

# YES Alumni Grants Program

**Application Deadline: Thursday 15 Feb 2018 11:59 PM U.S. Eastern Time**

## WEBINAR ON APPLICATION PROCESS:

Visit <http://www.yesprograms.org/alumni/resources> to watch a recording of the grant application webinar.

## ABOUT THE YES ALUMNI GRANTS PROGRAM

American Councils for International Education is pleased to announce the 2018-2019 Alumni Grants Program, funded by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA), to assist past participants of the Kennedy-Lugar Youth Exchange and Study (YES) program of program years 2003-04 to 2016-17 who successfully completed the YES or YES Abroad programs from any of the past or current YES countries, including:

<ul style="list-style-type: none"> <li>• Afghanistan</li> <li>• Albania</li> <li>• Algeria</li> <li>• Bahrain</li> <li>• Bangladesh</li> <li>• Bosnia and Herzegovina</li> <li>• Bulgaria</li> <li>• Cameroon</li> <li>• Egypt</li> <li>• Ethiopia</li> <li>• Gaza Strip</li> <li>• Ghana</li> </ul>	<ul style="list-style-type: none"> <li>• India</li> <li>• Indonesia</li> <li>• Iraq</li> <li>• Israel (Arab Communities)</li> <li>• Jordan</li> <li>• Kenya</li> <li>• Kosovo</li> <li>• Kuwait</li> <li>• Lebanon</li> <li>• Liberia</li> <li>• Libya</li> <li>• Macedonia</li> </ul>	<ul style="list-style-type: none"> <li>• Malaysia</li> <li>• Mali</li> <li>• Morocco</li> <li>• Mozambique</li> <li>• Nigeria</li> <li>• Oman</li> <li>• Pakistan</li> <li>• Philippines</li> <li>• Qatar</li> <li>• Saudi Arabia</li> <li>• Senegal</li> <li>• Sierra Leone</li> </ul>	<ul style="list-style-type: none"> <li>• South Africa</li> <li>• Suriname</li> <li>• Syria</li> <li>• Tanzania</li> <li>• Thailand</li> <li>• Tunisia</li> <li>• Turkey</li> <li>• West Bank</li> <li>• Yemen</li> <li>• YES Abroad - United States</li> </ul>
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Alumni of educational programs abroad often have the broad perspective and initiative required to make positive contributions upon their return home. The YES Alumni Grants Program will give alumni the opportunity to initiate social, economic, and community development projects of their own design in their home countries.

Grants will fall into two categories:

### Individual Grants (up to \$250)

To support community service or professional development projects. Individual grant applicants who demonstrate in their proposals a readiness to share their experience with others in their community upon completion will be given preference. These may be single events or small-scale projects.

### Group Grants (up to \$3000):

To support community service projects in areas such as interfaith dialogue, conflict resolution, entrepreneurship, public health, environment, inclusion of people with disabilities, women's and girls' empowerment, and promotion of English language and American culture. Not all project organizers or volunteers must be YES or YES Abroad alumni, but the grant applicant/recipient and the project leader or co-leader must be an alumnus/a.

American Councils may request that applicants modify their budget or the proposal in order to be awarded a grant. Proposals may be awarded partial funding.

## DEADLINE

The deadline for the grant application submission is **Thursday 15 Feb 2018 11:59 PM U.S. Eastern Time**.

## ELIGIBILITY

In order to participate in this program, applicants:

1. Must be successful participants of the YES or YES Abroad program;
2. Must conduct their project and currently reside in one of the countries in which the YES program or YES Abroad is administered (including the U.S.);
3. Cannot be working as employees of an organization administering the YES program or of the U.S. government.

## HOW TO USE THIS ONLINE FORM

### Moving from Section to Section

This online form includes several sections (pages). They are listed in the "Sections" menu that can be found in the navigation menu at the left side of each page. You may select any section from the menu to jump to that section. You may also press the → (next) and ← (previous) arrows to switch to the next and previous sections of the form.

## Saving Your Work

To save your work at any time, press the "Save Changes" button that can be found at the bottom of any page. It is a good idea to regularly save your work while completing the form to ensure that none of your work is lost in the event you lose your Internet connection, your computer is accidentally shut down, etc.

