

Sample Seeding Grant Application

J. Christopher Stevens Virtual Exchange Initiative 2022 Grant Competition

2022 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

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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.

Address

City

City

State/Province/Region (Optional)

State

Postal or ZIP Code (Optional)

10000

Country

United States

Organization Main Phone Number

999-999-9999

Organization Fax Number (Optional)

999-999-9999

Organization Website

example.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)

Department

Email Address

example@email.com

Phone Number

999-999-9999

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)

example@email.com

Type of Grant

Applicants may submit a proposal for a grant in one of the following tracks. Select the type of grant for which you are applying.

Seeding Grant: Seeding grants support early-stage programs that fill a gap in the virtual exchange field.

Virtual Exchange Program Name

Create a name for your virtual exchange program.

Create a name for your virtual exchange program. We recommend something that is short, 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.

Virtual Exchange 365 Go

Program Overview and Design

Program Overview and Design

Overview

Provide a succinct overview of the proposed virtual exchange program, including the subject (noting whether this is a Stevens Initiative priority topic), purpose, major activities, learning goals, and a description of how international participants will communicate with each other (including the technologies they will use).

Recommended response of up to 300 words.

Response of up to 300 words.

Program from a Participant's Perspective

Imagine how a participant would describe their experience to a parent or a friend at the end of the program. Give a succinct description of the content and exchange from the perspective of participants, including how they will be prepared for the exchange, what activities they will participate in and milestones they will accomplish, who they will meet and collaborate with, and what they will learn.

Recommended response of up to 200 words.

Response of up to 200 words.

Technology Overview

Describe the technology that your program will use to implement the virtual exchange, including the platform and tools that will be used for synchronous and asynchronous communication.

Recommended response of up to 150 words.

Response of up to 150 words.

In-Person Travel (Optional)

If the proposed virtual exchange program includes in-person travel for participants or facilitators at any point(s) during the period of performance, briefly describe it here. Leave this question blank if you are not proposing in-person travel.

Recommended response of up to 150 words.

Response of up to 150 words.

Anticipated Challenges

What challenges do you anticipate arising in designing and implementing the proposed program? How will you and your partners address and overcome these challenges?

Recommended response of up to 300 words.

Response of up to 300 words.

Cost and Reach

Below, please provide information about the cost and reach of your proposed program. Please note:

- The information requested below should be listed as a cumulative total for the entire period of performance.
- The information provided should match your answers in the budget attachment and on subsequent pages of your application.
- Cost per participant, for the purposes of this application, is calculated as the total amount of funding requested divided by the total number of young people who meet the definition of meaningful participation.
- 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.
- The total budget requested should fall within the appropriated range based on grant types:
 - Acceptable range for seeding grants: \$100,000-\$300,000 (\$330-\$550 per participant)
 - Acceptable range for scaling grants: \$350,000-\$900,000 (\$100-\$330 per participant)

Total requested budget, in USD:	300000
Total number of young people who will meet the definition of meaningful participation by the end of the period of performance:	600
The cost per participant of your program:	500

Participants

Participants

Age/Experience Level

Select the age/experience range or ranges of the participants in the virtual exchange program. Select all that apply.

Responses Selected:

Elementary/Primary Education

Middle School/Intermediate Education

High School/Secondary Education

Participant Overview

Describe the young people who will participate in the program. Include in this description responses to the below. Recommended response of up to 300 words.

- How the proposed program aligns with the needs of the intended participants.
- How the program will include and empower young people from communities that have been traditionally marginalized from international education, including women and girls, youth from minority groups, and youth with disabilities.

Response of up to 300 words.

Method to Join Your Virtual Exchange

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

The program is “open enrollment,” meaning any individual who meets eligibility requirements can apply to join. Participants join the program on their own time and outside of any educational institution or organization. While educational institutions or organizations may be targeted for recruiting purposes or may be a formal recruiting partner, this program is not affiliated with an educational institution or organization.

Recruitment Overview

How will you recruit participants into the program? If recruiting occurs through specific partnerships, describe how your organization and partnering organizations will bring participants into the program.

Recommended response of up to 150 words.

Response of up to 150 words.

Number of Participants and Geographic Reach

In a previous question you indicated that 600 participants (U.S. and MENA combined) will complete the program during the period of performance. In the space below, indicate the number of young people that will participate in the program per country or place in the MENA region and the state in the United States during the period of performance. Please follow this example:

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

U.S.: 300

Texas: 150

Wisconsin: 150

MENA Region: 300

Bahrain: 150

Lebanon: 150

Number of Participants by Academic Term

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 educational institutions. Participants should only be counted once during the term or season when they begin participating. Keep in mind that the total number of participants listed in the answer to this question should be the same as the total number of participants counted in the previous questions (600). If there are no participants during the term listed, please enter "0".

Summer 2023	100
Fall 2023	100
Winter/Spring 2024	100
Summer 2024	100
Fall 2024	100
Winter/Spring 2025	50
Summer 2025	50

Additional Participant Priorities

Proposals can receive additional points for addressing the following priorities in their proposal. Please refer to the call for proposals for clarification on how these additional points will be applied to your overall score.

