

National Security Language Initiative for Youth – Short-Term Programs, Summer 2015



Request for Grant Proposals

Application Deadline: October 16, 2014 4:30 PM Eastern Time

I. Funding Opportunity Description

Purpose

The National Security Language Initiative for Youth (NSLI-Y), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), is a critical component of a multi-agency initiative launched in 2006 to increase U.S. citizens' ability to engage with people throughout the world who speak Arabic, Chinese (Mandarin), Hindi, Korean, Persian, Russian, and Turkish. NSLI-Y is administered by American Councils for International Education (American Councils) under a cooperative agreement with ECA. American Councils works in partnership with AFS-USA, iEARN-USA, American Cultural Exchange Services (ACES), AMIDEAST, Legacy International, Russian American Foundation (RAF), and the University of Delaware to implement NSLI-Y programs worldwide.

American Councils is seeking non-profit organizations or educational institutions (sub-grantees) to implement short-term (six to eight weeks) overseas language programs for U.S. high school and recently-graduated students (ages 15-18) during the summer of 2015. Proposals will be accepted for intensive overseas language programs in countries where Chinese (Mandarin), Hindi, Korean, Russian, and Turkish are widely spoken. Programs should be designed to provide participants with formal and informal language practice, immerse participants in the culture of their host country, and spark a lifetime interest in foreign languages and cultures.

Programs may be designed for beginner, intermediate, or advanced learners of the target language.

Approximately \$700,000 will be available to provide 80 scholarships for Chinese (Mandarin), Hindi, Korean, Russian, and Turkish language programs. It is expected that four to six intensive summer language programs will be funded through this sub-award competition. The number of participants for each program will be limited to 25 in order to ensure the safety and security of the participants, as well as the quality of language instruction. Applicants should propose a program for between 12 and 25 participants. ECA will concur on the final selection of sub-grant awards.

The deadline for the submission of proposals is October 16, 2014, 4:30 PM Eastern Time.

NSLI-Y Program Goals

- To improve the ability of Americans to engage with the people of Arabic, Chinese (Mandarin), Hindi, Korean, Persian, Russian, and Turkish-speaking countries through shared language
- To develop a cadre of Americans with advanced linguistic skills and related cultural understanding who are able to use their linguistic and cultural skills to advance international dialogue and compete effectively in the global economy

- To provide a tangible incentive for the learning and use of foreign language by creating overseas language study opportunities for U.S. high school students
- To spark a lifetime interest in foreign languages and cultures among American youth.

Types of NSLI-Y grant opportunities

There are two types of sub-grantees, depending on the applicant's proposed mode of participant recruitment. In both cases, the applicant should propose to design and implement an intensive summer language program in accordance with the directions and standards set forth in the Program Components section below.

(a) Local sub-grantees will recruit and select their own program participants by recruiting applicants from within a specific geographic region or nationwide from members of a specific group. The sub-grant provides an opportunity to support and augment local language programs, institutions, or communities, and may provide already existing language programs with an overseas component to advance students' language fluency and act as an incentive for participation in local language programs. Local sub-grantees must clearly specify concrete and specific ways in which a NSLI-Y sub-grant will enable them to develop or advance their participants' language learning and how it will support language programs at local institutions or the partner organization. The recruitment and selection process and criteria must be clearly described in the proposal including how the sub-grantee will ensure that selected applicants meet NSLI-Y eligibility requirements. Preference will be given to applicants that seek to identify a diverse applicant pool, including students typically underrepresented in study abroad. Local sub-grantees must use the online local sub-grantee NSLI-Y application, but may augment it to meet local recruitment, selection, and program needs.

(b) Partner sub-grantees will be assigned a group of students recruited and selected through the national NSLI-Y application and selection process administered by American Councils. Partner sub-grantees will not recruit their own applicants or participants. Partner sub-grantees supplement efforts to meet the programming needs of a robust and extremely competitive national pool of applicants. For the 2014-15 application cycle, American Councils received over 3,600 applications for approximately 600 scholarships. Partner sub-grantees will be expected to consult with American Councils regarding any student placement challenges. American Councils will make reasonable efforts to assign participants in keeping with the partner sub-grantees' preference with the understanding that all implementing organizations must make efforts to accommodate eligible finalists, including heritage speakers and students with disabilities.