## Completing Your Form in Multiple Sessions

It is not necessary to complete your online form in one sitting. To continue later, press the "Save Changes" button that can be found at the bottom of any page, and then log out of the system. You can then log in at any time thereafter until the deadline to complete your application.

## Required Fields

A \* next to a question indicates a required field. You must provide this information in order to submit your form.

## A Note about Word and Character Counts Used in this Online Form

Any minimum or maximum word or character counts specified in the question instructions will be indicated by the counter tool used in this form. Please note that this count may not be the same as counts indicated by Microsoft® Word, OpenOffice.org Writer, or other word-processing tools.

## Submitting Your Form

To submit your online form, **you must press the "Submit" button** on the last page. If you do not press the submit button, your form will be considered incomplete and will not be considered for selection. You will not be allowed to make any changes after you submit it.

## Downloading Documents from this Website



The free [Adobe Reader](#) is required to open and view most documents on this website.

## Uploading Documents and Photographs to Your Form

You might be asked to upload a document or photograph. In most cases, you may upload only files of the following types: PDF, JPG/JPEG, PNG, GIF, or TIF/TIFF. You may also be asked to limit the size of files that you upload to your form. Encrypted or password-protected files will not be accepted unless "Read Only" capability is enabled. A number of free online tools are readily available to convert or resize your files.

## QUESTIONS?

If you have any questions, please contact us at:

American Councils for International Education  
1828 L St NW Suite 1200  
Washington DC 20036-5136  
USA  
  
YES Alumni Coordinator: Jeni St.John  
tel: (+1) 202.833.7522  
email: [yesalumni@americancouncils.org](mailto:yesalumni@americancouncils.org)

# Selection Process and Grant Requirements

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## SELECTION PROCESS

Competition for the program is merit-based and objective. Selection will be based upon the following criteria:

### 1. Objectives

- Does the project contribute to the social, economic, and/or community development of the applicant's home country? -OR-
- Does the project contribute to the professional or personal development of the alumnus/a?

### 2. Constituency

- Does the applicant demonstrate the need for this project among the constituency it is intended to serve?

- Does the project benefit people from differing ethnic, religious, social, professional, and/or age groups?

### 3. Feasibility

- Is the proposal financially well thought-out?
- Does the proposal include cost sharing? Are partner organizations or local businesses/organizations involved in conducting the project?
- Are potential obstacles addressed?
- Can the project be accomplished within the expected time frame?
- If the project involves activities that extend beyond the grant period or establishes an organization with a permanent structure, what are the plans for sustaining future activities?
- Are there letters of support from cost share sources? From participating individuals or organizations?

### 4. Results

- How realistic are the proposal's expectations?
- What criteria will the alumnus/a use to evaluate the project? How will both qualitative and quantitative assessments be gathered?
- How will results be shared with others?

Evaluators will review completed proposals submitted by alumni who meet the eligibility requirements. Special consideration will be given to those proposals that include cost sharing or in-kind contributions as well as those that focus on rural or underserved areas or populations.

Applicants will be notified in June 2018 if they will be selected to further develop their proposal, by refining the project and budget towards final approval.

## FINANCIAL TERMS OF THE GRANT

As part of the application, grant recipients must provide a budget and budget narrative that accurately reflects the proposed costs of the project. Requests for changes to the budget after proposal submission must be submitted in writing to American Councils for approval. Grant funds are usually transferred to the YES office in your country, but they may be transferred to the grantee's personal U.S. dollar bank account under special circumstances.

**All grant activities must be completed and funds spent by September 30, 2019. Grant funds will be made available in two installments: 80% at the start of the project and the remaining 20% upon completion of final grant reporting and accounting.**

## RECIPIENT RESPONSIBILITIES

Grant recipients must submit interim and final reports as well as articles, photos and other documentation as requested by American Councils. Grantees must provide scanned receipts for all expenses paid for by grant funds dispersed to them. Due dates for submission of interim and final reports will be dependent on length of the project and the date of project completion. Grant winners will be notified individually of reporting schedules.

