# To complete your application:

# Submit an online application by visiting <https://ais.americancouncils.org/yesalumni> (preferred)

# OR

#  Complete the application below, save as a Word document, and email to yesalumni@americancouncils.org.

# 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 ([www.americancouncils.org](http://www.americancouncils.org)) is pleased to announce the 2019-2020 YES Alumni Grants Program, funded by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) (<http://exchanges.state.gov>), to assist past participants of the Kennedy-Lugar Youth Exchange and Study (YES) program ([www.yesprograms.org](http://www.yesprograms.org))of the program years 2003-04 to 2017-18 who successfully completed the YES or the YES Abroad programs from any of the past or current YES countries. These include:

* Afghanistan
* Albania
* Algeria
* Bahrain
* Bangladesh
* Bosnia and Herzegovina
* Bulgaria
* Cameroon
* Egypt
* Ethiopia
* Gaza Strip
* Ghana
* India
* Indonesia
* Iraq
* Israel
* Jordan
* Kenya
* Kosovo
* Kuwait
* Lebanon
* Liberia
* Libya
* Macedonia
* Malaysia
* Mali
* Morocco
* Mozambique
* Nigeria
* Oman
* Pakistan
* Philippines
* Qatar
* Saudi Arabia
* Senegal
* Sierra Leone
* South Africa
* Suriname
* Syria
* Tanzania
* Thailand
* Tunisia
* Turkey
* West Bank
* Yemen
* YES Abroad - United States

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. Some possible projects include:

* Community service projects;
* Projects to promote civic and community participation;
* Professional development activities;
* Projects to support and promote knowledge of English language and understanding of American culture; and
* Any other projects judged to be in the spirit of the program by the selection committee.

**Please note that these grants are not intended to fund purchases of computer equipment, alumni salaries, or political activities working for or against a specific candidate or party.**

## Grant Categories

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 topic areas such as interfaith dialogue, conflict resolution, entrepreneurship, public health, environment, inclusion of people with disabilities, women’s and girls’ empowerment, and promotion of the 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 Monday, February 11, 2019 at 11:59 PM U.S. Eastern/Washington, D.C. 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.

## Questions?

If you have any questions, please contact us at:

|  |  |
| --- | --- |
| American Councils for International Education1828 L St NW, Suite 1200Washington DC 20036-5136USA | YES Alumni Coordinator: Jeni St JohnPhone: (+1) 202.833.7522Email: yesalumni@americancouncils.org  |

# Selection Process and Grant Requirements

## Selection Process

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

1. **Objectives**
	1. Does the project contribute to the social, economic, and/or community development of the applicant’s home country? -OR-
	2. Does the project contribute to the professional or personal development of the alumnus/a?
2. **Constituency**
	1. Does the applicant demonstrate the need for this project among the constituency it is intended to serve?
	2. Does the project benefit people from differing ethnic, religious, social, professional, and/or age groups?
3. **Feasibility**
	1. Is the proposal financially well-thought-out?
	2. Does the proposal include cost sharing? Are there partner organizations or local businesses/organizations involved in conducting the project?
	3. Are potential obstacles addressed?
	4. Can the project be accomplished within the expected time frame?
	5. 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?
	6. Are there letters of support from cost share sources? From participating individuals or organizations?
4. **Results**
	1. How realistic are the proposal’s expectations?
	2. What criteria will the alumnus/a use to evaluate the project? How will both qualitative and quantitative assessments be gathered?
	3. 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 by June 2019 if they have been selected to further develop their proposal by refining their 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, 2020. 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 the 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:

*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 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.

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

**First Name Middle Name Last (Family) Name**

1. What year did you complete the YES program or YES Abroad? ***IMPORTANT!*** *You must be* ***an alumnus/a of the YES program or YES Abroad program*** *to be eligible for this grant funding.*

|  |
| --- |
| **YES** |
|  | **2004** |  | **2005** |  | **2006** |
|  | **2007** |  | **2008** |  | **2009** |
|  | **2010** |  | **2011** |  | **2012** |
|  | **2013** |  | **2014** |  | **2015** |
|  | **2016** |  | **2017** |  | **2018** |

|  |
| --- |
| **YES Abroad** |
|  | **2010** |  | **2012** |  | **2013** |
|  | **2014** |  | **2015** |  | **2016** |
|  | **2017** |  | **2018** |  |  |

