

# Application: Scaling Grant Sample

Stevens Initiative 2020 Virtual Exchange Grant Competition

## 2020 Virtual Exchange Grant Competition Application

Completed -

## 2020 Virtual Exchange Grant Competition

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, Point of Contact Information, and Type of Grant

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#### Organization Contact Information

##### Name of Organization

XYZ Organization

##### Type of Organization

List whether your organization is a Non-Governmental Organization (NGO), a higher education institution, a primary or secondary education institution, or another type of organization.

NGO

### Street Address 1

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

XYZ Address

### Street Address 2 (Optional)

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

XYZ Suite

### City

XYZ City

### State/Province/Region (Optional)

XYZ State

### Postal or ZIP Code (Optional)

54321

### Country

United States

**Organization Main Phone Number**

987-654-3210

**Organization Fax Number (Optional)**

987-654-3210

**Organization Website**

[xyzorganization.org](http://xyzorganization.org)

**Point of Contact at the Organization for this Application**

**First Name/ Given Name**

John

**Last Name/ Family Name**

Smith

**Title/Position**

Program Manager

**Department**

Virtual Exchange Department

**Email Address**

[john.smith@xyzorganization.org](mailto:john.smith@xyzorganization.org)

**Phone Number**

987-654-3210

**Additional Point of Contact**

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

**First Name/ Given Name (Optional)**

Jane

**Last Name/ Family Name (Optional)**

Smith

**Title/Position (Optional)**

Program Associate

## Email Address (Optional)

[jane.smith@xyzorganization.org](mailto:jane.smith@xyzorganization.org)

## 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.**

A Scaling Grant: Funds long-standing, proven programs that reach large groups of young people. These programs show promise for sustainability and continued impact on the virtual exchange field.

## Virtual Exchange Program Name

**Create and/or enter a name for your virtual exchange program.**

This name should be how it would be referred to by participants. This should not be the name of your organization, rather the name of the virtual exchange itself. For example, a participant would say "I just signed up for '\_\_\_\_\_'".

Virtual Exchange 365 Go

## Grant Overview, Content and Priorities

### Grant Overview, Content and Priorities

## Overview

Give a succinct overview of the proposed program, including the subject (noting whether this is a Stevens Initiative priority topic), purpose, major activities, learning goals, a description of how international participants will communicate with each other (including the technologies they will use), and how the requested funds build on a previous or existing effort or program. This answer has a limit of 300 words.

This answer has a limit of 300 words.

## From a Participant's Perspective

Give a succinct overview of the proposed program and exchange from the perspective of a participant, including how they will be prepared, what activities they will accomplish, who they will meet and collaborate with, and what they will learn. This answer has a limit of 150 words.

This answer has a limit of 150 words.

## Cost and Reach

The information 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.

Total requested budget:	200,000.00
Total number of young people who will meet the definition of meaningful participation:	1500
The cost per participant:	134

## Organizational Support

Describe how your organization will support the proposed program activities in addition to the funds you are requesting from the Stevens Initiative in this proposal. This answer has a limit of 75 words.

This answer has a limit of 75 words.

## Invitational Priorities

Indicate if your proposal addresses one or more of the following invitational priorities that are of interest to the Stevens Initiative. Proposals that meet these priorities will not receive additional points or receive preference over other applications. Answering these questions is optional. If you meet one or more priority, please give a brief explanation as to how.

**Programs that include “open enrollment,” meaning young people can independently sign up to participate without necessarily getting involved through their course work or academic institution. (Optional)**

This answer does not have a word limit.

**Programs that are conducted mainly on mobile phone apps and devices. The pandemic has accentuated the barriers faced by young people who lack access to adequate technology at home (high-speed internet, desktop or laptop computers, etc.). (Optional)**

This answer does not have a word limit.

**Programs centered on pro-social or social impact video games that also include a substantial virtual exchange component (i.e. involve sustained, mutually beneficial communication and collaboration between young people from the United States and the MENA region). (Optional)**

This answer does not have a word limit.

# Scaling Grant Participants

## Scaling Grant Participants

### Participant Overview

Describe the young people who will participate in the program. In addition to this description, please include in your answer, if applicable:

- The need for this program, its intended outcomes, and how these align with your target participant audience.
- How the program will include and empower young people whose access to exchange has been limited, including women and girls, youth from minority groups, and youth with disabilities.
- How participants will both learn about and join the program, including your organizations recruiting activities.

This answer has a limit of 150 words.

This answer has a limit of 150 words.