Due to the increasingly competitive nature of the national, diverse applicant pool and the challenge of assessing applicant eligibility, preference may be given to partner sub-grantee applicants in this competition.

Both local and partner sub-grantees are encouraged to coordinate activities with other NSLI programs including STARTALK, The Language Flagship, and the Critical Language Scholarships in order to increase the impact of U.S. government-funded language programs and further language participant language learning.

Program Components

The proposed program should include but is not limited to the following components:

A. Recruitment, Application, and Selection of Participants

1. All sub-grantee applications must designate the type of sub-grant for which they are applying: **local sub-grantee** or **partner sub-grantee**.
2. **Recruitment and selection:** Local sub-grantees must clearly describe their recruitment and selection process including eligibility and selection criteria. All selected applicants must meet NSLI-Y's eligibility requirements.
3. **Application process:** Local sub-grantees must ensure that all applicants meet NSLI-Y eligibility requirements and complete the online local sub-grantee NSLI-Y application at least twelve weeks prior to departure.
4. **Required forms for participants:** Local sub-grantees must require that participants and parents or legal guardians submit the following documents:
 - a. NSLI-Y Medical Evaluation Form
 - b. Copy of U.S. passport
 - c. Official grade transcripts
 - d. NSLI-Y Terms and Conditions
 - e. NSLI-Y Program Acceptance (includes NSLI-Y media release)
 - f. DS-5505 form: Authorization for the Release of Information Under the Privacy Act
 - g. DS-3053 form: Statement of Consent or Special Circumstances: Issuance of a Passport to a Minor under age 16 (if applicable)

Local sub-grantees are expected to collect the above forms and submit them to American Councils no later than April 15, 2015.

5. **Data Management:** All sub-grantees must enter overseas host family information for each participant, including address and phone number, in American Councils' NSLI-Y online database prior to departure. All sub-grantees must enter overseas host institute contact information, including address and phone number of the overseas in-country coordinator, overseas cell phone, telephone, and e-mail, and the names and phone numbers of emergency contacts abroad in American Councils' NSLI-Y online database prior to departure.
6. **Diversity:** All sub-grantees must ensure diversity in all aspects of the program, including participants (for local sub-grantees), hosting communities, orientation, and program activities.

B. Pre-Program Preparation

Local and partner sub-grantees will:

1. **Pre-program language preparation:** Provide pre-program language preparation to participants with no previous knowledge of the target language. Language materials, such as basic everyday phrases and the alphabet or important characters, should be distributed to participants no later than two months prior to the program. Sub-grantees should consider approaches to motivate participants to use these materials, possibly incorporating them into pre-departure or arrival orientations. All beginner participants should be familiar with some language basics so that instructional time during the in-country program is optimized.
2. **Program descriptions and schedules:** Provide American Councils with program descriptions and program schedules at the required dates using the templates provided. Program descriptions are typically two-page documents designed to set participant and natural parent/guardian expectations for a rigorous language-focused program, describe accommodations, and provide

program objectives. Program schedules should include a full schedule of activities including class times, cultural enrichment activities, community service, and other scheduled activities. Sub-grantees will be required to submit a program description in February 2015 and a program schedule in April 2015 to American Councils for review by ECA and American Councils.