1. If you are a YES alumnus/a, what country did you come from as a YES student:

*Type an X by one:*

**AFGHANISTAN**

**ALBANIA**

**ALGERIA**

**BAHRAIN**

**BANGLADESH**

**BOSNIA AND HERZEGOVINA**

**BULGARIA**

**CAMEROON**

**EGYPT**

**ETHIOPIA**

**GAZA STRIP**

**GHANA**

**INDIA**

**INDONESIA**

**IRAQ**

**ISRAEL**

**JORDAN**

**KENYA**

**KOSOVO**

**KUWAIT**

**LEBANON**

**LIBERIA**

**LIBYA**

**MACEDONIA**

**MALAYSIA**

**MALI**

**MOROCCO**

**MOZAMBIQUE**

**NIGERIA**

**OMAN**

**PAKISTAN**

**PHILIPPINES**

**QATAR**

**SAUDI ARABIA**

**SENEGAL**

**SIERRA LEONE**

**SOUTH AFRICA**

**SURINAME**

**SYRIA**

**TANZANIA**

**THAILAND**

**TUNISIA**

**TURKEY**

**WEST BANK**

**YEMEN**

1. If you are a YES alumnus/a, what was the name of your U.S. Placement Organization while you were on program?

*Type an X by one:*

**Academic Year in America (AYA/AIFS)**

**AFS Intercultural Programs, Inc. (AFS USA)**

**American Councils for International Education**

**American Cultural Exchange Services (ACES)**

**Aspect Foundation**

**ASSE**

**AYUSA Global Youth Exchange (AYUSA)**

**Borderless Friends Forever (BFF)**

**CCI Greenheart**

**Council on International Educational Exchange (CIEE)**

**Foreign Links Around the Globe (FLAG)**

**International Student Exchange (ISE)**

**Iowa Resource for International Service (IRIS)**

**Nacel Open Door, Inc. (Nacel OD)**

**NW Services PEACE Program, Inc. (NWS)**

**Pacific Intercultural Exchange-USA, Inc. (PIE)**

**Program of Academic Exchange (PAX)**

**STS Foundation**

**World Learning**

**World Link, Inc.**

**Youth for Understanding USA, Inc. (YFU USA)**

**I do not know**

1. If you are a YES Abroad alumnus/a, what was your host country?

|  |
| --- |
| **YES Abroad Host Country** |
|  | **Bosnia-Herzegovina** |  | **Bulgaria** |  | **Egypt** |
|  | **Ghana** |  | **India** |  | **Indonesia** |
|  | **Jordan** |  | **Macedonia** |  | **Malaysia** |
|  | **Mali** |  | **Morocco** |  | **Oman** |
|  | **Philippines** |  | **Senegal** |  | **South Africa** |
|  | **Thailand** |  | **Turkey** |  |  |

1. If you are a YES Abroad alumnus/a, what was the name of your YES Abroad implementing organization?

|  |
| --- |
| **YES Abroad Implementing Organization** |
|  | **American Councils for International Education** |  | **AFS Intercultural Programs, Inc. (USA)** |
|  | **iEARN** |  | **AMIDEAST** |

1. If you are a YES alumnus/a, where was your U.S. host community while you were on program?

**U.S. host city U.S. host state**

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1. If you are a YES Abroad alumnus/a, where was your host city while you were on program?

**Host City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Where is your current residence?

**City Country**

1. What is the best telephone number at which to reach you? *Include country and city codes.*

1. What is the best email address at which to reach you?

1. Social media URLs:

Twitter:

Facebook:

Instagram:

1. If you are a YES alumnus/a, have you received a YES Alumni Grant from American Councils for International Education in the prior years? If so, please give the year and the title of your previous project.

# About Your Project

1. Title of Project:

2) Type of project. *Choose one:* **Individual** **Group**

3) Where will your project take place?