### Age level of participants

Select the age/experience level(s) of the participants in your virtual exchange program. If your program plans for multiple participant age levels, select only the ranges that apply for a **majority** of your program participants.

### Responses Selected:

Middle School
High School



## Method to join your virtual exchange

Select the answer that most closely describes your program.

Participants join our virtual exchange by enrolling in a formal or established course or program at an institution or organization (class/course/after school club, etc.).

## Number of participants and geographic reach

In the space below, indicate the number of young people that will directly participate in the program per country or place in the Middle East or North Africa and the state in the United States for the entire period of performance. Keep in mind that the total number of participants listed in the answer to this question should match your answer in the previous section.

For formatting, follow this example:

- USA: 400
  - Texas: 200
  - Wisconsin: 200
- MENA Region: 400
  - Bahrain: 200
  - Lebanon: 200

USA: 400

Texas: 200

Wisconsin: 200

MENA Region: 400

Bahrain: 200

Lebanon: 200

## Number of participants by academic term

List how many young people will participate in your virtual exchange in each of the following academic terms. We understand that not all virtual exchange programs align with the academic calendar or are integrated into formal education institutions. Participants should only be counted once, during the academic term 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 (adding up the participants in each Middle East and North Africa country and in each U.S. state). If there are no participants during the term listed, please enter "0".

Summer 2021	0
Fall 2021	100
Winter/Spring 2022	100
Summer 2022	200
Fall 2022	200
Winter/Spring 2023	200
Summer 2023	0

## Additional Participant Priorities

Proposals can receive additional points for addressing the following priorities. Please refer to the call for proposals for clarification on how these additional points will be applied to the evaluation of this application.

## U.S. participant priorities

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

### Responses Selected:

Youth from Title I Schoolwide Program schools

Other marginalized youth (specify below)

## MENA region participant priorities

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

### Responses Selected:

Refugees from MENA countries

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

### Description of participant priorities

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 your U.S. and/or MENA participants who meet these priorities. 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 later in the application. If you selected “our participants do not meet this priority” please enter “not applicable”.

This answer has a limit of 150 words.

This answer has a limit of 150 words.

## Grant Partnerships and Facilitation

## **Grant Partnerships and Facilitation**

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### **Partnerships Overview**

Give a brief overview of the partners from the United States and the Middle East and North Africa involved in this program. Please include in your answer, if applicable:

- The process for identifying the intended partners or participants in any of these categories, as applicable to your model: schools, universities, or community organizations, if outreach is conducted on an institutional level.
- How your proposed partnerships are equitably designed, in terms of involving input and ownership from all partners, and serve the interests of all partners and involved communities.
- How partner organizations and participating communities, particularly those that are often underserved by international opportunities, are genuinely included and empowered throughout program design and implementation, and how they will build capacity as a positive outcome of their involvement.
- How you will replace partners that might not be able to join the program or might leave the program earlier than anticipated (i.e. back-up plans).

This is an overview. You will be able to download, complete and upload a partnership table on the Supporting Documents page that details all partnerships. This answer has a 300 word limit.

This answer has a 300 word limit.

## Facilitator/Educator Overview

The Stevens Initiative defines a facilitator as "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."

Describe the facilitators/educators who will directly participate in the virtual exchange. Describe how they will be recruited or are already connected to the program, how they will be prepared to implement this virtual exchange, what role they will play in the implementation of program activities, and how they will be incentivized to participate.

This answer has a limit of 150 words.

This answer has a limit of 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.

For formatting, follow this example:

- USA facilitator total: 30
  - Texas: 10
  - Wisconsin: 20
- MENA region facilitator total: 40
  - Bahrain: 10
  - Lebanon: 30

USA facilitator total: 30

Texas: 10

Wisconsin: 20

MENA region facilitator total: 40

Bahrain: 10

Lebanon: 30

# Scaling Grant Program Administration and Expectations

## Scaling Grant Program Administration and Expectations

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### **Technology Overview**

Describe the technology that your program will use to implement the virtual exchange program, including:

- The platforms and tools that will be used for synchronous and asynchronous communication.
- Who will conduct technology support for the program participants in preparation for and during the virtual exchange activities.
- How this program and technology will allow young people in remote/socially-distanced conditions to successfully participate.

This answer has a 150 word limit.

This answer has a 150 word limit.

### **Additional Participants**

Are you willing to work with the Stevens Initiative and the U.S. Department of State to incorporate additional participants or partnerships into your virtual exchange beyond what you outline? Indicate your ability or inability to do so below, giving additional detail to contextualize your response.

This answer does not have a word limit.