3. **Medical review:** All NSLI-Y finalists must meet medical and placement requirements to participate in NSLI-Y, but medical and placement considerations are not considered during the selection process for the national pool, and should not be considered during the selection process for local sub-grantees. American Councils will facilitate a medical review with contracted medical professionals for all NSLI-Y finalists in spring 2015. Local and partner sub-grantees should also conduct a review of applicant medical forms and placement needs. Partner sub-grantees must work with American Councils to assess any health or placement concerns and determine an appropriate placement.
4. **Language assessments:** Work with American Councils to conduct pre- (diagnostic) and post-program testing of language proficiency in the form of Oral Proficiency Interviews (OPIs) and other assessments as requested. These language test results will not be available for program placement, so any placement tests must be undertaken independently by the sub-grantee.
5. **Pre-program preparation:** Provide participants with preparatory materials, either printed or electronic, including cultural information and logistical information about packing requirements, flight arrangements, etc. no less than two months prior to the program.
6. **Pre-departure orientation:** Provide substantive pre-departure orientations (PDOs) for participants. PDOs should include general information about NSLI-Y and program-specific information, such as an introduction to the culture of the host country, preparation for culture shock, personal safety and security information, description of language courses and activities, program rules, and effective language learning strategies, and address diversity issues. In pre-departure activities including the pre-departure orientation, sub-grantee staff should ensure that all participants are aware of the Department of State sponsorship of their overseas immersion program and understand that they should identify themselves as NSLI-Y participants. Proposals should provide specific examples of cultural training that will be offered to participants in order to ensure that they are fully aware and sensitive to the nuances of the host culture. American Councils will provide guidelines describing the topics to be discussed at PDOs to assist sub-grantees, as well as requirements and resources for specific topics including sexual abuse and LGBT issues. PDOs should be conducted in Washington, DC in order to facilitate participation by ECA representatives, unless there is persuasive justification for conducting the PDO in another city.
7. **Arrival orientation:** Organize and provide an in-country arrival orientation with participants to reinforce the topics and information covered during PDOs and to further inform participants about in-country procedures and operations, including the location of classes, how to use public transportation, medical facilities, etc. Contact the U.S. Embassy or Consulate in the area to request an arrival briefing if possible.
8. **Pre-program logistics:** Provide participants with preparatory materials, either printed or electronic, including cultural information and logistical information about packing requirements, flight arrangements, etc. at least two months prior to the program.
9. **Accommodations:** Inform participants of the specific details of their accommodations and institutional placement at least two weeks prior to the program. Conduct pre-screening for host families as described in 'Housing Arrangements' below. Orient host families to the program goals and anticipated outcomes and provide intercultural training and support to both staff and host families.

10. **Participant travel:** Arrange all necessary air travel for participants. All travel arrangements must include roundtrip travel for participants from the home of record to the pre-departure orientation site (if applicable) and onward to the international gateway city and overseas site. Arrange international flights on U.S. carriers to the greatest extent possible and adhere to the “Fly America” and “Open Skies” regulations. Participants must be accompanied by an English-speaking adult chaperone on all international flights.
11. **U.S. Embassy coordination:** Ensure that the overseas partner institution communicates with the Public Affairs Section (PAS) of the local U.S. Embassy or Consulate for concurrence on host family neighborhoods and placement of participants in homestays and to request a security briefing from the U.S. Embassy/Consulate at the in-country orientation.
12. **STEP registration:** Register all participants in the Department of State Smart Traveler Enrollment Program (STEP) prior to departure and, as needed, directly with the Embassy or Consulate.
13. **Visas:** Obtain all visas needed for travel and entrance to the host-country, including any required transit visas.
14. **Teacher orientation:** Provide teachers with information on U.S. classrooms and communicative teaching methodology and conduct an orientation to NSLI-Y programming and American students. Ensure host country staff supporting NSLI-Y participants are capable of communicating cultural differences American participants must navigate in order to have a successful exchange.
15. **Supplemental insurance:** In cooperation with American Councils, enroll participants in the U.S. Department of State’s Accident and Sickness Program for Exchanges (ASPE) health benefits plan for the duration of the exchange and assist with claims as necessary. Applicants can review the plan at <http://usdos.sevencorners.com>.
16. **Social media:** Encourage the use of NSLI-Y’s online resources, including the NSLI-Y Facebook page, Twitter account, and Instagram page to help participants share and expand on their program experiences and to create a well-connected national NSLI-Y community and identity.
17. **Acknowledgement of U.S. Department of State funding:** Acknowledge on all written and electronic material developed for promotional purposes that the program is a part of ECA’s NSLI-Y program and that the program is sponsored by the U.S. Department of State. The Department of State seal, as well as the NSLI-Y logo, will be made available.

