

English Access

Microscholarship Program

2015-2016 Program Handbook for Providers



Publication Information

This handbook is a publication of the U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of English Language Programs.

Greetings

We are excited to share a detailed guide on how to launch a successful English Access Microscholarship Program (Access). Included in this how-to guide, the In-Country Educational Service Provider (Provider) will find steps to take when planning an Access Program, best ways to ensure easy implementation and maintenance of a program, and efficiently closing out a successful Access Program. There are also sample documents for the Provider, and templates for the Provider's teaching staff and Access coordinators. Also note the "Quick Tips" section disbursed throughout the handbook for important points to remember. Please read the guidelines thoroughly and feel free to contact your U.S. Embassy/Consulate with any comments or questions. We are thrilled about your interest in equipping local youth with a foundation of English language skills. We look forward to working with you.

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Program Overview

Since its inception in 2004, over 110,000 students in more than 80 countries have participated in the English Access Microscholarship Program (Access). Access is a global scholarship program supported by the U.S. Department of State that provides a foundation of English language skills to talented 13-20 year-olds from economically disadvantaged backgrounds through after-school classes and intensive sessions. Access students also gain an appreciation for U.S. culture and democratic values through enhancement activities. Access seeks to equip selected students with strong English language skills that can lead to better jobs, educational opportunities, and gain the ability to participate in and compete for future exchanges and study in the United States.

QUICK TIP!

The official name of the program, as supported by the U.S. Congress, is the “English Access Microscholarship Program.”

The shortened forms “Access Program” or “Access” are acceptable.

In-Country Educational Service Provider: Roles and Responsibilities¹

By seeking to join the Access family, you are demonstrating your commitment to strengthen your local community by increasing the English language skills of local youth and contributing to their improved self-confidence due to stronger critical thinking skills, and increasing their exposure to new career and educational opportunities to study abroad or obtain better jobs.

The roles and responsibilities of the Provider include, but are not limited to:

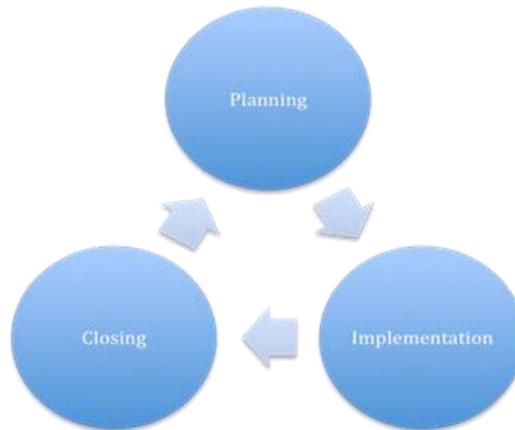
- ✓ Recognizing a strong need in your community for Access;
- ✓ Evaluating your institution’s ability to implement Access for two years;
- ✓ Working closely with the U.S. Embassy to plan effective and efficient programming;
- ✓ Drafting proposals that meet program requirements and submit for approval to the U.S. Embassy;
- ✓ Advertising and recruiting participants for the student scholarships;

¹ Please refer to [Appendix 1](#) for the Chart of Responsibilities

- ✓ Collaborating with the U.S. Embassy during the participant selection process;
- ✓ Providing the same standardized pre- and post-test to all students upon entering and exiting the Access Program;
- ✓ Implementing the program according to the oral and written guidelines from the U.S. Embassy which include approved proposals and signed official documents;
- ✓ Hiring highly-qualified personnel (i.e. Access Coordinators, Teachers, Teaching Assistants) to regularly monitor and evaluate the program to ensure it is implemented in accordance with the relevant official documents as well as to highlight best practices and address challenges quickly;
- ✓ Planning regular enhancement activities that provide hands-on and interactive opportunities for students to engage in discussions, games, community service, and other activities related to U.S. culture and values;
- ✓ Sending invitations to the U.S. Embassy/Consulate to notify them of special events, and opportunities to visit and speak;
- ✓ Providing certificates signed by the U.S. Ambassador (or U.S. Embassy/Consulate Officer) to each Access student at the beginning and end of the Access Program; and
- ✓ Submitting financial reports and alumni data according to the schedule outlined in official documents, and when requested by the U.S. Embassy/Consulate.