*Type an X by one:*

**AFGHANISTAN**

**ALBANIA**

**ALGERIA**

**BAHRAIN**

**BANGLADESH**

**BOSNIA AND HERZEGOVINA**

**BULGARIA**

**CAMEROON**

**EGYPT**

**GAZA STRIP**

**GHANA**

**INDIA**

**INDONESIA**

**IRAQ**

**ISRAEL**

**JORDAN**

**KENYA**

**KOSOVO**

**KUWAIT**

**LEBANON**

**LIBERIA**

**LIBYA**

**MACEDONIA**

**MALAYSIA**

**MALI**

**MOROCCO**

**MOZAMBIQUE**

**NIGERIA**

**OMAN**

**PAKISTAN**

**PHILIPPINES**

**QATAR**

**SAUDI ARABIA**

**SENEGAL**

**SIERRA LEONE**

**SOUTH AFRICA**

**SURINAME**

**TANZANIA**

**THAILAND**

**TUNISIA**

**TURKEY**

**UNITED STATES**

**WEST BANK**

**YEMEN**

Project City:

Project Province/Region, if applicable:

## Project Leader Contact Information

Please provide the following contact information for the project applicant/leader.

4)Street Address

Postal code, if applicable City

Country

1. Telephone number. *Include country and city codes.*
2. Email Address

## Team Members Involved with Your Grant Project

**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. *Add more rows to the chart as needed.*

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| --- | --- | --- | --- | --- |
| Last/Family Name | First Name | Middle Name | U.S. Government Program | Year |
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**Non-U.S. Government Alumni:** Please provide the information requested below for any team members that are not U.S. government exchange alumni. *Add more rows to the chart as needed.*

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| --- | --- | --- | --- |
| Last/Family Name | First Name | Middle Name | Organizational Affiliation(enter "None" if no affiliation) |
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# Project Proposal

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. ***Maximum of 200 words allowed.***

Here is an example *(please delete the example from the document as you complete this portion of the application):*

“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.”

1. **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.).***Maximum of 400 words allowed.***
2. **Project Description:**
	1. What you plan to do;
	2. How you plan to do it; and
	3. When and where will your activity take place?

***Maximum of 400 words allowed.***

1. **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? ***Maximum of 400 words allowed.***
2. **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? ***Maximum of 400 words allowed.***
3. **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? ***Maximum of 400 words allowed.***

## Resumes and Letters of Support

Attach resumes/CVs for all project team members, letters of support for cost share and/or pledges of support from partner organizations, and other supplemental documents that support your project proposal to the end of this application form.

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.

1. Resumes/CVs: List the names of each team member whose resume/CV is attached. *Add more rows to the chart as needed.*

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| Name of Team Member |
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1. Letters of Support: Enter a brief description of each letter of support that is attached. *Add more rows to the chart as needed.*

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| Description |
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1. Supplemental Items: Enter a brief description of each supplemental item that is attached. *Add more rows to the chart as needed.*

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| --- |
| Description |
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# 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 the 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 2019 if they will be selected to further develop their proposal towards final approval. Project activity must be completed and all funds spent by September 30, 2020.

## Project Period

1. Start Date. *Must be between August 1, 2019 and September 1, 2020:*
2. End Date. *Must be between September 1, 2019 and September 30, 2020:*

## Detailed Project Timeline

1. **Project Activities Timeline:** Provide the information requested below for each of the tasks and activities your project will require. *Deadline dates must be within the period August 1, 2019 to September 30, 2020. Add more rows to the chart as needed.*

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|  Name and Description of Project Activity | Responsible Persons | Deadline to Complete |
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1. **Project Social Media Plan:** The YES Alumni Grants Program would not be possible without the support of our funders, the U.S. Department of State Bureau of Educational and Cultural Affairs. To continue to receive funding for this program, it is essential that we demonstrate the impact and reach the program has. There’s no better way to show what great projects the grants program supports and to reach a wide audience than through social media. Using the table below, please demonstrate your social media plan for the project. **What will you post, where will you post it, and when?** Consider posts that detail milestones in the various phases of your project, such as during planning, implementation, and analysis. *Add more rows to the chart as needed.*

|  |  |  |
| --- | --- | --- |
| Description of Social Media Activity/Post | Responsible Persons | Deadline to Complete |
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# 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:

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

The guidelines for the “Items requiring strong justification” 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:
	1. Bring significant and immediate results to the community or to the beneficiary group; or
	2. 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 to discuss his/her project with ample time before the application due date.*

## In-kind Contributions and Project Support as Cost Share

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 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 regular meetings
* PEOPLE: staffing, professionals who volunteer to participate in your group
* SERVICES: construction and renovation, printing facilities, public relations, promotional activities

A **sample project budget** is included at the end of this application form.

