



**QATAR
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Invitation for proposals to establish UK Arabic Teachers Councils

Qatar Foundation International (QFI) invite proposals from individuals and host institutions for the establishment and running of UK Arabic Teachers Councils (TC) for the academic year 2020 – 2021. The applicants must be based in a host institution (a state school or university or professional organization) and will act as organizers, administrators, and facilitators for the TC's activities.

QFI will fund each TC with £5,000. The TC will support the teaching of Arabic in its local area/region by:

- Recruiting members who have an interest or involvement in the teaching of Arabic
- Meeting, networking and sharing resources and ideas
- Reaching out to the wider community to educate it about Arabic language and culture and advocate for Arabic programs in schools

Role of the host institution:

The host institution will function as administrator and facilitator. Substantive decisions and leadership should come from the teacher community but the host institution will oversee the development of an Executive Committee, made up of primary and secondary teachers, who will provide leadership in decisions about the content of meetings and activities. Decisions about content or focus of programming/activities should be the purview of the teachers, not the host institution. The host institution should support the TC in engaging current and prospective teachers of Arabic in order to solicit their input around their professional development interests and needs related to teaching Arabic language and culture.

Timeline:

The TC grant will support activities during the school year 2020 – 2021. While funding is guaranteed for only one year, it is anticipated that funding will be available for following years. If funding is renewed for the programme, then grantees will be invited to re-apply, depending on successful performance during the year.

Description:

Activities of Teachers' Councils may include, but are not limited to:

- Conducting outreach to current and prospective teachers of Arabic
- Holding meetings and conducting workshops
- Arranging professional development events



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- Organizing local mentoring systems
- Sending out short newsletters for members
- Building collaborative relationships between schools and between schools and other organizations
- Organizing events to educate the community about Arab culture and language
- Organizing events for students of Arabic
- Developing shared libraries of resources and materials

Application: Proposals should be sent to Tony Calderbank at tcalderbank@qfi.org

Narrative guidelines:

The proposal narrative should be 3-5 pages (double-spaced, 12-pt. font). Please include the following:

- Describe your proposed Teachers' Council activities for 2020-2021 and their rationale
- Explain how you will recruit members of the TC
- Describe the make-up and function of the executive committee
- Describe the role and contribution of the host institution.
- Explain how activities will be advertised and communicated to TC members

Budget guidelines:

QFI will provide the host institution with *maximum* funding of £5,000. Institutions are encouraged to base the budget closely on the proposed activities and to think thoughtfully about programming. The budget should be aligned with the proposed activities and should reflect the institution's ability to administer and spend funding. Funding decisions will be made after a holistic consideration, including number and types of proposed activities, number of beneficiaries, and prior history with spending funds and organizing activities.

Up to 30% of funding can be used for administration for the host institution:

- Some salary for staff and/or faculty for administration (indicate time commitment – we do not anticipate any full-time staff),
- Indirect institutional costs

At least 70% of funding should be spent exclusively on TC program costs such as meetings, events, or projects to be determined by the members of the Teachers' Council.

Expenditures for the administrative costs for the host institution should be itemized in the budget. The costs of the meetings, events, and projects to be determined by the members of the Teacher's Council can be itemized or estimated and requested as a lump sum; however, the host institution will be required to provide a detailed breakdown of expenditures on events and projects. Contributions from the host institution, financial or in kind, are welcome. The below sample budget is by way of example:



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Budget Item	Cost	Explanation of Cost	Host institution contribution	Requested from QFI
Staff Member (5% FTE)	£1,250	Calculated as 5% of base salary of £25,000	£250	£1,000
Spring workshop	£1,000	Speaker honorarium, lunch for 30 attendees @£15, copying, materials	£0	£1,000
Summer CPD event	£800	Speakers, travel, refreshments	£0	£800
Arabic cultural event	£300	Guest speaker travel, refreshments,	£0	£300
Office space			Dedicated office space provided	
Total	£2,550		£250	£3,100

Reporting and Evaluation

The continuation of this program will depend partly on an evaluation of the success and impact of the TC. We ask you to work with us to document the program and to make suggestions for improvement.

- QFI staff or representatives will visit the TC at least once per year, attend a meeting or event, and interview host institution staff and teachers.
- The host institution will be asked to write a final report that includes a record of meetings, events, and projects; numbers of TC members and participants in TC events; a final evaluation of the program; recommendations for the future.

For further information please contact Tony Calderbank at tcalderb@qfi.org