

Application

2023 Grant Competition Narrative Form

This is a multiple page form and each page has required questions. If you are not yet ready to answer a question on a page and want to continue, you can use a placeholder as a response and come back at any time until you submit your final application.

Organization Information, Point of Contact Information, and Type of Grant

Organization Information, Point of Contact Information, and Type of Grant

Organization Contact Information

Name of Organization

Name

Street Address 1

Street address, P.O Box, company name, c/o

Address

Street Address 2 (Optional)

Apartment, suite, unit, building, floor, etc.

(No response)

City

City

State/Province/Region (Optional)

State

Postal or ZIP Code (Optional)

ZIP

Country

United States

Organization Main Phone Number

0000000000

Organization Website

website.org

Point of Contact at the Organization for this Application

First Name/Given Name

Name

Last Name/Family Name

Name

Title/Position

Title

Department (Optional)

(No response)

Email Address

example@address.org

Phone Number

0000000000

Additional Point of Contact

List an additional contact at your organization for this application. This is optional.

First Name/Given Name (Optional)

Name

Last Name/Family Name (Optional)

Name

Title/Position (Optional)

Title

Email Address (Optional)

email@email.com

Type of Grant

This competition offers three different types of grants, which are most easily distinguished by the amount of funding and the allowable cost-per-participant. Select the type of grant for which you are applying.

Seeding: New or early-stage virtual exchanges exploring promising frameworks and practices. | \$100,000-300,000

Virtual Exchange Program Name

Create a name for your virtual exchange program. We recommend something that is short, that is specific to the proposed program, and avoids acronyms as part of the formal title. We strongly advise against including the organization name in the name of the program.

Name

Program Overview and Design

Program Overview and Design

Provide an overview of the work this grant will support, describing 1) the intended virtual exchange program, 2) the topic of the virtual exchange (noting whether this is a priority topic), 3) intended youth learning outcomes (the specific knowledge, skills, abilities, or attitudes you hope youth participants will gain by the end of the program), and 4) major project activities and outcomes. This prompt has a recommended limit of 300 words.

Answer

Walk us through the typical participant's experience in this program: what activities will young people participate in during the program? How will this program be set up and facilitated in a way that builds relationships between youth participants, develops their intercultural competencies, and enhances their learning about the intended topic(s)? How long is the program, in weeks? Which technology platform(s) will participants use to communicate and collaborate with each other, and will this communication be synchronous, asynchronous, or a mix of both? Does the program involve dialogue, project-based learning, small or large group engagement, or a mix of these or other methods? This prompt has a recommended limit of 400 words.

Answer

For your proposed program, please list the following. These numbers must match your answers in the budget and on the subsequent pages of this application.

Total requested budget, in USD (inclusive of indirect costs):

- Limit for established grants: up to \$900,000
- Limit for mid-sized grants: up to \$500,000
- Range for seeding grants: \$100,000-\$300,000

850000

Total number of young people who will meet the definition of meaningful participation by the end of the period of performance. The Stevens Initiative works with each prospective grantee to agree on the definition of meaningful participation that will apply to that grantee's program; it is typically defined as an individual who completes 75% of synchronous and asynchronous exchange activities.

3000

The cost per participant of your program. Cost per participant, for the purposes of this application, is calculated as the total amount of funding requested, inclusive of indirect costs, divided by the total number of young people who meet the definition of meaningful participation.

- Limit for established grants: up to \$360
- Limit for mid-sized grants: up to \$450
- Limit for seeding grants: up to \$600

283

Participants

Participants

Using the boxes below, indicate which of the following priorities described in the call for proposals apply to your intended program participants.

U.S. Participant Priorities

Responses Selected:

Students from minority-serving institutions (MSIs) at the higher education level

Young people from predominantly minority-serving community or nonprofit organizations

Students from higher education institutions with a high percentage of Pell Grant recipient students

Students from Title I Schoolwide Program schools

Other marginalized or historically underserved youth (please specify):: text

MENA Region Participant Priorities

Responses Selected:

Other marginalized or historically underserved youth (please specify): text

Age Level

Select the age range or ranges of the participants in the virtual exchange program (even if the participants are not joining from an educational institution). Select all that apply.

Responses Selected:

Elementary/Primary education

Middle School/Intermediate education

High School/Secondary education

Undergraduate/Postsecondary education

Describe the young people who will participate in and complete the program. Be sure to include the overall percentage of U.S. and/or MENA participants who will participate in the program who meet participant priorities indicated above in relation to the overall participant pool. In your response, please also describe your strategy to successfully recruit, support, meaningfully engage, and ultimately retain your participants, particularly those from those priority communities. How will your program address and prevent participant attrition? In addition to incentives, this may include partnership engagement, facilitation strategies, and more. This prompt has a recommended limit of 300 words.

