

## **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

### **A: Benjamin Franklin Transatlantic Fellows Summer Institute**

### **B: Benjamin Franklin Summer Institute with Asia**

**ECA/PE/C/PY-10-03**

**Office of Citizen Exchanges**

**Youth Programs Division**

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Youth Programs Division for the Benjamin Franklin Transatlantic Fellows Summer Institute and the Benjamin Franklin Summer Institute with Asia. The proposals 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**

The Bureau of Educational and Cultural Affairs (ECA) and the Public Affairs Sections (PAS) of U.S. Embassies and Consulates in the participating countries are supporting the engagement of teenagers in two intensive, substantive three- to four-week-long Institutes in the United States.

The responsibilities of the two grant recipients, one for each Institute, will be the following:

- 1) Recruitment and Selection of U.S. Participants
  - a) Develop plans for outreach and recruitment that will generate a strong pool of qualified candidates that represent the diversity of the United States.
  - b) Develop an application and screening process.
  - c) Conduct a merit-based selection process for U.S. participants, ages 16-18, with clearly identified criteria for the selection.
  - d) Recommend the final participants and alternates.
- 2) Preparation
  - a) Contact participants before the program to provide them with program information, pre-departure materials, and to gather information about their specific interests.
  - b) If feasible, work with PAS in offering pre-departure orientations for participants, including general and program-specific information, as well as intercultural training.
  - c) Make housing arrangements on campus. Carefully recruit, screen, and select local host families to offer homestays of at least ten days, and preferably longer, to the participants during their stay.

- d) Orient host institutions, staff, and families to the goals of the program and to the cultures and sensitivities of the visitors.
  - e) Make domestic travel arrangements for the participants.
  - f) Make arrangements to provide adult escorts for the transatlantic air travel (Institute A).
- 3) Exchange Activities
- a) Design, plan, and implement an intensive and substantive three- to four-week long program on the stated themes. Exchange activities must promote program goals.
  - b) Arrange appropriate community, cultural, social, and civic activities.
  - c) Engage participants in at least one facilitated community service activity during the U.S. program.
  - d) Provide day-to-day monitoring of the participants' well-being, preventing and dealing with any misunderstandings or adjustment issues that may arise.
  - e) Provide a closing session to summarize the project activities, prepare participants for their return home, and to plan for the future.
- 4) Follow-on activities
- a) Conduct follow-on activities with program alumni that reinforce the concepts imparted during the exchange program. Help them apply what they have learned to serve their schools and communities.
  - b) Applicants should present creative and effective ways to address the project themes, for both program participants and their peers, as a means to amplify the program impact.
- 5) Work in consultation with ECA and PAS in the implementation of the program, provide timely reporting of progress, and comply with financial and program reporting requirements.
- 6) Manage all financial aspects of the program, including stipend disbursements to the participants and management of any sub-grant relationships with partner organizations.
- 7) Design and implement an evaluation plan that assesses the impact of the program (See section IV.3d.3).

All participants will travel on a U.S. Government designation for the J Exchange Visitor Program. ECA will work directly with our U.S. missions overseas to facilitate the participants' application for J-1 visas for entry to the United States. The Bureau will provide accident and sickness insurance for the foreign participants.

## **II. PROGRAM SPECIFIC GUIDELINES**

Participants: Participants will be teenagers between the ages of 16 and 18 who have a strong interest in learning more about the global issues and diplomatic relationships, the role of a free press and free expression such as advocacy and debate in a democracy, and/or an interest in

public or community service. For Institute A, participants may represent as many as 30-35 countries in Europe and the European countries of Eurasia (countries to be determined by the U.S. Embassies that nominate), as well as the United States. For Institute B, seven participants from each of the five participating countries will attend, along with participants from the United States.

English proficiency is required. Participants will demonstrate the academic aptitude for a program of this nature, as well as personal qualities that will enable them to be successful exchange participants, including maturity, strong social skills, flexibility, and open-mindedness. These factors are particularly important given the diverse group atmosphere of the Institutes.

Participant Selection: The Public Affairs Sections (PAS) at the U.S. Embassies in participating countries will select the foreign participants. They will nominate participants to ECA by spring 2010. The U.S. grantee organization will be responsible for recruiting and screening the American teenagers who will join the Institute and present the proposed slate to ECA for approval.

