

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Turkey-Armenia Summer Teaching Institute Project

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the U.S. Embassies in Ankara and Yerevan with respect to the Turkey-Armenia Summer Teaching Institute Project. The proposal must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). An application not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Responsibilities for this program include:

- 1) Provide pre-exchange program information that will prepare the participants for their U.S. exchange experience.
- 2) Design and plan activities that provide a substantive 6- week U.S.-based program on current approaches to English Language Teaching that can be used to develop critical thinking skills and build a sense of tolerance among students. Programming must maximize interaction among the Turkish and Armenian participants.
- 3) Provide opportunities to forge lasting links among the Turkish and Armenian participants that will help serve to dispel misunderstandings and create mutually beneficial collaborative relationships that can be further developed after participants return to their homes.
- 4) Organize logistical arrangements, to include:
 - a) Lodging and meeting facilities at an educational institution, training center and/or camp;
 - b) Disbursement of stipends/per diem;
 - c) Local travel;
 - d) Travel between sites (if applicable);
 - e) Enrollment of the participants in the Department's accident and sickness insurance program.
- 5) A welcome orientation that provides an introduction to the program and its objectives as well as an introduction to the United States.
- 6) A closing workshop to summarize the project's activities and prepare participants for their return home.
- 7) Design and implementation of an evaluation plan that assesses the impact of the program.
- 8) Follow-on activities in Turkey and Armenia that serve to reinforce the program's stated goals and maintain contact among the participants from the three participating countries.
- 9) Timely reporting of progress to the U.S. Embassies in Ankara and Yerevan.
- 10) Fiscal management of all accounting and contractual relations.
- 11) Financial and program reporting.

The grantee organization will need to prepare all necessary documentation (e.g., DS 2019 forms) for visas for entry to the United States. The participants will travel on J-1 visas (J Exchange Visitor Program).

II. PROGRAM SPECIFIC GUIDELINES

The goals of this program are: 1) to current approaches to English Language Teaching, especially in terms of how these approaches can be used to foster critical thinking skills and build tolerance among students and educators; 2) to examine the role of language in the formation of individual identity and the potential for English to serve as a “neutral space” for solving inter-ethnic tensions and promoting intercultural harmony; 3) to provide opportunities for Turkish and Armenian participants to learn about each other’s cultures, values, perceptions, and aspirations for the future; 4) to foster trust and collaboration among participants that leads to the establishment of long-term links between Turkish and Armenian educators; 5) to prepare participants with new skills and tools to implement cross-border projects upon return to their home communities and schools.

Selection and Orientation: The Public Affairs Sections (PAS) of the U.S. Embassies in Ankara and Yerevan will screen and select the participants. Participants will be early- to mid-career educators with 3-7 years of experience teaching English in public secondary schools (maximum age: 40). A total of 40-50 teachers (20-25 per country) will be selected to participate in the institute. The grantee organization will provide information for selected participants on their U.S. program activities via email.

International travel: The grant recipient will arrange and pay for the exchange participants’ international travel. Applicants should indicate the arrival airport in their proposals. The grant recipient will consult with PAS-Ankara and PAS-Yerevan about specific dates and travel itineraries when the exchange draws closer.

Sites: The participants should spend their time in the United States in no more than two locations so that they have time to familiarize themselves with a particular community while, at the same time, forming a community among themselves. One of these locations can be a university campus (or training center) which offers participants to engage in a variety of academic and non-academic (e.g., cultural and social) activities designed to address the program’s stated objectives. PAS-Ankara and PAS-Yerevan encourage applicants to consider proximity to state capitals and other sites of historical or cultural interest, access to organizations that can conduct appropriate workshops, and representation of the geographic and ethnic diversity of the United States.

Housing: Housing in the U.S. can be in the form of hotels, dormitories, student housing facilities, bungalows, or other appropriate non-mobile housing.

Program Content: The program should focus primarily on demonstrating how current approaches to English language teaching can be used to develop critical thinking skills and build tolerance among adolescent students. The program should provide substantive opportunities for participants to try out different teaching approaches, techniques, or activities themselves, as well

as other opportunities to see demonstration lessons by master teachers. The program should also include activities that not only bring participants from Turkey and Armenia together, but also help them draft joint projects that they can collaboratively implement upon return to their homes. This follow-on communication and collaboration can be facilitated via the internet.

All programming should include substantive and continuous interaction among the Turkish and Armenian participants. Cross-cultural communication, conflict resolution, group formation, and cultural sharing should be infused throughout the program. Cultural and recreational activities will balance the schedule.

The grant recipient will conduct a welcome orientation for the participants upon arrival in the United States to introduce them to the program and the community. The program staff will also host a closing workshop for them just prior to departure that will focus on summarizing the experience, developing plans for activities at home, and preparing for re-entry.

The delegation should be divided into smaller groups for most activities so that participants receive adequate personal attention and logistics are easier to manage. Groups should be mixed by nationality and gender.

The participants should be assisted with developing projects to implement on their return home, such as projects that leverage educational social networking technologies which allow participants to establish trans-national virtual exchanges among their classes. The ideas and plans should spring from the participants and should be of interest to all members of the group. Project staff should be prepared to assist the participants in developing these plans both during the U.S.-based project and upon return to their home countries.

Evaluation: The Government Performance and Results Act (GPRA) of 1993 requires that federal agencies measure the results of their programs in meeting performance goals. The proposal should demonstrate the applicant's plan to measure the long-term impact of the program. The follow-on trips to Turkey and Armenia will provide an opportunity to assess the impact of the U.S. project on the participants, to determine how their attitudes have changed, and to evaluate the acquisition of knowledge and skills associated with leadership and civil society.