C. Program Activities

Local and partner sub-grantees will:

1. **Program design and implementation:** Design, plan, and implement an intensive overseas language program for U.S. high school students for one of the five NSLI-Y languages identified on page 1. The program duration should be six to eight weeks (42 days in country at minimum) and provide language instruction in formal and informal settings, coordinating language lessons with enhancement activities, cultural excursions, and community service activities. Instruction should be an average of four hours per day and include the four skills (speaking, listening, reading, and writing). Programs should provide an average of 20 hours of language instruction per week and a program total of a minimum of 120 hours. Programs may be designed for beginning, intermediate, and/or advanced students of the target language and must accommodate the special learning needs of heritage speakers as needed. In general, classes with NSLI-Y participants only should be limited to approximately twelve students of similar language levels. Instruction should provide a solid foundation for future study of the language. All activities must promote program goals.

Partner sub-grantee applicants may indicate a preference for students of a particular level with the understanding that American Councils will make its best effort to accommodate the request.

Given historical information on applicants, partner sub-grantees may propose advanced level programming for Chinese (Mandarin) only.

2. **Arrival orientation:** Organize and provide an in-country arrival orientation for participants to reinforce the topics and information covered during PDOs and to further inform participants about in-country procedures and operations, including the location of classes, how to use public transportation, where to find medical facilities, etc. Arrange, when possible, for participants to receive a security briefing from the U.S. Embassy or consulate upon arrival in the host country as a component of the arrival orientation.
3. **Cell phone and emergency phone numbers:** Provide each participant with a cell phone and local emergency numbers upon arrival in the host country, and ensure that each participant knows how to reach in-country program directors and points of contact in the case of an emergency.
4. **Connections with host country peers:** Provide opportunities to interact with host country peers in the target language, such as peer tutoring or cultural exploration.
5. **Housing arrangements:** Make all housing arrangements for participants throughout the program. All proposed programs should include accommodations with well-screened host families for at least a short-term of the program. While full-time host family placements are preferred, participants may also be placed in a dormitory or group housing setting that includes adult resident supervision to ensure the safety and security of the participants. Verify that prospective host family members aged 18 and over and any volunteers and staff who have regular contact with the participants have undergone screening for suitability. Sub-grantee applicants should describe in their proposal a standard screening process for host families that includes a formal application process and in-home interviews. The host-family application must include the names of all adults (18 or older) living in the family. Completed host-family application forms must be made available to American Councils upon request. Hosts should be motivated, hospitable, and supportive of the program's goals and objectives. No more than two participants should be placed with any one host family. Monitoring of participants in host families should be carried out in person and periodically throughout the program. In the case of any homestay issues, overseas staff should be prepared to visit the participant in his/her host family and make an alternative family placement if necessary. In either case (homestay or dormitory living), the participant must be ensured his or her own bed.
6. **Room and board:** Provide all accommodations and three meals a day. Program organizers should arrange for a majority of meals to be provided through homestays, pre-paid board plans, or group meals to ensure that participants are eating properly.
7. **Monitoring:** Provide regular and consistent monitoring of participants, including academic counseling, cultural adjustment, and medical and emotional support. English-speaking staff (in the form of a Resident Director or Local Coordinator) must be physically present and available to support participants throughout the course of the program, including on an emergency basis. Plans should be made (and described in the proposal) to keep in close touch with participants in case of emergencies, so that participants can be located at a moment's notice. Inform American Councils and U.S. embassy personnel immediately of any serious health or safety issue affecting participants.
8. **On-program support:** Provide participants with on-program support in accordance with NSLI-Y operational guidelines and emergency management procedures, which American Councils will provide upon request to applicants.
9. **Cultural activities:** Arrange appropriate community, cultural, social, and civic activities, including formal education about the host country through lectures, discussions, and site visits.