Logistics: The U.S. Embassies will provide participants in the program with their international airline tickets, based on a destination and arrival date specified by the grantee organization. For Institute A: Since some of these participants will be minors, may be inexperienced travelers, and will be traveling from their home country alone, we urge applicants to develop a plan for adult accompaniment, such as escorts who will travel from a major Western Europe city with those en route to the United States. For Institute B: The U.S. Embassies will arrange for adult accompaniment on the international flights.

Pre-departure Orientation: The U.S. Embassy Public Affairs staff will provide participants with a pre-departure orientation, reviewing the details of the program, cross-cultural issues, and travel and financial matters. The grant recipient will provide written materials (paper and/or on-line) in support of this orientation prior to the participants' departure from home. In any country where the grant recipient has its own staff or the staff of an established partner organization available, they may work out orientation arrangements with the Embassy on a country-by-country basis.

U.S. Program: The program delivery should be primarily interactive activities, practical experiences, and other hands-on opportunities to learn about the fundamentals of a civil society, community service, conflict resolution, critical thinking, tolerance and respect for diversity, and building leadership skills. Training and joint project activity will also focus on providing participants with a deeper understanding of common global issues and diplomatic relationships, and how they in turn can influence others through media outlets, by examining freedom of speech issues, media ethics, and the role of media in creating or solidifying stereotypes.

The activities could include a mix of workshops, simulations and role-playing, teambuilding exercises, case studies, a volunteer service project, leadership training exercises, meetings, classroom visits, site visits, and social time among peers. Activities should be planned in conjunction with schools and communities in a way that is mutually educational for the exchange

participants and their American hosts/peers. Programming should include additional American participants wherever possible. Cultural and recreational activities will balance the schedule.

Suggestions include the following:

- Workshops on conflict resolution, civic education, current events, global challenges
- Community service/volunteer activities with American youth
- Exercises related to increasing tolerance and international cooperation and developing strategies for future collaboration and cooperation among participants
- Dialogues, simulations, role plays and other activities aimed at helping participants articulate their thoughts about the project's themes
- Computer training classes for access to Internet resources
- Visits to historical sites, government centers, community centers, museums and landmarks that combine learning about the principles of government, history, and society with tourism
- Sports, drama, fine arts, musical, camping and other extracurricular activities that provide opportunities to participants to work and play together
- Arts and cultural activities

The program staff will host a closing workshop for them just prior to departure, which will focus on summarizing the experience, developing plans for activities at home, and preparing for re-entry. The participants should be encouraged and assisted with developing projects to implement on their return home. The ideas and plans should spring from the participants, but the project staff should be prepared to assist and direct the participants in developing these plans both during the U.S.-based project and during the follow-on visit.

Follow-on Activities: The Bureau requires that follow-up activities be organized for the Institute alumni. The grant recipient will need to be prepared to work with PAS in each country to design activities for alumni, such as mini-grants or online collaborative projects, and mentor them in their implementation of these activities. Given the wide range of countries, this may need to be managed online and/or through low-tech methods that do not require in-country staff. The Bureau seeks creative ideas to ensure that the alumni can effectively pursue the remaining activities of the program, particularly ideas that amplify the program impact through their peers.

Alumni tracking is crucial for the evaluation of the program and for the implementation of follow-on programs. All alumni contact information gathered by the grant recipients on behalf of this program must be made available to the Department of State.

Please visit <http://exchanges.state.gov/pro-admin.html> and refer to the Proposal Submission Instructions (PSI) for additional information.

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 activities 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 the Institute themes.

Other notes: The organization must inform the ECA program officer of their progress at each stage of the project's implementation in a timely fashion. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit.

## **PROPOSAL CONTENTS**

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, 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. The proposal should include the following items:

### ***TAB A - Application for Federal Assistance Cover Sheet (SF-424)***

#### ***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. Participants
3. Beginning and ending dates of the program
4. 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. In the narrative, applicants should not only describe major program activities but also explain and justify their programmatic choices.

1. Vision: Describe the project objectives and the desired outcomes, i.e., the knowledge, skills, and/or attitudinal changes that 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. Recruitment, Screening, and Selection: Describe the process and criteria by which the applicant will select U.S. participants in the Institute.
4. Institute Activities: Describe in sufficient detail the major components of the U.S. program, including project planning, orientations, educational activities, cultural activities, meetings, site visits, community service, mentors, and the closing session. Include a detailed proposed

schedule in Tab E.