**All final reports must be submitted no later than one month after the project is completed.**

Any materials published through projects funded by the YES Alumni Grants Program must be included in the final report and should carry an acknowledgment similar to the following wording:

*Support for this publication/conference/workshop was provided in part by the YES Alumni Grants Program, which is funded by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State and administered by the American Councils for International Education: ACTR/ACCELS. The opinions expressed herein are the author's own and do not necessarily express the views of either ECA or American Councils for International Education.*

**Failure to follow these regulations may result in a request to the grantee to return grant funds or disqualification from receiving U.S. Government-sponsored grants in the future.**

## APPLICATION INSTRUCTIONS

Applicants should read all information carefully before filling out this application form. Applicants are strongly encouraged to consult with YES and YES Abroad program staff in their respective countries. American Councils will answer questions regarding projects and proposals upon request via email to [yesalumni@americancouncils.org](mailto:yesalumni@americancouncils.org).

All information must be completed in English. All sections of the application must be filled in; incomplete applications will not be accepted.

## About You

### GRANT PROJECT LEADER

#### 1) Applicant Name:

- Enter your full legal name as written in Latin letters on your passport.
- Do not translate your name into English (for example, **do not** translate "Dawoud"; to "David".)
- If you do not have a second or middle name, leave that box blank. If you have more than one, write them all.

First Name

Middle Name

Last (Family) Name

2) Which program are you an alumnus/a of?

- YES Abroad  
 YES

3) Current Residence Location

City

Country

4) What is the best telephone number at which to reach you?

*Include Country and City Codes*

5) What is the best email address at which to reach you?

6) Twitter Handle (i.e., @twittername)

*Enter if applicable*

7) Facebook Username

*Enter if applicable*

8) Instagram Username

*Enter if applicable*

## ABOUT YOUR PROJECT

9) Title of Project

10) Type of project

- Individual  
 Group

11) Where will your project take place?

Project country

Project city

Project province/region, if applicable

## About Your Project

### PROJECT LEADER CONTACT INFORMATION

Please provide the following contact information for the project applicant/leader, even if it is the same as provided on the previous page.

1) Street Address

Postal code, if applicable

City

Country

Choose ▾

2) Telephone number  
*Include Country and City Codes*

3) Email address

### TEAM MEMBERS INVOLVED WITH YOUR GRANT PROJECT

4) **U.S. Government Alumni:** Will any other U.S. Government exchange alumni be involved in the organization of the grant project? If yes, please provide the information requested below for each U.S. Government alumnus/a.  
*Press the Add More button to list additional team members.*

#	Last/Family Name	First Name	Middle Name	U.S. Government Program	Year
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add 1 More

5) **Non-U.S. Government Alumni:** Please provide the information requested below for any team members that are not U.S. Government alumni.  
*Press the Add More button to list additional team members.*

#	Last/Family Name	First Name	Middle Name	Organizational Affiliation (Enter "None" if no affiliation)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add 1 More

Save Changes

## Project Proposal

### TIPS:

- To give yourself time to think about what you would like to write, you may want to type your project narrative essays outside this form, then copy and paste them into the spaces below.
- If you choose to type your essays directly into the form below, BE SURE TO press the Save Changes button at the bottom of this page every few minutes. This will ensure that your work is not lost if your computer crashes or loses its Internet connection.

### 1) Project Summary

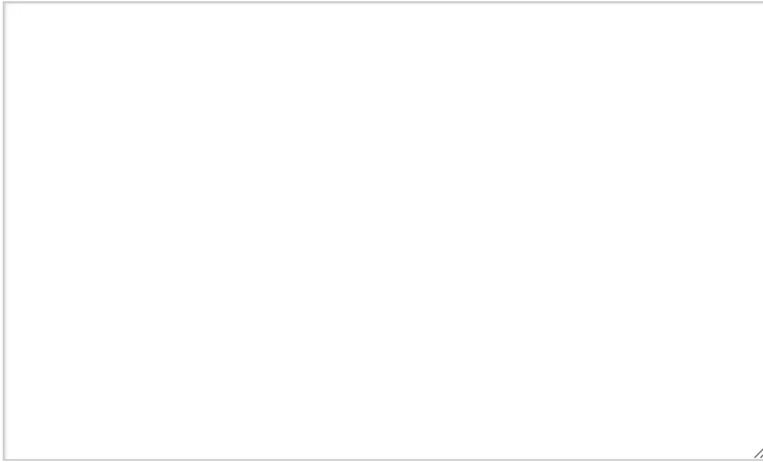
Please provide a summary of your project proposal that is no more than 200 words. The summary must be in English.