Coordinate these activities with classroom language learning to the greatest degree possible, and ensure that participants are adequately prepared.

10. **Community service:** Other than programs in Russia, arrange for participation in community service activities (five hours at minimum). Ensure that community service activities allow for engagement with the host community and reinforce language learning.
11. **End of stay orientation:** Provide an end of stay orientation to review program activities, prepare participants for their return home, plan for the future, discuss strategies and opportunities to continue language learning, and inform participants about how to become involved with the NSLI-Y Alumni Association.

D. Follow-on Activities

Local and partner sub-grantees will:

1. **Assessments:** Assist in supporting the completion of post-program evaluation activities administered by American Councils or the Department of State, including Oral Proficiency Interviews (OPIs), post-program surveys, and any other language assessment measures.
2. **Re-entry orientation:** In an overseas or U.S.-based re-entry orientation, provide existing NSLI-Y resources and other suggestions to enable alumni to effectively share their NSLI-Y experience abroad with their home schools and community; this is especially encouraged during International Education Week (November 2015).
3. **Language study:** Present creative and effective ways to assist participants in continuing their language studies, particularly if the language is not readily available at U.S. schools or colleges in their area. Sub-grantees should also promote NSLI-Y online resources including the NSLI-Y Facebook page, NSLI-Y Alumni Facebook group, and Twitter account.
4. **Alumni registration:** Provide information about the Department of State's International Exchange Alumni and the NSLI-Y Alumni Association, including how to register and remain connected.
5. **Alumni activities:** If planning to include other alumni activities, explain how the activities will be coordinated with American Councils to avoid duplicating existing efforts.

E. Management and Administration

Local and partner sub-grantees will:

1. **Communication and reporting:** Work in close consultation with American Councils on the implementation of the program, provide timely reporting of progress, and comply with all financial and program reporting requirements. During the time participants are overseas, sub-grantees will be expected to respond regularly and promptly to any inquiries from American Councils or ECA. Emergency situations, serious medical issues, disciplinary issues, and other cases requiring significant participant support must be reported in a timely fashion to American Councils; the response to on-program support issues must be coordinated with American Councils and ECA.
2. **Financial management:** Manage all financial aspects of the program, including stipend disbursements to the participants according to federal program guidelines.
3. **Weekly highlights:** Provide American Councils with weekly program 'highlights' by email and respond fully and promptly to requests for information relating to participants and alumni.
4. **Evaluation:** Design and implement an evaluation plan that assesses the impact of the program as outlined in the Monitoring and Evaluation section below.
5. **Overall program:** Be responsible for the entire program cycle including management of travel documents (passports, visas), U.S. domestic and international travel arrangements, staffing, preparation, and oversight of all program components in the U.S. and overseas. Applicants

should describe in detail major components of the program including program planning; publicity and recruitment; the overseas host venue; orientations; the educational program, including the language program, enrichment activities, excursions, and cultural activities; accommodations and housing arrangements; and participant monitoring, including host families and other accommodations. Applicants should include information about proposed staff (resumes/CV) and a staffing plan that clearly articulates how staffing needs will be addressed given the program requirements articulated above. Proposals should also include a project timeline.

6. **NSLI-Y Partners Meeting and webinars:** Plan for program directors to participate in the annual NSLI-Y Partners Meeting which will likely take place in Washington, DC in January 2015. To ensure an effective on-boarding process, American Councils will also require participation in NSLI-Y digital video conferences or webinars in winter 2014-15 and in spring 2015. The webinars or video conferences will review the NSLI-Y Operational Guidelines and assess program development progress in order to provide as much connection as possible among NSLI-Y programs, ensure consistency of information provided to participants, and provide for a discussion of best practices regarding all phases of NSLI-Y summer programs.

