, **Marissa Scott** (Scottm@state.gov) and Cultural Affairs Specialist **Nadia Ouhenia** (OuheniaNX@state.gov) by July 30.

Nadia or I will be happy to answer any questions you might have. You can also email us at the email addresses listed above.

We will respond to all proposals as soon as we are notified by Washington. We don't expect to hear from Washington until late August, so please no inquiries regarding the status of your proposal until September. Please be aware you may be asked to modify your proposal.