Program Overview

QFI Arabic Teacher Council in Sweden
Purpose

Qatar Foundation International (QFI) is initiating a request for proposals to support the teaching of Arabic in Sweden by funding local networks for K-16 teachers (grundskola, gymnasium, högskola/universitet, folkhögskola samt studieförbund). The Arabic Teacher Councils create opportunities for Arabic teachers to meet, network, share resources and ideas, assist schools that would like to start teaching Arabic as a subject, and reach out to communities to educate them about the importance of mother tongue preservation and the importance of learning of Arabic. QFI currently hosts 12 Arabic Teacher Councils across the United States, United Kingdom, and Germany. We are now seeking a host institution who will act as an organizer, administrator, and facilitator for the first Swedish Arabic Teacher Council (SATC).

Please note that this is a grant competition for institutions, and not for individuals. Host institutions will be responsible for the financial management and reporting requirements related to the grant but major substantive decisions about activities and content should be the purview of the teacher membership, not the host institutions.

Timeline

Arabic Teacher Council grants will support activities during the 2022-2023 school year (from August 2022 through June 30, 2023). While funding is guaranteed for only one year, it is anticipated that funding will be available for the following years. Grantees will be invited to reapply depending on successful performance during the first year.

Description

Host institutions will (1) identify and convene local teachers of Arabic and others interested in the teaching of Arabic, who will, as a group, determine their interests and needs and develop networking and professional development activities on a regular basis and (2) work with the teachers to provide outreach activities to the larger community to inform them about Arabic language and culture and to advocate for more schools to offer Arabic as a subject.

Role of Host Institutions

Host institutions will function as administrators and facilitators; substantive decisions and leadership should come from the teacher community. The host institution will oversee the development of an Executive Committee, made up of teachers of Arabic, who will provide leadership in decisions about the content of meetings and activities.

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

- Holding meetings, workshops and conferences
- Sending members to regional and national foreign language teacher conferences and professional development opportunities
- Arranging professional development events
- Organizing local mentoring systems
- Organizing groups of teachers to develop shared curriculum and/or materials.
- Building collaborative relationships between schools and other organizations
- Organizing events to educate the greater community about Arab culture and Arabic and/or the importance of preserving Arabic for their children and/or the importance of learning Arabic as an additional language.
- Collating shared libraries of resources and materials.

QFI funding to the host institution will include funds for administration by the host institution and funds that are to be spent only for Teacher Council meetings and activities. The host institution will be responsible for the management of the entire budget and for financial and narrative reporting.

Narrative guidelines

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

- Give a general description of who you anticipate will participate in the Teacher Council (this includes describing the context of the teaching and learning of Arabic in primary and secondary schools).
- Describe why your institution is particularly well suited to host the Arabic Teacher Council.
- Describe your plan for how you will identify and contact teachers of Arabic and other interested parties in your area, arrange initial meetings, identify an Executive Committee of teachers, and manage the financial and reporting responsibilities of the grant (include a timeline if appropriate).
- Describe who will be responsible for organizing and managing the project.
- Describe your proposed Teacher Council activities for the 2022-2023 school year and provide your rationale
- Explain how activities will be advertised and communicated to Arabic Teacher Council members and how you will seek input and feedback on activities, workshops and other opportunities.

Budget guidelines

Host institutions can apply for up to $25,000 (the equivalent in SEK) in funding for the 2022-2023 school year.

Up to 50% of funding can be used for administrative costs:

- Some salary for staff and/or faculty for administration (indicate time commitment – we do not anticipate any full-time staff),
- Miscellaneous costs associated with contacting teachers and appropriate community members and holding organizational meetings before a full ATC is established.

At least 50% of funding should be spent exclusively on Arabic Teacher Council program costs such as meetings, events, or projects to be determined by the members of the Teacher
Council. Proposals with a greater proportion of funding allocated for programmatic costs versus administrative costs will be seen more positively.

Expenditures for the administrative costs for the host institution should be itemized in the budget (up to 50% of the budget request). 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 meetings, events, and projects.

**Budget**

Please be sure to submit a clear budget with a budget narrative. A sample budget proposal is shown below:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Cost</th>
<th>Explanation of Cost</th>
<th>Partner contribution</th>
<th>Requested from QFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member (10% FTE)</td>
<td>$3,750</td>
<td>Calculated as 10% of base salary of $37,500</td>
<td>$0</td>
<td>$3,750</td>
</tr>
<tr>
<td>Assistant 400 hrs</td>
<td>$3,250</td>
<td>Est. 200 hrs x $15.00/hr</td>
<td>$0</td>
<td>$3,250</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$1,750</td>
<td>Est. 25% of Faculty Salary</td>
<td>$0</td>
<td>$1,750</td>
</tr>
<tr>
<td>Misc</td>
<td>$1,950</td>
<td>To include, but not be limited to, costs of initial organizational meetings – outreach, rent, etc.</td>
<td>$0</td>
<td>$1,950</td>
</tr>
<tr>
<td>Regional conference participation</td>
<td>$1,250</td>
<td>Travel to regional language teacher conference. Two TC members will submit proposals to present at the conference. Travel stipend ($475x2), conference registration ($150x2),</td>
<td>$0</td>
<td>$1,250</td>
</tr>
<tr>
<td>Planning meetings of Executive Committee (2 meetings to select committee &amp; plan events)</td>
<td>$250</td>
<td>Refreshments ($125x2)</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>One-day conference</td>
<td>$1,500</td>
<td>Space rental ($250), guest speakers (2@$200), coffee &amp; snacks ($200), lunch ($500), materials ($200), copies ($150)</td>
<td>$0</td>
<td>$1,500</td>
</tr>
</tbody>
</table>
Reporting and Evaluation

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

- QFI staff may visit (or participate virtually) in a Teacher Council activity at least once in the first year, attend a meeting or event, and interview host institution staff and teachers.
- A host institution staff member/representative of the Teacher Council may be asked to attend a leadership meeting of all Arabic Teacher Councils to report on their individual programs, evaluate the program in general, discuss opportunities for sharing and collaboration, and make recommendations for the future. This meeting usually occurs at around the time of the annual ACTFL convention (November 2022).
- The host institution will be asked to write a final report that includes a record of meetings, events, and projects; numbers of Teacher Council members and participants in events; a final evaluation of the program; recommendations for the future; and a financial accounting of all expenditures.

**Application:** Please submit proposals via email to Omar Tarabishi at otarabishi@qfi.org in English or Swedish. A complete proposal includes a narrative and budget, as detailed above.

Registration of interest must be sent to Omar Tarabishi at otarabish@qfi.org no later than 1 May 2022.