Answer

How will participants join your program? Check the box that most closely describes your program.

The program is part of a formal or established class, course, or program at an educational institution or organization in which a participant is enrolled or will be enrolled. The participant engages in the program as part of this course, class, or program. The proposed exchange is not open to anyone not enrolled in the classes, courses, or programs affiliated with participating institutions or organizations.

Number of Participants and Geographic Reach

In a previous question you indicated that 3000 participants (U.S. and MENA combined) will complete the program during the period of performance. Indicate the number of young people who will participate in the program per country or place in the MENA region and the state or territory in the United States during the period of performance. This should match your answer in the previous section. Please follow this example:

- U.S. total: 400
 - Texas: 200
 - Wisconsin: 200
- MENA Region total: 400
 - Bahrain: 200
 - Lebanon: 200

Answer

Number of Participants by Term/Season

How many young people will participate in the program in each of the following academic terms or seasons? We understand that not all virtual exchange programs align with the academic calendar or are integrated into formal education institutions, and that not all terms may include participants. Participants should only be counted once, during the term or season when they begin participating. This should be the same as the total number of participants counted in the previous questions.

Summer 2024	(No response)
Fall 2024	500
Winter/Spring 2025	500
Summer 2025	(No response)
Fall 2025	1000
Winter/Spring 2026	1000
Summer 2026	(No response)

Grant Partnerships and Facilitation

Program Partnerships and Facilitation

Partnerships Overview

Describe all partners in the U.S. and MENA region that will be involved in this project, how they will be brought into the program, what their role will be, and what the current status of the partnerships are. Include how these proposed partners will support the project in reaching priority participants and how the partners will be included and empowered throughout the program design and implementation. Ensure that you note whether there are any approvals required to work with these partners or the beneficiaries they serve, should the project be funded (e.g. approval from a country's government to work with a specific school). Lastly, detail in your response your plans to replace a partner, should they fall through, with a partner that serves an analogous group of participants. This prompt has a recommended limit of 350 words.

Answer

Facilitation Overview

Describe the educators or facilitators who will play a role leading and enabling constructive engagement among the participants. Include in your response how these facilitators represent your selected participant populations, how they will be prepared to implement/facilitate cross-cultural collaboration and communication activities, what role they will play in the implementation of program activities, and how they will be incentivized to participate. This prompt has a recommended limit of 150 words.

Answer

Number of Facilitators and Geographic Reach

List the total number of expected educators/facilitators and their geographic location for the entirety of the program.

Please follow this example:

- U.S. Facilitator total: 8
 - Texas: 4
 - Wisconsin: 4
- MENA Region total: 16
 - Bahrain: 6
 - Lebanon: 10

Answer

Seeding/Mid-Size Grant Program Administration and Expectations

Seeding/Mid-Size Grant Program Administration and Expectations

Grantees are expected to manage the logistics of running an international virtual exchange program, ensuring activities are occurring on schedule and appropriately across all participating sites. Grantees are also expected to properly administer the Stevens Initiative grant, which includes following federal guidelines, terms, and conditions. How will your organization properly monitor and oversee both this federal award and the proposed virtual exchange program? This prompt has a recommended limit of 200 words.

Answer

What procedures does your organization have in place to safeguard participant safety and wellness? Recommended limit of 200 words.

Answer

Would you like the support of the Stevens Initiative and the U.S. Department of State in recruiting additional participants into your virtual exchange through one of the following pathways beyond what you outline if/when we bring you additional partner institutions?

To learn more about the Join a Program pathway, please click [here](#). To learn more about our [Mobilize Youth Participants](#), please click [here](#).

Please select all that apply:

Responses Selected:

Recruiting institutional partners through the Stevens Initiative's Join a Program pathway. This will allow educators or administrators along with schools, districts, postsecondary institutions, and nonprofit organizations to enroll an existing class, course, or program of young people into this virtual exchange program. The participant engages in the program as part of this class, course, or program.

Identifying educators, youth organizers, and administrators interested in recruiting youth participants through the Stevens Initiative's Mobilize Youth Participation pathway. These educators, youth organizers, and administrators share programmatic information about open-enrollment programs with young people in their communities.

Grant Deliverables and Expectations

Ensure that all deliverables are listed in the project timeline and that any relevant costs associated with these deliverables are included in the budget.

Participant Notification and Information Sharing

Participant Notification and information sharing: As required by the U.S. Department of State, grantees will be expected to notify all participants that they are about to participate in a J. Christopher Stevens Virtual Exchange Initiative (JCSVEI) program and explain what the JCSVEI is and who supports the JCSVEI. Grantees will be expected to collect information, including contact information, about participants to share with the Stevens Initiative, and in turn with the U.S. Department of State Bureau of Educational and Cultural Affairs. If this expectation poses particularly significant challenges in your program, please address this in the space provided below.