## Expectations of Grantees

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.

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### 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 Department of State Bureau of Educational and Cultural Affairs, as part of the Initiative's alumni engagement.

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.

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## Alumni Engagement

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

- Incorporate alumni action plans (e.g. small grants, continued learning implemented by alumni, or community engagement) into your larger program and support the implementation of these action plans by your alumni after their virtual exchange. These plans should include a specific output and indirect/further reach targets, implemented by grantee with approval and coordination with the Stevens Initiative.
- Source and write one alumni success story and connect the Stevens Initiative to a different alumna/us who becomes the focus of a second alumni success story.
- Set up and use a channel of regular communication with alumni (e.g. newsletter, Facebook group, etc.).
- Note: We encourage proposals, but do not require, to include additional alumni-focused activities, such as webinars, reunions, or subsequent opportunities for virtual exchange.

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:

- Photos: 160 photos, evenly drawn from the U.S. and MENA region.
- Source and write one story that illustrates the impact of your virtual exchange program on a participant, educator, or institution. One is required; grantees may opt to produce additional impact stories.
- Social media engagement, including sharing the 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, no less frequently than once a month.
- Some effort to do outreach and receive press coverage, including grant announcement press release collaboration with the Initiative.
- A campaign or project: The Initiative welcomes collaboration with grantees on a special project that will help improve visibility over its program. A project or campaign is not required and grantees should not plan for these special projects in their application; they will have the opportunity to propose a special collaborative project during their period of performance.

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 an 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. Programs that don't host a site visit during the first term or round of the program will be asked to participate in a mid-program spot check of the activities at some program sites.
- Administer pre- and post-program participant surveys using the Initiative's common survey items. Use the survey administration platform maintained by the Initiative unless an alternative plan is agreed in advance with the Initiative.
- Submit demographic information about program participants with the quarterly report following each round of VE implementation (January for fall, July for spring, October for summer).

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: :  
This answer does not have a word limit.

## Grant Sustainability, Scalability, and Unique Contribution to the Field

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## Unique Contribution to the Field

In the space below, briefly describe how your proposed program is a unique contribution to the larger field of virtual exchange, addressing specific needs in the communities you seek to serve.

This answer has a 100 word limit.

This answer has a 100 word limit.

## Scalability Overview

In the space below, briefly describe how this grant will allow you to expand the reach of this program beyond what has been done before while also improving efficiency.

This answer has a 100 word limit.

This answer has a 100 word limit.

## Sustainability Overview

In the space below, briefly describe the sustainability of your program after the period of performance, specifically including, as applicable:

- How you plan to continue the program without Initiative funds.
- What actions you will take during the period of performance to ensure program sustainability after that period ends.
- What specific actions your organization will take to incorporate this program into the main/ongoing work of your institution.

This answer has a 150 word limit.

This answer has a 150 word limit.

## Grant Supporting Document

### Upload Supporting Document

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 the appropriate form, fill it out completely, and upload it below. We will only accept budgets using the format in the template.

[Budget Template for SCALING Grants](#)

[Budget Template for EFFICIENCY and SEEDING Grants](#)

[Budget Template -Scaling - 2020 Virtual Exchange Grant Competition.xlsx](#)

**Filename:** Budget Template -Scaling - 2020 Virtual Exchange Grant Competition.xlsx **Size:** 176.6 kB

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## Program Budget Narrative

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

[Budget Narrative Template](#)

[Budget Narrative Template - 2020 Virtual Exchange Grant Competition.docx](#)

**Filename:** Budget Narrative Template - 2020 Virtual Exchange Grant Competition.docx **Size:** 31.3 kB

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## Foreign or Domestic Applicant Questionnaire

All proposals require the submission of a questionnaire that is used to help determine an applicant's financial and management strength, and helps 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.](#)

[Domestic Subrecipient Profile Questionnaire - 2020 Virtual Exchange Grant Competition.docx](#)

**Filename:** Domestic Subrecipient Profile Questionnaire - 2020 Virtual Exchange Grant Competition.docx

**Size:** 84.9 kB

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## Program Timeline

All proposals require the submission of a program timeline that details program events and deliverables chronologically for your proposal. Download the appropriate form, fill it out completely, and upload it below. We will only accept program timelines using the format in the templates.

[Program Timeline Template for SCALING Grants](#)

[Program Timeline Template for EFFICIENCY and SEEDING Grants](#)

[Timeline Template - Scaling - 2020 Virtual Exchange Grant Competition.xlsx](#)

**Filename:** Timeline Template - Scaling - 2020 Virtual Exchange Grant Competition.xlsx **Size:** 67.6 kB

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## 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 the appropriate form, fill it out completely, and upload it below. We will only accept partnership details using the format in the template.

