



CURRICULUM DEVELOPMENT GRANTS

Purpose: To advance the teaching of Arabic language and culture in U.S. public and public charter schools, QFI intends to make four awards (up to \$25,000 each) to support the development—and sharing—of curricula, learning modules, lesson plans and any related materials. Priority will be given to articulated programs for middle and high schools. Universities and colleges are welcome to apply, but curriculum development grants are not intended to support college-level Arabic.

All supported materials must be explicitly linked to the standards described in *Standards for Foreign Language Learning in the 21st Century* (2006). (An Executive Summary of these standards can be found at http://www.actfl.org/files/public/StandardsforFLExecsumm_rev.pdf.) Generally, materials developed with support from QFI must be designated “open access,” available to be shared with other teachers free-of-charge.

Awards will be made to schools, colleges and universities, and not-for-profit organizations rather than to individuals.

Application: The deadline for application for a *Curriculum Development Grant* is **February 1, 2012**. To apply, you must first register in QFI’s Grants Management Portal <http://qfi.fluxx.io/>. You will receive a password within two business days. After you log in, you will be asked to enter the following data into our grants management database:

- *basic biographical information* (name, school, e-mail, etc.), (to be entered in English)
- a brief *project summary* or abstract, (to be entered in English)
- a *budget* (to be entered in English)
- If applicable, a short letter of endorsement or support from your school administration
- a *proposal narrative* and (to be uploaded in Arabic or English Word or PDF format)
- *resume* or *c.v.* (to be uploaded in Arabic or English in Word or PDF format)
- *OPTIONAL: Curriculum outline; Sample lesson plan of what you might develop; or any other supplementary materials.*

Instructions: After logging in to the Grants Management Portal, click on “Create a Request.” This will pull up a page listing three categories of grants. Next to “One-Time Grants,” click on “Create New Request.”

Most sections on the next page are self-explanatory. In the “Project Description” section, please include the amount of funding requested, the beginning and ending dates, and a brief description of the proposed activities, their goals, and expected outcomes or products.

For “Program Area,” select “Arabic Language and Culture Initiative.” For the “Sub Program,” select “ALCI Curriculum Development.”

In the final section, “Proposal Narrative and Documents,” please upload a proposal narrative in the “Request Documents” box. Please prepare your narrative in accordance with the following guidelines.



Proposal Narrative Guidelines: The proposal narrative should be 5-8 pages (double-spaced, 12-pt. font) and should provide 1) the *background and context* of your proposal, 2) a description of the *proposed activities*, and 3) a project description of the design and activities, 4) a plan for *piloting and assessing* for the project's products, and 5) specification of any cost-sharing from your organization or other funders.

1. Background and Context. Please describe your organization or team's capacity to implement the proposed project, and include answers to the following questions:

- Is your institution a school, university, not-for profit organization, other? Please describe briefly.
- Has your institution been involved in teaching Arabic, writing curriculum for Arabic, or general curriculum development? Has it already developed curriculum or materials for Arabic or other languages? Please append samples or a website location if there are curricula or materials you would like to show us.
- Who would write the curriculum you will develop? Have they had experience or training in teaching Arabic, writing curricula in general, writing curricula for Arabic, developing materials for Arabic? Do you propose to include curriculum development training as part of your project? Please describe any plans for curriculum development training.
- How would the curriculum development grant be administered by your institution?

2. Proposed Activities Please describe the curriculum project you wish to undertake with QFI support and the process you will undertake to develop the curriculum. Be clear about the impact this grant will make on your own teaching, students, school, and maybe even the community and field of Arabic teaching and learning.

3. Design and Activities. This is the heart of the proposal. Your project description should address the following:

- Briefly, what curriculum will you develop?
- What curricular materials already exist that are being used to teach these levels or ages?
- Why is your curriculum project needed and important?
- Scope: What grade level(s) and/or age level(s) and proficiency level(s) is your curriculum project intended for?
- What elements of curriculum will your project include? A curriculum outline or map? Thematic units? Lesson plans? Materials and resources? Assessments? Other? Please describe each element in detail. If you have templates or existing materials that you will use, adapt, or expand on, please append them.
- Describe how the curriculum will be related to the *Standards for Foreign Language Learning in the 21st Century* (2006). Will it incorporate any of the principles of Understanding by Design?
- Is your project based on an existing curriculum framework? Will it be part of an articulated curriculum?
- Is this an ongoing project? If so, describe its status and accomplishments to date, and append samples of existing curricular materials that have already been developed.
- Which activities would be financed by the QFI grant and which, if any, will be supported by your institution or other organizations?
- Provide a project timetable (steps to be taken, by whom, when).



- Please describe how you plan to disseminate and/or share the curricular materials you develop.
- Who will benefit directly and indirectly from the curricular materials developed through the QFI grant: your students, your school, other teachers and their students? Please be as specific as possible about who this project will benefit, and how and why it will benefit them.

4. Piloting and Assessment. In this section, please describe your plan for pilot testing these new curricular materials and documenting and assessing their results and effectiveness.

Budget

Budgets should be prepared in accordance with the following guidelines. QFI will closely review each proposal narrative and budget, and may request revisions.

If your project is funded, the final, approved budget will form the basis for financial reporting throughout the grant period. Final budgets must be co-signed by the project’s director and an executive financial officer responsible for grant reporting.

Budgeting travel costs. If travel is foreseen, lodging, per Diem, and automobile mileage should be budgeted according to U.S. Government rates. Government per Diem rates (lodging and meals and incidental expenses) may be found at: www.gsa.gov/portal/category/21287. If you anticipate using your own automobile for travel related to supported activities, you may budget using the U.S. Government mileage rate, currently 51 cents per mile (see: www.gsa.gov/portal/content/100715).

You will need a prepared budget with you to help you enter financial figures into our grants management (GM) database. You can use this sample partial budget, below, to help you with what you will input on the GM database.

Table 1. Sample Budget

Curriculum Project: **Create a curriculum map and thematic units for teaching Arabic grades 6-8.**

Item	How will you use it?	Amount
Teacher curriculum writers	Three teachers of Arabic grades 6-8 to write a curriculum map and thematic units during the summer – 20 days/ teacher x \$70.00/day	\$4,200
Curriculum specialist	Curriculum specialist for teacher training in curriculum development for 3 days at beginning of session and for monitoring review and changes for three days at end of session – 6 days x \$400/day	\$2,400
Resource Teacher/Specialist	Resource teacher or	\$400



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	specialist in teaching Arabic language to help with locating and obtaining (including getting copyright permission or purchase) resources and materials to accompany thematic units: 10 1/2-day \$40/day x 10	
	TOTAL REQUESTED	\$7,000

To inquire about this grant competition, please contact John Compton, jcompton@qfi.org, tel.: (202) 652-0147 ext. 2006.