Participant Eligibility Requirements

Participants must be:

- U.S. citizen
- Enrolled in high school (including home school) at the time of application
- Between 15 and 18 years of age at the start of the program (eligible birthdates will be provided in September 2014)
- Grade Point Average (GPA) of 2.5 on a 4.0 scale
- Not an immediate family member of an employee of the U.S. Department of State who works in the Youth Programs Division of the Bureau of Educational and Cultural Affairs or an employee at a NSLI-Y administering organization whose duties involve the NSLI-Y program

Previous NSLI-Y summer program participants or participants of ECA-funded short-term programs are only eligible for long-term programs and thus, not eligible for NSLI-Y summer programs available under this competition.

Scholarship Coverage

In order to ensure that the scholarship award is comprehensive and consistent across all NSLI-Y programs, sub-grantees must cover program costs for all participants. Covered program costs include round-trip travel between the participant's city of official residence and the NSLI-Y program's overseas host city; visas; tuition and related academic preparation, support, and testing; three meals per day; cultural enrichment programming; accommodations, with a host family for at least a portion of the program; and ASPE health benefits. (ASPE health benefits are provided directly by the Department of State at no cost to the NSLI-Y implementing organizations.) The scholarship does not cover costs associated with obtaining a valid U.S. passport, required medical examinations and immunizations, excess baggage fees, and participant pocket money.

Monitoring and Evaluation

Proposals must include a plan to monitor and evaluate the program's success, both as the activities unfold and at the end of the program. Proposals may include a draft survey questionnaire or other technique along with a description of a methodology to link outcomes to original objectives. Proposals

should include a plan to conduct interim and final evaluations. The sub-grantee will be expected to track and monitor participants and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior, or future plans as a result of the program, and effects of the program on institutions (institutions in which participants study or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Applicants are encouraged to assess the following levels of outcomes (listed here in increasing order of importance):

1. Participant satisfaction with the program and exchange experience.
2. Participant learning, such as increased knowledge, aptitude, language skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. Participant behavior, concrete actions to apply knowledge in study or community; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, plans to continue language study and engagement with the target country, and others.

Overall, the quality of the monitoring and evaluation plan will be judged on how well it (1) specifies intended outcomes; (2) gives clear descriptions of how each outcome will be measured; (3) identifies when particular outcomes will be measured; and (4) provides a clear description of the data collection strategies for each outcome. Please note that evaluation plans that deal only with satisfaction will be deemed less competitive. Sub-grantees will be required to provide reports analyzing their evaluation findings to American Councils in their regular program reports.

Sub-grantees must also help facilitate the completion of existing NSLI-Y evaluation measures. As a part of the NSLI-Y program, all participants must participate in the following existing assessment measures implemented by the Department of State and American Councils:

- Standardized pre-program surveys, prior to departure;
- Standardized post-program surveys, after returning from program; and
- Standardized follow-up surveys, approximately six months to one year after the conclusion of the program.

In addition, as mentioned above, all participants will be required to participate in a post-program OPI. Finalists with previous experience with the language will be required to complete a pre-program, diagnostic OPI prior to departure. American Councils may also request the completion of other language assessment measures facilitated by the American Councils language assessment unit. Pre- and post-program OPI results will be shared with the implementing organizations.

II. Budget, Submission Instructions, and Evaluation Criteria

Budget

Applicants must submit a comprehensive budget for the entire program. Funding is available in the amount of approximately \$700,000 for 80 participants. Applicants should propose a program for between 12 and 25 participants. Applicants must provide a summary budget as well as breakdowns reflecting administrative and program expenses by line item, as well as per student costs. Applicants may provide separate sub-budgets for each program component, phase, location, or activity for

clarification. Budgets should not be based on the assumption that participants will pay part of the program costs, other than costs associated with obtaining a valid U.S. passport, required medical examinations, and immunizations, excess baggage fees, and participant pocket money.

Budgets should follow a standard three-column format: Budget Request, Cost Share, and Total Costs. Please submit a comprehensive line item budget including an explanatory budget narrative.