U.S. participant priorities

Using the boxes below, indicate which of the following priorities applies to participants included in your program.

Responses Selected:

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

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

Students from Title I Schoolwide Program schools

Other marginalized youth as specified below

OR our participants do not meet these priorities

MENA region participant priorities

Using the boxes below, indicate which of the following priorities applies to participants included in your program.

Responses Selected:

Students from institutions where English is not the main language of instruction

Young people from Iraq, Libya, Syria, Yemen, and the Palestinian Territories

Other marginalized youth as specified below

OR our participants do not meet this priority

Description of participant priorities (Optional)

If your participants meet one or more of the priorities indicated above, or if you selected “other marginalized youth,” describe the institutions or communities that serve these participants. Be sure to include the overall percentage of U.S. and/or MENA participants who will participate in the program who meet these priorities in relation to the overall participant pool. Include any links to reports or information that will help reviewers to certify this information. Alternatively, you can upload additional documents to support this answer in a separate task in this application.

Recommended response of up to 150 words.

Response of up to 150 words.

Grant Partnerships and Facilitation

Grant Partnerships and Facilitation

Partnerships Overview

Briefly describe the partners your organization will work with to conduct the program if an award is made. Partners include implementing institutions, such as educational institutions or non-governmental organizations, as well as any other partners, consultants, or contractors. This description should include all such partners in the United States, in the MENA region, or anywhere else. In addition to this description, please include in your answer, if applicable:

- How proposed partners are brought into the program and the status of these partnerships;
- How proposed partners and the beneficiaries they serve will be included in the design and delivery of the program;
- How proposed partners are rooted in the communities they intend to serve and are included and empowered throughout the program;
- What approvals may be required to work with the partners or the beneficiaries they engage, should the proposal be funded (e.g. approval from a country's government to work with a specific school);
- Your plans to replace a partner, should they fall through at any point during the grant, with an institution that serves an analogous group of participants.

This is an overview. You must also download, complete, and upload a partnership table on the Supporting Documents task to further detail these relationships.

Recommended response of up to 200 words.

Response of up to 200 words.

Facilitator/Educator Overview

Describe the educators or facilitators who will participate in the virtual exchange, including how they will be recruited or are already connected to the program, 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.

Definition of facilitators: In the context of virtual exchange, a facilitator is a person who plays a present role in enabling constructive engagement among virtual exchange participants. Facilitators are sometimes, but not necessarily, educators. The role of facilitation puts greater emphasis on empowering participants to take an active role in shaping the experience and is distinct from teaching or lecturing.

Recommended response of up to 150 words.

Response of up to 150 words.

Number of Facilitators and Geographic Reach

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

Please follow this example:

- U.S. facilitator total: 30
 - Texas: 10
 - Wisconsin: 20
- MENA region facilitator total: 40
 - Bahrain: 10
 - Lebanon: 30

U.S. facilitator total: 30

Texas: 10

Wisconsin: 20

MENA region facilitator total: 40

Bahrain: 10

Lebanon: 30

Seeding Grant Program Administration and Expectations

Seeding 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, regularly communicating with the Stevens Initiative, and submitting quarterly program, evaluation, and financial reports. Your proposal and corresponding materials should clearly outline how your organization will meet the demands of administering a federal subaward in addition to meeting the requirements listed below.

Additional Participants

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? You can read more about each of these pathways [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.

N/A: This does not fit our proposed virtual exchange model.

Grant Deliverables and Expectations

The remainder of this page outlines expectations for grantees, if selected for funding. These prompts allow applicants to acknowledge these expectations or indicate if these expectations do not align with their program design, and if not, why.

Participant Notification and Information Sharing

Grantees will be expected to notify all participants that they are about to participate in a Stevens Initiative program and explain what the Stevens Initiative is and who supports the Stevens Initiative. 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, as part of the Initiative's alumni engagement. If this expectation poses particularly significant challenges in your program, please address this in the space provided below.

Please include this deliverable in your project timeline and include any costs associated with these deliverables in the appropriate budget section.

This expectation does not align with our program design and/or our implementation plan. Specifically: :
Example

Alumni Engagement

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

- Grantees will connect the Stevens Initiative to an alumna/us who becomes the focus of an alumni success story.
- Grantees should set up and use a channel of regular communication with alumni (e.g. newsletter, Facebook group, etc.)
- Grantees will have an annual alumni engagement check-in call with Stevens Initiative staff.

Please include these deliverables in your project timeline and include any costs associated with these deliverables in the appropriate budget section.