This expectation is acknowledged and aligns with our program design and implementation plan.

Alumni Engagement

Grantees will be expected to produce specific deliverables relating to alumni engagement including:

- Connect the Initiative with an alumna/us who will be the focus of an alumni success output (story, blog post, interview, etc. once during the period of performance, which the Initiative will write and publish onto its website.
- Set up and use a channel of regular communication with alumni (e.g. newsletter, Facebook group, etc.) to continue to engage with program alumni.
- Join an annual alumni engagement check-in call with Initiative staff.

This expectation is acknowledged and aligns with our program design and implementation plan.

Communications

Grantees will be expected to produce specific communications deliverables including:

- Adhere to Stevens Initiative and the U.S. Department of State Bureau of Educational and Cultural Affairs communication guidance. The Initiative will share communications guidance with grant recipients at the time of proposal approval.
- Share grant announcements, program updates and milestones, impact collateral, and alumni deliverables via the grantee organization's social media once per month.
- Participate in the grant announcement, information for which will be provided by the Stevens Initiative leading up to the announcement of the grant.
- Join communications and outreach check-ins with Stevens Initiative staff twice a year. Additional ad hoc meetings are welcome at any point.
- Provide a media waiver to all participants and facilitators/educators if they will appear in any form of media/deliverable/materials/etc. (anything that will be shared publicly), a template for which will be provided by the Stevens Initiative. Signed waivers are not required for participation in the proposed program.

This expectation is acknowledged and aligns with our program design and implementation plan.

Monitoring and Evaluation

Grantees will be expected to produce specific monitoring and evaluation deliverables including:

- New or non-continuous grant recipients will be required to participate in a check-in call with Stevens Initiative staff ahead of the first program implementation cycle to discuss the status of upcoming programming and anticipated participant numbers.
- Host at least one in-person or virtual site visit, conducted by either the Initiative or the Initiative's external evaluators, for the purposes of program oversight and qualitative data collection.
- Administer post-program participant surveys using questions required by the Stevens Initiative. Surveys will be based on the U.S. Department of State Bureau of Educational and Cultural Affairs MODE framework with a limited number of additional questions that are specific to the JCSVEI. See the list of required survey domains and questions [here](#). Grantees will use the survey administration platform maintained by the Stevens Initiative unless an alternative plan is agreed in advance with the Stevens Initiative.
- Submit aggregated demographic information about program participants with the quarterly report following each round of virtual exchange implementation (January for fall, July for spring, October for summer), which is required for reporting to the U.S. Department of State.
- Grantees may elect to participate in a quarterly Evaluation Working Group meeting hosted by the Initiative's external evaluators.

This expectation is acknowledged and aligns with our program design and implementation plan.

Institutional Support and Experience

Institutional Support and Track Record

How will your broader organization or institution support the team or division submitting this proposed program before, during, and after the virtual exchange activities? How does this project fit into your organization/institution's broader strategic vision? Is your organization prioritizing virtual exchange adoption and implementation? For example, if you are applying from a university for funding for a virtual exchange-enhanced course, do you have the support of the relevant department to bring in additional faculty or include the program in additional courses in later years? Is your external affairs or partnerships team ready to support bringing partners into the project? This prompt has a recommended limit of 150 words.

Answer

Describe your organization's experience running virtual exchange programs, if applicable. If a specific division or team at an organization is applying for this grant, describe that division's or team's experience implementing virtual exchange programs. These do not need to just be U.S.-MENA region virtual exchange programs. This prompt has a recommended limit of 200 words. (optional)

Answer (optional)

If your organization has previously received funding from the Stevens Initiative, even if for a separate program from what is being proposed in this application, describe the funded work and outcomes, detailing the challenges you faced and how this proposed program would build or improve upon previous work or lessons learned. This prompt has a recommended limit of 200 words. (optional)

Answer (optional)

Final Questions

Describe where this program is in its growth journey and where you envision this program realistically going in the future. Is this a first-time project for which you are trying to establish a proof-of-concept? Is the program at its maximum scale? Are you actively trying to grow this program during the period of performance? This prompt has a recommended limit of 200 words.

Answer

What risks and challenges do you anticipate arising in designing and implementing the proposed program and grant? How will you and your partners address and overcome these challenges? This prompt has a recommended limit of 300 words.

Answer

Check and Sign

Check Answers, Sign, and Submit Application

Please check all pages of this form and ensure you have answered all questions. All questions are required unless otherwise specified.