Please write this summary as a concise, carefully planned, and well-practiced description of your program or project.

You should include who you are, what you are concerned about, what you propose to do, how you propose to do it, when you will start and finish, where you will conduct activities, how much the program costs, how much you're requesting, and how much you've invested and/or intend to invest.

Here is an example:

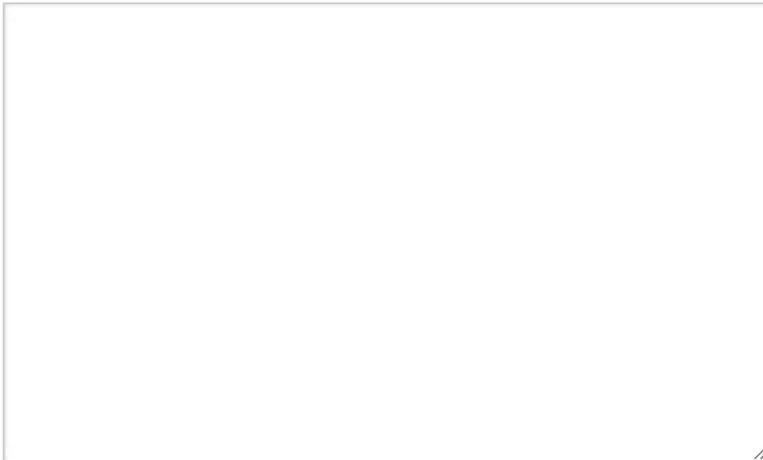
*"I will lead a group of seven YES alumni to design and develop a three-day summer camp for 120 children ages 6 to 12. I have experience working with kids as I volunteer in my old elementary school as a tutor. The target participants are children from underprivileged neighborhoods around the capital city of my country, some of whom are homeless and some who have had to drop out of school. They have few opportunities to learn while having fun, and they generally do not have interactions with children who are from different religions or ethnic backgrounds. The camp would be an opportunity to play while learning, using games and activities that develop confidence, communication skills, and learning about others who are different from them through cooperation. I have developed a detailed curriculum (see attached document) based on my experience and with the help of the International Committee of the Red Cross (ICRC), who will partner with us on this project by providing materials and offering experienced resources for the camp. The budget requested is \$1980 and the ICRC will provide \$200 in in-kind donations."*



0 words counted. Maximum of 200 words allowed.

**2) Needs Statement**

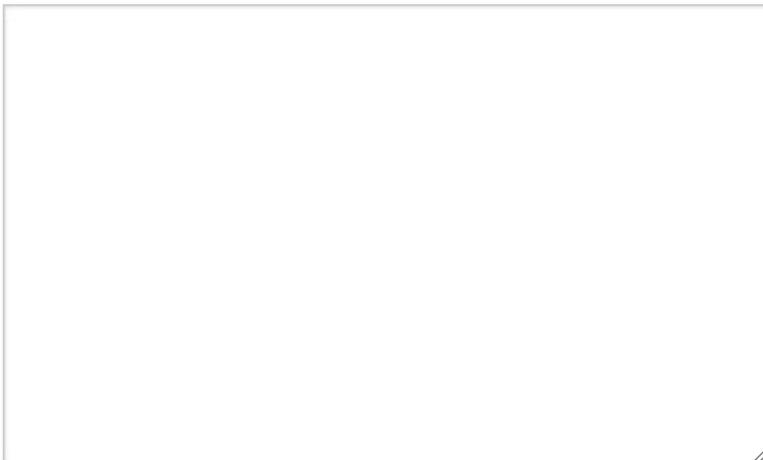
Why are you interested in undertaking this project? What encouraged your interest in this project? Is there a need for this project in your community? Support your opinion with evidence (statistics, publications, surveys, etc.).



0 words counted. Maximum of 400 words allowed.