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

Communications

Grantees will be expected to produce specific communications deliverables including:

- Grantees are expected to adhere to Stevens Initiative and the U.S. Department of State Bureau of Educational and Cultural Affairs communication guidance. The Stevens Initiative will share communications guidance with grant recipients at the time of awarding funds.
- Professional photography is not required but the Stevens Initiative may select the project for professional photography, funded by the Stevens Initiative, and may request grantees and local partners to assist with identifying a local photographer and coordinating with photographers on site.
- Grantees should plan to do outreach around the grant announcement press release, a template for which will be provided by the Stevens Initiative leading up to the announcement of the grant.
- Grantees will share grantee announcement, impact stories, alumni success stories, alumni small grants, and other updates that mention the Stevens Initiative and the funded virtual exchange via the grantee organization's social media once per month.
- Grantees will have regular communications and outreach check-ins, at minimum twice a year and at maximum once every other month, based on the grantee's preference. Additional ad hoc meetings are welcome at any point.
- Each grantee must provide a media waiver to all participants and facilitators/educators, a template for which will be provided, regardless of whether a grantee plans for them to appear in any form of media/deliverable/materials/etc. (anything that will be shared publicly). These waivers should be provided to all participants and facilitators/educators before they begin their virtual exchange. Signed waivers are not required for participation in the proposed program.

Please include these deliverables in your project timeline and include any costs associated with these deliverables in the appropriate budget section.

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:

- Within a week of the start of each round of virtual exchange, submit the partnership table (using a Stevens Initiative template) updated to reflect the number of participants that have started the program at each program site.
- Host at least one in-person or virtual site visit, conducted by either the Stevens Initiative or the Stevens Initiative's external evaluators.
- Administer post-program participant surveys using questions required by the Stevens Initiative; see the list of required survey questions [here](#). Several of these required questions are part of the Department of State Bureau of Educational and Cultural Affairs MODE framework ([see background information here](#)).
- Use the survey administration platform maintained by the Stevens Initiative unless an alternative plan is agreed in advance with the Stevens Initiative.
- Submit 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).
- Grantees may elect to participate in a quarterly Evaluation Working Group meeting hosted by the Stevens Initiative's external evaluators.

Please include these deliverables in your project timeline and include any costs associated with these deliverables in the appropriate budget section.

This expectation does not align with our program design and/or our implementation plan. Specifically: :
Example

Institutional Support and Experience

Institutional Support and Experience

Institutional Support

Describe how your broader organization or institution, beyond the division, department, or team submitting this application, would support the proposed program from the grant application stage, during implementation, and beyond the period of performance.

Recommended response of up to 200 words.

Response of up to 200 words

Virtual Exchange Experience (Optional)

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.

Recommended response of up to 200 words.

Response of up to 200 words

Previous Stevens Initiative Funding

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 previous challenges faced and how this proposed program would build or improve upon previous work or lessons learned. Organizations who have not previously received funding from the Initiative should enter "N/A".

Recommended response of up to 200 words.

Response of up to 200 words

Unique Contribution to the Field (Seeding Grants Only)

How will the proposed program make a unique contribution to the virtual exchange field while also addressing specific needs in the communities you seek to serve?

Recommended response of up to 200 words.

Response of up to 200 words

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

2022 Grant Competition Application Supporting Documents

Completed - Jun 2 2022

Please review the supporting documents listed below. Some are required, some are required if they are applicable to your organization, and some are optional, and each prompt indicates which proposals are in each category.

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.

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.

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 prompts 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.](#)

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.

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.

Alumni Engagement Supplement (Only scaling applicants are eligible)

Organizations applying for a scaling grant may propose to conduct additional work through an Alumni Engagement Supplement. This supplement is optional, and submitting a supplement proposal is not required or expected of applicants. Download this [supplement template](#), fill it out completely, and upload it below. We will only accept supplement requests using the format in the template.

Audits or Financial Statements for Last Three Fiscal Years

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

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's documentation demonstrating you meet this requirement. This is required for all applicants. Multiple uploads are allowed in a variety of formats.

Most Recent Annual Report

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

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.

Curriculum (required of scaling applicants, optional for seeding applicants)

Scaling 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.

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 (optional)
- Letters of Endorsement (optional)
- Supplementary Information about Participant Demographics (optional)
- SBA Certification (if applicable)
- Recent Program Evaluation (optional)

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

[Alumni Engagement Supplement Application Template - 2022 Virtual Exchange Grant Competition](#)

Filename: Alumni_Engagement_Supplement_Appl_sZdrPz8.docx **Size:** 9.9 kB

[Budget Narrative Template - 2022 Virtual Exchange Grant Competition](#)

Filename: Budget_Narrative_Template_-_2022__uQgNX84.docx **Size:** 21.8 kB

[Partnership Tracking Template -2022 Virtual Exchange Grant Competition](#)

Filename: Partnership_Tracking_Template_-20_WLdS14U.xlsx **Size:** 39.6 kB

[Timeline Template - 2022 Virtual Exchange Grant Competition](#)

Filename: Timeline_Template_-_2022_Virtual__hAIXyFm.xlsx **Size:** 28.8 kB

Foreign Subrecipient Profile Questionnaire - 2022 Virtual Exchange Grant Competition

Filename: Foreign_Subrecipient_Profile_Ques_fkh3G0v.docx **Size:** 103.0 kB

Domestic Subrecipient Profile Questionnaire - 2022 Virtual Exchange Grant Competition

Filename: Domestic_Subrecipient_Profile_Que_im7VIWG.docx **Size:** 107.6 kB

Budget Template - 2022 Virtual Exchange Grant Competition

Filename: Budget_Template__2022_Virtual_Exc_RLcA80u.xlsx **Size:** 453.4 kB