When your answers are complete, confirm your completion in the space to the left and proceed with "mark this task as complete". It is important to complete **BOTH** tasks for this application: this narrative and the supporting document upload task. You can reopen and edit both tasks until you fully submit your application. Your application is not submitted until you click "submit" on your applicant page for this application (this is a large green button on the left side). When you click submit, you will receive an email from the platform confirming the successful submission of this application. If you don't receive an email, please reach out to confirm your submission.

If you have questions about this application or process, reach out to our team at stevensinitiative@aspeninstitute.org.

My signature below affirms that the information I have provided here is true and accurate.

NAME

2023 Grant Competition Application Supporting Documents

Please review the supporting documents listed below. Some are required, some are required if they are applicable to your organization, and some are optional. Guidance for which documents are required can be found below.

REQUIRED: Program Budget

All proposals require the submission of a projected budget that categorizes funds requested for your proposal. Download [this budget template](#), fill it out completely, and upload it below. We will only accept budgets using the format in the template.

REQUIRED: Budget Narrative

All proposals require the submission of a budget narrative that adds detail and contextualizes requested funds for your proposal. Download this [budget narrative template](#), fill it out completely, and upload it below. We will only accept budget narratives using the format in the template.

REQUIRED: Domestic or Foreign Subrecipient Questionnaire

All proposals require the submission of a questionnaire that is used to help determine an applying organization's financial and management strength and to help assess future risk. Your answers to specific questions in the questionnaire will help identify additional supporting documents that are required for your organization to upload below. Download the appropriate form, complete it, and upload it below.

- [U.S.-based organizations should complete this form.](#)
- [Organizations based outside the U.S. should complete this form.](#)

REQUIRED: Timeline

All proposals require the submission of a program timeline that details program events and deliverables chronologically for your proposal. Download this [timeline template](#), fill it out completely, and upload it below. We will only accept program timelines using the format in the template.

REQUIRED: Partnership Table

All proposals require the submission of a partnership table that provides details and context to the partnerships necessary to implement your proposed exchange. Download this [partnership table template](#), fill it out completely, and upload it below. We will only accept partnership details using the format in the template.

REQUIRED: Audits or financial statements

All proposals require the submission of your organization/institution's audits or financial statements for the past three years. Multiple uploads are allowed in a variety of formats.

REQUIRED: Evidence of tax status

Applicants based in the U.S. must be tax-exempt nonprofit organizations, including educational institutions. U.S. applicants in the process of registration must submit proof that they are seeking nonprofit status from the Internal Revenue Service at the time of submission. Should the applicant be selected for a grant, funding will be contingent on the organization receiving tax exempt status prior to the period of performance beginning. Grant recipients must be registered to conduct proposed activities in the countries where the activities would take place, if applicable. Applicants based in the MENA region must be nonprofit organizations, including educational institutions, that can demonstrate current in-country registration. Upload your organization/institution's documentation demonstrating you meet this requirement. This is required for all applicants. Multiple uploads are allowed in a variety of formats.

REQUIRED: Most recent annual report

All proposals require the submission of your organization/institution's most recent annual report. Multiple uploads are allowed in a variety of formats.

REQUIRED: Resumes/CVs for proposed program staff

All proposals require the submission of resumes or CVs for the staff of your proposed virtual exchange. Upload them below. Multiple uploads are allowed in a variety of formats.

REQUIRED: Curriculum (required of established applicants, optional for seeding and mid-sized applicants)

Established grant proposals are required to upload the curriculum for your virtual exchange. You may choose the format of this curriculum and the level of detail, but we recommend enough detail that allows a reviewer to understand 1) what will be learned by a participant and 2) how that learning will be facilitated. Upload the curriculum below; multiple uploads are allowed in a variety of formats.

Optional Additional Supporting Documents

Applicants can upload any additional supporting documents that you would like considered as a part of your proposal. This could include, as applicable to your organization and proposal:

- Letters or Memoranda of Understanding
- Letters of Endorsement
- Supplementary Information about Participant Priorities
- SBA Certification (if applicable)
- Recent Program Evaluation

Submission

When you have uploaded all the required documents you should mark this task (Application Supporting Documents) as complete. It is the applicant's responsibility to ensure that all required documents are uploaded to this task. It is important to complete **BOTH** tasks for this application, this task and the written narrative task. You can reopen and edit both tasks until you fully submit your application. Your application is not submitted until you click "submit" on your applicant page for this application (this is a large green button on the left side). When you click submit, you will receive an email from the platform confirming the successful submission of this application. If you don't receive an email, please reach out to confirm your submission.

If you have questions about this application or process, reach out to our team at stevensinitiative@aspeninstitute.org.