**3) Project Description:**

- a. What you plan to do;
- b. How you plan to do it; and
- c. When and where will your activity take place?



0 words counted. Maximum of 400 words allowed.

**4) Project Impact**

How does this project further the social, economic, and/or community development of your country OR contribute to your professional or personal development? What is the benefit to your country/society? What are the anticipated immediate and long-term results of the project? How will you measure the project's impact?

0 words counted. Maximum of 400 words allowed.

**5) Project Evaluation Plan**

What quantitative and qualitative data can be used to measure how well you are reaching your objectives/goal and how you could improve? How will you collect this data?

0 words counted. Maximum of 400 words allowed.

**6) Project Sustainability/Visibility**

How do you envision your project or its outcomes being known publicly and/or continuing after the grant period? If you envision the project continuing after the grant period, how will activities be funded?

0 words counted. Maximum of 400 words allowed.

Save Changes

## Project Proposal (continued...)

### RESUMES AND LETTERS OF SUPPORT

Upload resumes/CVs for all project team members, letters of support for cost share and/or pledges of support partner organizations, and other supplemental documents that support your project proposal.

Letters of support must be included if you are claiming cost share in your budget. Letters should include an English translation, and should specify what kind of support is being offered and the monetary value of any cost share or in-kind donations.

**NOTE: It is preferred that all documents you upload be in either PDF or JPG file format.**

To learn how to make PDF documents, click here:

 [Download Instructions for Creating PDFs](#)

1) Upload resumes/CVs of project team members.

*Press the Add More button to list additional team members.*

#	Name of team member	Attach resume/CV
1	<input type="text"/>	Select File...

[Add 1 More](#)

2) Upload letters of support. Original letters of support should be included with an English language translation and should specify what kind of support is being offered.

*Press the Add More button to list additional team members.*

#	Description	Attach letter of support
1	<input type="text"/>	Select File...

[Add 1 More](#)

3) Upload supplemental items

*Press the Add More button to list additional team members.*

#	Description	Attach supplemental item
1	<input type="text"/>	Select File...

[Add 1 More](#)

[Save Changes](#)

## Project Timeline

Please specify what you plan to do and by which dates. Include the responsible project team members along with their tasks. Wherever possible, name those organizations/individuals providing services and the locations where activities will be held. Please also indicate the expected start and end date for the project. Applicants will be notified in June 2018 if they will be selected to further develop their proposal towards final approval. They will work with the YES Alumni office on refining the project and the budget. Project activity must be completed and all funds expended by September 30, 2019.

 [Download a Sample Project Timeline](#)

### PROJECT PERIOD

**IMPORTANT!** Enter all dates in the format: Sep 01, 2018

1) Start date

*Must be between Aug 01, 2018 and Sep 30, 2019*

-

2) End date

*Must be between Sep 01, 2018 and Sep 30, 2019*

-

## DETAILED PROJECT TIMELINE

3) Provide the information requested below for each of the tasks and activities your project will require.

*Deadline dates must be within the period Aug 01, 2018 to Sep 30, 2019.*

*Press the Add More button to add lines.*

#	Name and Description of Project Activity	Responsible Persons	Deadline to Complete
1			

Add 1 More

Save Changes

## Project Budget

Please include a project budget, separating any administrative costs (such as speaker salaries, room rental, equipment rental, communications charges, etc.) from direct program costs. Applicants may add categories and expense items as necessary. **Please remember to include bank transfer commissions, fees, and applicable taxes in your budget.**

### PROHIBITED EXPENSES AND EXPENSES REQUIRING JUSTIFICATION

Please note the following items that cannot be funded through this grant program and items that require justification:

<b>Prohibited Items</b>	Computers, electronics, alumni salaries, alcohol
<b>Items Requiring Strong Justification*</b>	T-shirts, bags, banners, promotional materials, construction materials (including paint), durable equipment/furniture

"Items requiring strong justification" is a new category as of 2018. The guidelines for this category are as follows:

1. In total, items in this category may make up no more than 30% of the total project budget.\*
2. The need for these items MUST be clearly and strongly justified in the project proposal and budget. In order to be considered "strongly justified," the items must:
  - a. Bring significant and immediate results to the community or to the beneficiary group; or
  - b. Promote the YES program in a positive way (e.g., a large-scale project with a high number of attendees where the program's role is clearly visible).