5. **Travel, Housing, and Other Logistics:** Detail travel arrangements; arrangements for homestays (be specific about the process), dormitory, and other housing; ground transportation; stipend disbursement; and any other relevant administrative matters.
6. **Follow-on Activities:** Describe a plan to provide follow-on activities to the U.S.-based project, including both ECA-funded and privately funded activities.
7. **Program Evaluation:** The progress of the grant should be monitored closely and ECA/PAS must be kept informed of activities. In the submitted proposal, applicants should include a plan describing how success in meeting the stated goals of the program will be measured and reported. ECA recommends that the proposal include a draft survey questionnaire or other technique.
8. **Diversity:** Explain how the program managers will be pro-active in supporting diversity in the selection of American participants and in program content, demonstrating how diversity can contribute to a vibrant civil society. Diversity should be defined broadly and should include geographic, urban/rural, ethnic, racial, socio-economic, and religious diversity.
9. **Institutional Capacity and Project Management:** Outline the applicant organization's capacity for doing projects of this nature, focusing on the three areas of competency. Describe the program staffing (individuals and responsibilities), qualifications, structure, and resources.
10. **Work Plan/Schedule:** Outline the phases of the project planning and implementation for the entire grant period. Provide a draft schedule of daily activities of the Institute in an appendix.

#### ***TAB D - Budget Submission***

The maximum level of funding available for each Institute is \$212,000. ECA intends to award only one grant for each Institute, and an organization may apply only for one Institute. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

The available funding may be used to support the program and administrative costs necessary to implement the program as described in this solicitation. 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.

Suggested program costs include, but are not limited to, the following:

- Staff travel
- Educational materials
- Participant travel (within USA, local ground transportation)
- Cultural activities

- Meeting costs
- Food and lodging, when not in homestay
- Follow-on activities
- Evaluation
- Stipends or allowances
- Other justifiable expenses directly related to supporting program activities

**Important:** Applicants should plan for up to 45 participants at the Institute. For travel to and from the Institute, the grant recipient must cover the costs only for the American participants. International travel costs for foreign participants will be covered through means outside this grant.

For Institute A, applicants should budget for adults to accompany groups of student travelers between Europe and the United States. For example, an Institute staff member would meet students traveling from eastern Europe in Vienna for a group flight into the United States so that s/he could assist them with entry procedures and any problems that may arise.

Significant cost sharing is expected and will enhance the proposal. Stipends or payments for homestays are not allowed either as a grant-funded or cost-shared line item. While there is no rigid ratio of administrative to program costs, the Bureau urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show strong administrative cost sharing contributions from the applicant and other sources.

Maximum limits on grant funding are as follows: Books and educational materials allowance-\$100 per participant; Conference room rental costs-\$250 per day per room; Consultant fees and honoraria-\$250/day; Cultural allowance-\$150 per participant; Per diem-standard government rates; Evaluation costs- 3% of the grant. Organizations are encouraged to cost-share any rates that exceed these amounts.

Foreign exchange participants will be enrolled in the Bureau's Accident and Sickness Program for Exchanges (ASPE) to provide them with health benefits during the exchange; this cost does not need to be included in the budget. More information on ASPE is available at <http://www.usdos.sevencorners.com>. The American participants should have their own health insurance.

Please refer to the PSI for allowable costs and complete budget guidelines and formatting instructions.

***TAB E***

- *Letters of commitment from partner organizations and/or sub-awardees*
- *Resumes* of all program staff should be included in the submission. No one resume should exceed two pages.
- *Attachments/appendices* Include a detailed draft schedule. Other materials such as draft application forms or evaluation questionnaires may be included here. Please limit other

materials to those essential for understanding the proposed program.

**TAB F**

1) SF-424B, "Assurances - Nonconstruction Programs".

2) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

**APPLICATION SUBMISSION**

Please refer to Section IV.3F of the RFGP document for specific information regarding the application deadline and methods of submission. For further information on the program or the proposal submission, contact the Youth Programs Division program officer Carolyn Lantz, Telephone: (202) 632-6421; Fax: (202) 632-9355; e-mail address: [LantzCS@state.gov](mailto:LantzCS@state.gov).