Note: All printed materials and formal oral communications should acknowledge the role of the Public Affairs Sections of the U.S. Embassies in Ankara and Yerevan and the U.S. Department of State. Drafts of printed materials developed for this program should be submitted to PAS-Ankara and PAS-Yerevan for review and distribution as they see fit. Copies of materials given to and prepared by the students should be provided to the Embassy program officer in a timely fashion.

PROPOSAL CONTENTS

An applicant should submit a complete proposal describing the program in a convincing and comprehensive manner. The proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

The proposal should address succinctly, but completely, the elements described below and must follow all format requirements. It should include the following items:

TAB A - Application for Federal Assistance Cover Sheet

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of applicant organization and participating institutions
2. Beginning and ending dates of the program
3. Nature of activity and venues

TAB C - Narrative

Within 20 double-spaced, single sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision
Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and attitudinal and behavioral changes the participants will acquire.
2. Participating Organizations
Identify any partner organizations for the program, their roles, and the applicant's reasons for including them.
3. Program Activities
Describe preparations for the arrival of the delegation, such as selecting and orienting host families, as well as the program activities, including the orientations, educational program, site visits, cultural and community service components, and closing workshop.
4. Schedule
Provide a proposed schedule/itinerary of the project that outlines daily activities during the U.S. exchange. A more detailed schedule may be included as an appendix under Tab E.
5. Follow-on Activities
Describe the plan to support the participants' follow-on activities. Include both Embassy-funded and privately-funded activities.
6. Program Monitoring and Evaluation
Applicants should indicate how they would monitor the project and the progress of the participants. Applicants must also include a plan describing how success in meeting the stated goals of the program will be measured and reported. PAS-Ankara and PAS-Yerevan recommend that the proposal include a draft survey questionnaire or other technique.
7. Diversity
Explain how the program will highlight American diversity [geographic (urban/rural), ethnic, racial, religious, socio-economic, etc.] and demonstrate how diversity can contribute to a vibrant civil society.
8. Institutional Capacity and Project Management
Outline the applicant organization's capacity for doing projects of this nature, focusing on three areas of competency. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources.
9. Work Plan/Time Table

Outline the phases of the project planning and implementation.

TAB D - Budget Submission

The Bureau anticipates awarding one grant in the amount of approximately \$500,000 to support the program and administrative costs necessary to implement the U.S.-based components of this program and the orientation and follow-on visits by staff. Please submit a comprehensive line item budget, as stated in the Proposal Submission Instructions. An explanatory budget narrative must also be included. For clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity.

The budget must cover all participant expenses in the United States. Grant funds may be used to cover staff and participant transportation to and within the United States (both within and between cities), lodging, meals, educational materials, cultural activities, meeting costs, reasonable stipends for participants, American participant U.S. staff travel expenses, transportation within Turkey and Armenia for participants, and other justified expenses directly related to supporting program activities. The budget also must include orientation expenses for participants (transportation, meals, lodging, materials), ground transportation to and from the departure airport in Turkey and Armenia, international airfare, and a travel allowance.

Significant cost sharing is expected. Payments for homestays are not allowed as a grant-funded or cost-share item. Administrative expenses should be modest and justified in the budget narrative.

TAB E

Letters of endorsement from partner organizations and/or sub-contractors

Resumes

Resumes of all program staff should be included in the submission. No one resume should exceed two pages.

Attachments that support the Narrative, e.g., program schedules, forms, surveys (please limit)

TAB F

Copy of IRS notification of current tax-exempt status

SF-424B

Other attachments, if applicable

REVIEW PROCESS

PAS-Ankara and PAS-Yerevan will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by PAS-Ankara and PAS-Yerevan. Eligible proposals will be subject to compliance with Federal and Department regulations and guidelines. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Department's Grants Officer.

REVIEW CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below.

- 1. Quality of the program idea:** Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the institution will meet the program's objectives and plan. The proposed program should be creative and well developed, respond to the design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail.
- 2. Program planning:** A detailed agenda and work plan should clearly demonstrate how objectives would be achieved. The agenda and plan should adhere to the program overview and guidelines described above. The substance of workshops, seminars, presentations, school-based activities, and/or site visits should be described in detail.
- 3. Support of diversity:** The proposal should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity in program content. Applicants should demonstrate readiness to accommodate participants with physical disabilities.
- 4. Institutional capacity and track record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. The proposal should demonstrate an institutional record, including responsible fiscal management and full compliance with all reporting requirements for past State Department grants as determined by the Department's Office of Contracts. The Department will consider the past performance.
- 5. Follow-on activities:** Proposals should provide a plan for a Embassy-supported follow-on visit by project staff to Turkey, plus a plan for continued follow-on activity, not necessarily with Department support, that ensures that this program is not an isolated event.
- 6. Program evaluation:** The proposal should include a plan to evaluate the program's success, both as the activities unfold and at the end of the program. The proposal should include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Please see Section IV.3d.3. of this announcement for more information.
- 7. Cost-effectiveness and cost sharing:** The applicant should demonstrate efficient use of Embassy funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. The proposal should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline.

For further information on the program or the proposal submission, contact: Brad Horn, Public Affairs Section, U.S. Embassy, Anakra; HornBM@state.gov; +90-312-457-7331 or Tom

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