## 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 in USD *(add lines 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.*

***Maximum of 500 words allowed.***

## Detail of Expenditures

Provide the information requested below for each of the planned expenditures in your project budget. ***All amounts must be entered in U.S. Dollars.*** *Add more rows to the chart as needed.*

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| Item Number | Budget Category | Item Description | Item Narrative | Grant Funding $ | Cost Sharing $ | Total Cost $ |
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**Sample Budget**

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| --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Budget** **Category** | **Item** **Description** | **Item** **Narrative** | **Grant Funding $** | **Cost Sharing $** | **Total Cost $** |
| **1** | Logistics | Alumni travel | Travel for 5 alumni and 15 participants to venue for workshops 4 times | 60 |   | 60 |
| **2** | Logistics | Rental hall | Rental of space for 4 events @ $25 each time | 100 |   | 100 |
| **3** | Activity Costs | Snacks/ refreshments | Snacks and refreshments for 4 events | 75 |   | 75 |
| **4** | Activity Costs | Supplies, stationary, and other materials  | Pens, pencils, notebooks, and nametags for participants and trainers | 60 |   | 60 |
| **5** | Administration | Phone calls for workshop planning | Reimburse alumni volunteers for phone call during 30 days of planning. Cost share is for alumni who do not request reimbursement but wish to donate their phone usage | 45 | 15 | 60 |
| **6** | Activity Costs | Projector | Cost share: the rental of projector was donated. $15 x 4 events. |   | 60 | 60 |
| **7** | Honoraria | Honoraria for speakers | 2 speakers on Interfaith Dialogue from local and national organizations. Cost share for 1 speaker who waived her fee. | 60 | 60 | 120 |
| **8** | Activity Costs | Printing for essay collection | Printing of essays collected from participants | 80 |   | 80 |
| **9** | Bank Fees | Fees for receiving two wires | Fees ($10 x 2) for receiving the first 80%, then the final 20% of the grant funds | 20 |  | 20 |
|  |  |  | TOTAL | 500 | 135 | 635 |

# Risk Management

1. Do you have a Risk Management Plan for your project? A Risk Management Plan is a document that the organizer of the project creates to show that they have considered and planned for foreseen risks, estimated impacts, and defined responses to issues.

\*Read more below to learn if you have developed a risk management plan.

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you indicated yes, please email a copy of your Risk Management Plan to yesalumni@americancouncils.org.
1. Have you or do you have planned a time to interview or meet with the volunteers, trainers, co-organizers, subcontractors, and/or mentors supporting your project?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

1. Will your project include water sports (swimming in pools, lakes, rivers, etc.)?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 3, will there be a lifeguard on duty?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 3, will you have each participant share in a health form or application if they are able to swim?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 3, will you have participants sign a waiver saying that they know they will be around water and that they are taking on the risk of swimming?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

1. Will your participants be staying overnight?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 4, are your participants under the age of 18 (or below the legal adult age in your country)?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 4a, will you have parents/guardians of minors sign a parental consent form?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 4a, will there be staff monitoring the halls at night to make sure that participants stay in their rooms at night and to be available in case of emergency?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 4, will the participants be staying in a venue that has working fire alarms and more than one exit?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

1. Will you be providing transportation to participants?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 5, what type(s) of transportation will you be providing? List all here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. If you answered “yes” to question 5, are there seatbelts available in your selected form(s) of transportation?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

* 1. If you answered “yes” to question 5, will you have participants sign a waiver guaranteeing that they will use seatbelts when available?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

1. Do your project participants require privacy/anonymity?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

7. Will you have your participants sign a photo/name release form?

YES \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

## \*Risk Management Plan: Minimum Requirements

* Means of reporting risks, impacts, and responses to emergencies
	+ Evacuation procedures and emergency escape route assignments
	+ Accounting for all participants in emergencies
* Identify personnel and their responsibilities to carry out the plan of action in an emergency
	+ Who will you call in case of a health emergency?
	+ What is the staffing plan in case of a program emergency?
	+ Contact numbers for emergency communication
* Venue-specific information
	+ Facility address, location, and/or specific directions to the venue
	+ Phone number for the person/people responsible for the venue in case of an emergency

# 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.

Certified by Project Leader *(sign here)*

Print your name here

Date signed

# Review and Submit Grant Application

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

Submit your application to yesalumni@americancouncils.org. You may also email attachments to this address.