Allowable costs may include but are not limited to:

- Recruitment/selection
- Materials
- Meeting costs
- Preparation/orientation
- Visas and associated costs
- Domestic and international travel (staff, participant, and chaperone)
- Academic program costs (including language instruction, tuition, tutoring, program activities, and monitoring)
- Participant stipends, avg. of \$100/month (required; depends on location)
- Room and board
- Host family stipends
- Cultural activities
- Cell phones and minutes for each participant for emergency use
- Administration
- Follow-on activities and alumni tracking
- Evaluation
- Emergency funds (no more than \$100 per participant, to be disbursed on the basis of receipts)

Anticipated Award Date: January 15, 2015

Anticipated Project Completion Date: October 31, 2015

Requests will be considered for programs that would like to conduct follow-on activities beyond this period. Please indicate in the proposal if the requested closing date is different than October 31, 2015.

Cost Sharing

There is no minimum or maximum percentage required for this competition. However, applicants are encouraged to provide maximum levels of cost sharing and funding in support of the program and to show organizational/institutional commitment to the mission of NSLI-Y. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in the proposal and later included in an approved grant agreement. Cost sharing may be in the form of allowable direct or indirect costs and include direct funding or in-kind contributions.

For accountability, sub-grantees must maintain written records to support all costs that are claimed as contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23—Cost Sharing and Matching. In the event sub-grantees do not provide the minimum amount of cost sharing as stipulated in the approved budget, budget requests will be reduced in like proportion.

Eligibility Information

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3). Sub-grantee applicants must have non-profit status with the IRS at the time of application and must submit documentation to verify non-profit status. Failure to do so will cause a proposal to be declared ineligible. Programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content.

Organizations with less than four years of experience in conducting international exchanges are limited to \$130,000 in funding.

Note: Please read the complete request for proposals before sending inquiries or submitting proposals. Once the deadline has passed, American Councils and the U.S. Department of State staff will not be able to discuss this competition with applicants until the review process has been completed.

Proposal Contents, Requirements, and Guidelines

All proposals must contain an executive summary, proposal narrative, budget, and budget narrative. Proposals should include a project timeline and a sample week schedule. Proposal narratives must be limited to a maximum of 20 pages in length, double spaced, and single-sided. Proposals must adhere to the tabbed organization method described below.

Pre-tab: Completed title page, per attached.

Tab A. Executive Summary

Tab B. Proposal Narrative and Calendar of Activities/Timeline

1. Vision (need, objectives, goals, benefits)
2. Participating organizations
3. Program activities including recruitment and selection (if not working with candidates from the national selection process administered by American Councils), language training programming/academic program, logistics, enhancement activities, participant monitoring
4. Program evaluation
5. Follow-on
6. Project management
7. Work plan
8. Calendar of activities

Tab C. Budget and Budget Narrative

Tab D. Resumes

Tab E. Other Appendices – including letters of support, overseas partner information, certification of non-profit status, relevant attachments, etc.

The proposal should include a timeline that sub-grantee recipient will provide to participants with program information and pre-departure materials no later than two months in advance of departure. Participants and their parents/guardians should be informed of program expectations and rules, including host-country specific information, two months in advance of departure. The timeline should

indicate that participants will be informed of the specific details of their accommodations and institutional placement no later than one month in advance of the overseas program start date.

Application Deadline and Submission Instructions

Application Deadline: October 16, 2014, 4:30 PM Eastern Time

Applications may be submitted in one of two ways:

1. In hard-copy, via a nationally recognized overnight delivery service (i.e., DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.). If sending by a delivery service, the proposal must arrive on or before the stated application deadline.
2. In hard-copy by courier. If submitting by courier, applicant must inform American Councils by e-mail no later than one week before the application deadline. If sending by courier, the proposal must arrive on or before the stated application deadline.

Delivery services used by applicants must have in place, centralized shipping identification and tracking systems that may be accessed via the Internet. Proposals received or shipped after the established deadlines are ineligible for consideration under this competition. American Councils will notify you upon receipt of your application as quickly as possible. It is each applicant's responsibility to ensure that each package is marked with a legible tracking number and to monitor/confirm delivery via the Internet. Faxed documents will not be accepted.

