



Qatar Foundation International (QFI) *TEACHER INITIATIVE GRANTS*

Purpose: To promote excellence in the classroom, QFI plans to award fifteen or more *Teacher Initiative Grants* (maximum award: \$5,000) in spring 2012 to teachers of Arabic who are currently teaching in public or public charter schools in the United States.

Grant funds may be used to finance development of instructional units and supporting materials; the purchase of books, videos, and other resources to enhance the Arabic curriculum; school-related cultural or community events; or participation of teachers in professional development activities (workshop or conference travel, lodging, registration, etc.)

Appropriate uses of grant funds include, but are not limited to:

- the purchase of books, videos, software, realia, and other materials related to classroom teaching or extracurricular activities;
- special costs associated with project-related student activities such as materials for art, music, geography, history, and science projects.
- Reasonable costs for speakers, performers, or Arabic-based programs to be held at the school, and/or local travel and tickets for students to attend or visit Arabic cultural events or establishments such as restaurants or stores.
- participation of teachers in conferences or workshops directly related to the teaching of Arabic;
- membership fees paid to join professional organizations.

Application: The deadline for application for a *Teacher Initiative Grant* is **January 17th, 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 *proposal narrative* and (to be **uploaded** in English or Arabic in Word or PDF format)
- *resume* or *c.v.* (to be **uploaded** in English or Arabic in Word or PDF format)



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 “Micro-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: “Teacher Initiative Grant, Name of School, City, State” (e.g., Teacher Initiative Grant, Central High School, Springfield, Iowa).

In the “Project Description” section, in 200 words or less, 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 Teacher Professional Development.”

In the final section, “Proposal Narrative and Documents,” please upload a proposal narrative and resume or c.v. in the “Request Documents” box. You may ignore the “Organization Documents” box. Please prepare your narrative in accordance with the following guidelines.

Proposal Narrative Guidelines:

The proposal narrative should be 2-3 pages (double-spaced, 12-pt. font) and should include 1) the background and context of your proposal, 2) a detailed outline of the proposed project activities, and 3) an explanation of the impact of the project on your Arabic program, including your objectives, why they are important, and how your proposed activities will result in meeting the objective(s).

1. Background and Context. Please describe your school’s Arabic program, including answers to the following questions:

- Is your school a public school or a public charter school?
- How many students attend your school?
- What grades does your school include?
- How long has your school offered Arabic?
- How many students are studying Arabic in your school this year?
- How many Arabic teachers are there in your school?
- What grades and/or ages does your school’s Arabic program include?
- What levels of Arabic are taught in your school? (Year 1, Year 2, Year 3, etc.)
- Are your Arabic classes offered for academic credit?
- How does your school plan the Arabic curriculum? Is it developed by the teachers? Is it based on a textbook? Is it guided by a curriculum developed outside the school? Other?



- Do you use any particular books, websites, language learning programs, or other materials in your classrooms?
- Does your school include any online Arabic courses?
- How many classes do you teach, and how many students are in each class?

2, *Proposed Project Activities*. Please describe the activities you wish to undertake with QFI support and how they will help you improve and/or enrich your classroom and school.

Be sure to include:

- The objective(s) of your project.
- Why this project is needed and important.
- Who will benefit from this project directly and indirectly? This might include you, other teachers, students, the school community (please include numbers), or the greater community of teachers of Arabic (if you develop something and share it with other educators).
- The activities this project will include to meet your listed objective(s). Please describe the steps that will be taken to meet your objective(s), and provide a general timeline for the activities: what will happen first, second, third, etc.
- A description of any products that will be created as a result of your project (if appropriate), such as: a written curricular unit that can be shared with other teachers; teaching materials; a multi-level classroom library; student-developed presentations, videos, posters, displays for the school; a presentation by you to other Arabic teachers at your school or in your community relaying information from a conference you attended.
- Describe how you will disseminate information about, or the results of, your project to benefit other teachers and/or learners of Arabic (if appropriate).
- Describe how you will evaluate whether, and how well, you have met your objective(s).
- Describe how you will demonstrate that you have met your objective.
- If purchasing or creating materials, be sure to list and describe them, such as curricula, printed teaching and learning materials, videos, online publications, etc.

3. *Impact*. Please explain the expected impact of the proposed project and the way(s) in which your teaching, curriculum, and students will benefit from the proposed project.

Budget:

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



QFI will not cover:

- More than \$250 for the purchase of cameras, video equipment, recorders, players, etc.
- Purchase of a computer or computer peripherals such as printers, scanners, etc.
- Incidental hotel expenses incurred during grant-supported travel (telephone calls, movies, etc.)

Budgeting travel costs. 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 budget, below, to help you with what you will input on the GM database.

Table 1. Sample Budget

Item	How will you use it?	Amount
Materials		
Classroom library of Arabic paperbacks	My students will be able to use Arabic texts in their learning.	\$300
Professional Development		
Registration fee for Understanding by Design conference for teachers	This will help me with my own lesson planning	\$250
Hotel (Los Angeles, two nights)		\$285/night (\$250 USG maximum, plus 14% hotel tax) x 2 = \$570
Meals & incidental expenses (Los Angeles USG Per Diem Rate x three days)		\$213 (USG rate \$71/day, times three days)
Airfare to conference		\$300
Mileage (home-airport-home)		\$10 (10 miles x 2 ways x \$0.51, rounded) for use of privately-owned vehicle to



**QATAR
FOUNDATION
INTERNATIONAL, LLC**

Connecting Cultures for Global Good

1828 L Street, NW
Suite 1180
Washington, DC 20036

☎ 202.652.0147
✉ 202.652.0194
QFI.org

		airport, ten miles each way
Parking (LAX, economy lot)		\$36 (\$12/day x 3 days)
	TOTAL REQUESTED	\$1,679

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