AHS CHAPTER ENGAGEMENT GRANT

PROGRAM OVERVIEW

The QFI Arabic Honor Society is pleased to announce the Chapter Engagement Grant to provide funding to selected AHS chapters to organize chapter and community engagement programming. This grant aims to support chapters looking to organize exciting activities for their members and to offer opportunities to keep students engaged with Arabic language outside the classroom. Planned activities should primarily benefit AHS members but may also benefit other students who are learning Arabic in the school and larger community especially if they are conducting outreach on Arabic for younger students and/or elementary and middle schools in their community.

FUNDING

Applicants may apply for funding up to $3,000 USD (United States Dollars) or the equivalent to use directly towards AHS chapter activities. Some activity ideas are listed below, but applicants are encouraged to pitch their original ideas as well:

• Service-learning project
• Outreach activities that highlight the Arabic program to other schools in the area or the general community
• Sponsor student participation in national/state level Arabic language examinations and/or competitions
• Supplies or materials for an Arabic book or film club
• Virtual exchange project with another established AHS chapter, school looking to start a chapter, or class in the U.S. or abroad
• Other projects/activities that would benefit the AHS chapter members and increase exposure of Arabic language and Arab cultures for the school and greater community
Final award amounts will depend on the number of students impacted, the scale of the activity, and the strength of the application. Chapters are limited to one award per academic year.

APPLICANT ELIGIBILITY

Current AHS chapter leads are eligible to apply for this grant. To learn more and to start an AHS chapter visit www.arabichonorsociety.com.

CONDITIONS

Recipients of the grant will be required to complete reporting 2 weeks after the conclusion of the grant funded activity. This report will include:

- 1-page maximum narrative including summary of event, impact, reach, quotes from attendees/students
- Receipts and expenditures related to the grant
- Photos and/or videos from events with accompanying releases/permissions

APPLICATION DEADLINES

The application portal will remain open for teachers to access throughout the year, but please note that AHS grant-funded activities cannot take place between December 10-January 15 of each academic year due to tax reporting requirements.

The grant review process may take up to 6 weeks with additional time required to execute the agreement and disburse funds. For these reasons, we recommend applicants submit their proposals at least 2 months before the planned activity. For example, if you plan to host an event on October 15th you should submit your application by August 15th.

AWARD DISBURSEMENT

If selected for the award, QFI will work with the applicants to select the best option for award disbursement on a case-by-case basis. Applicants selected for the grant will have two options:

A. Teacher accepts funds themselves and will be responsible for the grant funds and reporting. Teachers who select to receive funds directly will have access to funds once all required paperwork is completed. All receipts must be submitted two weeks after the completion of the grant-funded activity, and/or no later than December 10th of
each calendar year. A 1099-MISC tax form will be issued unless receipts are submitted showing that the funds were fully spent according to the awarded budget by the reporting deadline.

OR

B. School/organization accepts funds and shares responsibility for reporting materials with the teacher. Teachers that elect to send grant funds to their school/organization will have to work with the school’s financial processes and may see delays in accessing funds. Teachers must have the school/organization’s approval and the school/organization will be required to submit financial reporting from the school/organization.

HOW TO APPLY

To apply, you must register in QFI’s Grants Management Portal, Survey Monkey Apply, at qfi.smapply.org.

Please create a user account and profile. Upon completing your login credentials and user profile, you will be required to take an Eligibility Quiz. This series of questions will determine whether you are eligible to apply for this program.

After completing the Eligibility Quiz, please click on the “view programs” button. This blue button will provide you with a list of QFI grants for which you can apply. If you are eligible to apply to this specific program, it will show on your screen. Please click on the “Apply Now” button to view and complete the application.
The application process will include the following items:

- Application Form
- Budget Form

Applicants may be asked to submit additional documents during the review process, which might take up to 6 weeks after the application deadline.

CONTACT INFORMATION

Should you have any questions about the grant process or AHS, please email Tahreem Akhtar at arabichonorsociety@qfi.org.