



## **GRANTS TO SCHOOLS**

**Purpose:** To support and promote the teaching of Arabic in U.S. public and public charter schools, QFI will make one-time matching grants of up to \$25,000 each to support existing credit-bearing Arabic programs in U.S. public and public charter schools. Priority will be given to schools not previously supported by QFI. Sustainability of the program must be demonstrated.

**Application:** The deadline for application for this competition is **February 29, 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)
- 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)
- a *letter* from your principal or school district documenting any cost-sharing from your organization or other funders.

**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 "Grant Information" section, please enter your project title in the following format: "Name of School, City, State."

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 School Projects."

In the final section, "Proposal Narrative and Documents," please upload a proposal narrative. 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 plan for *documenting and assessing* the project's results.

1. *Background and Context.* Please give a short history of your school's Arabic program and describe its current status, including answers to the following questions:

- What grade and/or age level(s) does your school's program include?
- How many classes do you offer at each level, and how many students are in each class?
- Is the Arabic program articulated across schools (e.g. middle and high schools)?
- Are your classes offered for academic credit?



- What curriculum do you use? Is it standards-based? What textbooks, websites, or other materials?
- How long has your school offered Arabic?
- Are there other credit-bearing Arabic language programs offered in schools or colleges in your community?
- What percentage of students at your school and in your school district receive free or reduced-cost school lunches?
- Has your Arabic program received Federal or private funding previously?

2. *Proposed Activities.* Please describe how you would use QFI's matching grant. Has your school, school district, or any other organization received financial support for these activities in the past? If purchasing or creating materials, briefly describe them, such as curricula, printed teaching and learning materials, videos, online publications, etc. (You will describe them more below.)

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

- What is the main issue/problem being addressed?
- Why is your proposed plan needed and/or important?
- Who would benefit from this plan or activity? Yourself, your students, students in your school, the field of teaching Arabic as a foreign language? Please be as specific as possible.
- How will this plan or project be sustained after the period of the QFI grant?
- Which activities would be financed by the QFI grant and which will be supported by your institution or other organizations?
- If purchasing or creating materials, list and describe any products your program will develop, such as curricula, printed teaching and learning materials, videos, online publications, etc.
- Be very clear about what you plan to do with this grant.
- Provide a project timetable (steps to be taken, by whom, when)

### **Budget**

QFI will closely review each proposal narrative and budget, and may request revisions.

If your project is funded, the final and 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](http://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](http://www.gsa.gov/portal/content/100715)).

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



<b>Item</b>	<b>How will you use it?</b>	<b>Amount</b>
Purchase Arabic books for the school library	To include more books in Arabic in the school library	\$750
Pay for students to take assessments	This will support external scoring of 100 students taking the Computer-based Oral Proficiency Interview (COPI) at the end of the academic year.	Rating charge/student = \$40.00. 100 students x \$40.00 = \$4,000 <b>Total = \$4,000</b>
¼ of Arabic teacher salary	Due to funding cuts, this grant will help cover a portion of the teacher's salary as the school locates future funding for the salary & program.	Salary \$48,000 x .25 FTE = \$12,000.00. Plus .28 fringe benefits, \$3,360 <b>Total = \$15,360</b>
	<b>TOTAL REQUESTED</b>	<b>\$ 20,110</b>

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