[Partnership Table Template for SCALING Grants](#)

[Partnership Table Template for EFFICIENCY and SEEDING Grants](#)

[Partnership Tracking Template - Scaling - 2020 Virtual Exchange Grant Competition.xlsx](#)

**Filename:** Partnership Tracking Template - Scaling - 2020 Virtual Exchange Grant Competition.xlsx **Size:** 35.2 kB

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## Applying Organization's audits or financial statements

Use this field to upload your organization/institution's audits or financial statements for the past three years. This is required for all applicants. Upload them below, multiple uploads are allowed in a variety of formats.

[Sample.pdf](#)

**Filename:** Sample.pdf **Size:** 33.6 kB

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## Program Curriculum or Activity Plan

Use this field to upload the curriculum or activity plan 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. This is required for Scaling and Efficiency grant types. Upload the curriculum below, multiple uploads are allowed in a variety of formats.

[Sample.pdf](#)

**Filename:** Sample.pdf **Size:** 33.6 kB

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## Resumes/CVs for proposed program staff

Use this field to upload resumes or CVs for the staff of your proposed virtual exchange. This is required for all applicants. Upload them below, multiple uploads are allowed in a variety of formats.

[Sample.pdf](#)

**Filename:** Sample.pdf **Size:** 33.6 kB

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## Evidence of Tax Status

Applicants based in the United States must be tax-exempt non-profit organizations, including educational institutions. U.S. applicants in the process of registration must submit proof that they are seeking non-profit 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.

Grant recipients must be registered to conduct proposed activities in the countries where the activities would take place, if applicable.

Applicants based in the Middle East or North Africa must be non-profit organizations, including educational institutions, that can demonstrate current in-country registration.

Use this field to upload your organization/institution's documentation demonstrating you meet the requirements above. This is required for all applicants. Upload them below, multiple uploads are allowed in a variety of formats.

[Sample.pdf](#)

**Filename:** Sample.pdf **Size:** 33.6 kB

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## Program Attribute Variation Supplement (Optional)

The Stevens Initiative invites organizations applying for a Scaling grant to propose to conduct additional work through a Program Attribute Variation Supplement. This supplement is optional and submitting a supplement proposal is not required or expected of applicants. Applying for one of these supplements does not confer any additional points or priority on the organization's main proposal. The main proposal will be considered first and the supplement will be considered only if the main proposal is being put forward for funding. If the Supplement is rejected, the main application must still be practicable. You can read more about the Supplement in the Initiative's call for proposals.

To apply for this supplement, download the form below, fill it out completely, and upload it below. We will only accept supplement applications using the format in the template. Additionally, if you are applying for a program variation supplement, you should fill out the appropriate additional sheets in the program budget and timeline attachment templates provided above.

[Program Variation Supplement Application Template](#)

[Program Attribute Variation Supplement Template - Stevens Initiative Grant Competition 2020.docx](#)

**Filename:** Program Attribute Variation Supplement Template - Stevens Initiative Grant Competition 2020.docx **Size:** 15.4 kB

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## Additional Supporting Documents (Optional)

Use this field to 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 regarding proposed partnerships
- Letters of Endorsement
- Supplementary or certifying information that supports your answer to the participant priorities section earlier in this application
- Any relevant business certifications
- A curriculum (not required for Seeding Grant applications, but encouraged)
- A recent evaluation of one of your organization's programs (virtual exchange or a related program if you haven't conducted an evaluation of a virtual exchange program)

All of these documents are optional and multiple uploads are allowed in a variety of formats.

[Sample.pdf](#)

**Filename:** Sample.pdf **Size:** 33.6 kB

## Check and Sign

### Check Answers, Sign, and Submit Application

Please check all pages of this form and ensure you have answered all questions. Please note:

- Some information is asked for multiple times (ex. total budget requested) and these numbers should match in the different sections in which they are requested.
- All questions and document uploads are required unless otherwise specified.

When your answers are complete, sign the form in the space below and proceed with submission. On the next page the platform will give you the option to review your application one more time. Your application is not submitted until you click "submit" on this final page. When you click submit, you will receive an email from the platform confirming the successful submission of this application.

If you have questions about this application or process, reach out to our team at

[stevensinitiative@aspeninstitute.org](mailto:stevensinitiative@aspeninstitute.org)

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

John Smith

SAMPLE