The tabbed original and four tabbed copies of the application with Tabs A-E (a total of 5 copies) should be sent to: American Councils for International Education, Attn: NSLI-Y, 1828 L St., NW, Suite 1200, Washington, DC 20036.

Required Electronic Submissions

In addition to the hardcopy submission of the proposal, applicants must submit the executive summary, proposal narrative, budget, and budget narrative in email attachments in Microsoft Word, PDF, and/or Excel to the following e-mail address: nsliy@americancouncils.org.

The email subject line should follow the following template: *NSLI-Y Proposal, NAME OF ORGANIZATION, LANGUAGE*

Review Process

American Councils will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein. All eligible proposals will be reviewed by the American Councils program office, as well as the Youth Programs Division of the Bureau of Educational and Cultural Affairs at the U.S. Department of State. Final funding decisions are at the discretion of ECA.

Review criteria include:

1. Quality of the **program concept**. Proposals should show a good understanding of the program goals and how to achieve them. Programs should deliver high quality language instruction (minimum of 120 hours of language instruction) and strengthen long-term mutual understanding. Proposals should demonstrate how participants will be recruited and selected (if applicable) and monitored. Proposals should also demonstrate how language instruction will be delivered to the participants, as well as how students will be guided to utilize their language skills outside of the classroom. Further, proposals should indicate how the participants will learn more about the host culture and community. Proposals should include creative ways to involve

participants in their host communities. A successful program will be one that nurtures a cadre of participants to be actively engaged in language learning and that equips participants with the knowledge, skills, and motivation to continue their language study upon return. Participants will develop an appreciation for the host culture and learn more about the society and traditions through their study and stay in the host country.

2. **Program planning:** Proposals should clearly show an understanding of the program's objectives and describe how the organization will achieve them. A detailed calendar of activities, staffing plan, and work plan should demonstrate capacity.
3. **Support of diversity:** Proposals should demonstrate support of diversity in all program aspects including participants, sending and hosting communities, orientations, and program activities.
4. **Institutional record/capacity:** Applicants must demonstrate a well-established infrastructure in the country or countries where they plan to send participants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. Proposals should demonstrate the capacity of in-country organizations to fully support and ensure the safety and well-being of participants throughout the duration of their program.
5. **Monitoring and evaluation:** Successful applicants will demonstrate clear objectives that align with NSLI-Y goals, as well as strategies for monitoring participant safety and well-being on program, as well as progress in meeting the goals of the program.
6. **Cost effectiveness/cost sharing:** The overhead and administrative components of the proposal should be kept as low as possible. All other items should be necessary and appropriate. Preference will be given to organizations whose proposals demonstrate institutional/organization commitment and a quality, cost-effective program.

The sub-grantees must agree to execute work in accordance with the Federal Award and applicable rules and any subsequent revisions checked below:

- 2 CFR 215, Office of Management and Budget (OMB) Circular A-122, "Cost Principles for Nonprofit Organizations."
- 2 CFR 215, OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations."
- 22 CFR 145, OMB Circular No. A-133, "Audits of States, Local Government, and Non-profit Organizations."
- 2 CFR 220 OMB OMNI Circular, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." (expected to take effect in December 2014).

Reporting Requirements

Reporting Requirements: Sub-grantees must provide American Councils with an electronic copy of the following reports:

1. A final program and financial report no more than 90 days after the expiration of the award. A template for the financial report will be provided.
2. Interim program and financial reports based on the calendar quarter due April 15, July 15, and October 15. A template for the program and financial reports

Sub-grantees will be required to provide updates on their monitoring efforts, as well as their evaluation findings to American Councils in their regular program reports. All data collected, including survey

responses and contact information, must be maintained for a minimum of three years and provided upon request.

Contacts: For questions about this announcement, contact: NSLI-Y Program Manager for Administration, Emily Matts (ematts@americancouncils.org) (nslly@americancouncils.org), American Councils for International Education, NSLI-Y Staff, 1828 L St. NW, Suite 1200, Washington, DC 20036, (t) 202-833-7522.