\*Budgets that exceed this 30% cap may be considered on a case-by-case basis IF the applicant contacts Jeni St John at [yesalumni@americancouncils.org](mailto:yesalumni@americancouncils.org) to discuss his/her project with ample time before the application due date.

#### In-kind Contributions and Project Support as Cost Sharing:

Some donors - people, groups, or businesses - may feel more comfortable donating something other than money. When someone volunteers to give you a service, supplies, or free help, you're receiving in-kind support (also known as cost share). In-kind support should not be seen as a second best to money, but as an equally important part of the resource pool available to your group. You can look for in-kind support within your own group's members, and within your local community.

Types of in-kind support that can be included in the budget as cost sharing:

- GOODS: equipment, furniture, space (including maintenance and utilities), refreshments that people bring to your regular meetings
- PEOPLE: staffing, professionals who volunteer to participate in your group
- SERVICES: construction and renovation, printing facilities, public relations, promotional activities

 [Download a Sample Project Budget](#)

#### TIPS FOR ALUMNI:

- Cost share is an important part of a strong application. It demonstrates your project has support from your local community.
- A letter of support must be included for all cost share sources.
- Budgets in which alumni show creativity in terms of budget reduction are more likely to receive funding. (Example: making first aid kit for \$10 instead of buying a \$40 first aid kit from the Red Cross.)
- Alumni need to clearly explain the sustainability of durable materials which require justification. Who will take care of it? How will it be sustained/cleaned/protected?
- **Remember to include bank transfer commissions, fees, and applicable taxes in your budget.**

### TOTAL EXPENDITURES

1) Total grant funding requested (USD) \$

2) Total cost share contribution (USD) \$

3) Total project cost (USD) (add entries 1 and 2 above) \$

4) Please explain your budget in a narrative (sentences and paragraphs).

*Example: \$500 of grant funds will be spent for transporting the participants to the camp on two buses. \$140 will be spent on stipends for expert speakers. This project will require a total of \$640 of grant funding, with \$300 in cost share donated by the bus company.*

0 words counted. Maximum of 500 words allowed.

### DETAIL OF EXPENDITURES

5) Provide the information requested below for each of the planned expenditures in your project budget.

*All amounts must be entered in U.S. Dollars*

*Press the Add More button to add lines*

#	Item number	Budget category	Item description	Item narrative	Grant funding \$	Cost sharing \$	Total cost \$
1	<input type="text"/>						

Add 1 More

Save Changes

## Certification by Project Leader

I understand that I must contact American Councils immediately if there are amendments to this information after submission. I understand that the U.S. Department of State and American Councils must approve all changes to this application once it has been submitted. If selected, I will comply with the program rules and reporting procedures contained in this application packet. I understand that failure to do so may disqualify me from participating in U.S. Government-sponsored grant and scholarship programs in the future.

My signature indicates that all of the information contained in my application is honestly presented and that I agree with the above statements.

1) **Certified by Project Leader**

*Type your name here.*

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Save Changes

## Review and Submit Grant Application

**Application Deadline: Thursday 15 Feb 2018 11:59 PM U.S. Eastern Time**

### FINAL REVIEW OF APPLICATION

Before you submit your application, please be sure to review all sections. Make sure you have answered all the questions, uploaded all the required documents, and that you are satisfied with your responses.

Once you submit your application, you will no longer be able to make changes. You will be able, however, to continue to view your application on-line via this system with your existing log-in credentials.

**TIP:** If you are not ready to submit your application, please press any "Save Changes" button in the application form and log out of the system. You will be able to log-in at any time thereafter, until the application deadline, and continue to complete or edit your application.

### SUBMIT YOUR APPLICATION

If you are ready to submit your application, press the "Submit Your Grant Application" button below.

**IMPORTANT!** If you have left any required questions unanswered or have not uploaded all required documents, you will receive an error message after you press the "Submit Your Grant Application" button, and your application will not be accepted. You may then return to your application and enter or upload any missing information, and then attempt to re-submit your application.