Phases of an Access Program

The Access Program is divided into three phases; each contains distinct categories. We have provided a checklist to help Providers ensure all program and administrative requirements are met (*please see the Access minimum standard checklist in [Appendix 2](#)*).



1) **Program Planning:**

- a. Staffing
- b. Program Components
- c. Financial Responsibility and Program Management Expectations

2) **Program Implementation:**

- a. Program Delivery
- b. Reporting
- c. Monitoring and Evaluation

3) **Program Close-out:**

- a. Program Ending Procedures
- b. Final Reporting

Phase One: Program Planning

1 (a) Staffing and Branding

Access Coordinators, Teachers, and Teacher Assistants

The heart of the Access Program is its focus on learning English. As such, it is important to recruit and maintain high-quality Access Coordinators, Teachers, and Teacher Assistants who are committed to the success of the students selected for the two-year program.

1.1 Access Coordinator

It is strongly recommended that each Access site have an Access Coordinator that serves as the liaison between the Access teachers and the U.S. Embassy/Consulate and provides support to the teachers in dealing with administrative matters. Since the Access Coordinator holds a variety of responsibilities related to the Provider and the Access teachers, it is recommended that s/he is selected amongst the Provider's teaching staff. (See [Appendix 3](#) for Specified Duties.)

1.2 Teachers and Teacher Assistants

Each Access group should have a Lead teacher. However, in Access classes of 18 students or more, it is recommended that the class has a Teaching Assistant to give students as much personalized attention as possible. The two can work with different levels simultaneously. It also allows students to experience different teaching styles in the classroom. Students may identify with one teacher or both, hopefully making it easier to earn their trust and solve problems that may arise. Having two teachers in the class also sets an example of teamwork for students so they see it is possible to collaborate with others to reach a common goal. (See [Appendix 3](#) for Qualifications and Duties.)

QUICK TIP!

It is recommended that institutions sign contracts with teachers in which Access Program responsibilities are described in detail (see [Appendix 4](#) for a sample teacher agreement).

All Teachers' and Teacher Assistants' duties for the Provider should be planned and executed in agreement with the Access Coordinator. The Teachers' and Coordinators' should select a qualified Teaching Assistant, promote the program, recruit students, screen applications, conduct interviews, and notify candidates of the results.

1.2.1 Access Staff Payments

At the Provider's discretion, Access Coordinators' salary may be an in-kind cost share that the institution budgets for in the Access Program.

It is the responsibility of the Teachers and Teaching Assistants to arrange the frequency and means of their salary with the Provider. The U.S. Embassy, Teachers and Teaching Assistants must be advised of their exact earnings each month at the moment of starting the course.

If any issue regarding payment arises, the U.S. Embassy/Consulate should be notified no later than 5 calendar days after the event.

1.3 Branding

The official name of the program, as supported by the U.S. Congress, is the “English Access Microscholarship Program.” The abbreviations “Access” or “Access Program” are also acceptable. These are the only names that should be used when referring to the program. A frequent incorrect reference is ACCESS: the word “access” should never be in all capital letters, as it is not an acronym. Other incorrect references to the program often occur, and we ask that everyone involved in the program use their due diligence to ensure that the Access Program’s name appears correctly in all program-related documentation.

Example: “The English Access Microscholarship Program, funded by the U.S. Department of State, ...”

1(b) Access Program Components

1.4 Curriculum Design

The goal of the Access Program is to equip students, who possess a minimal knowledge of English, with effective communication and critical thinking skills through meaningful interaction, cooperative learning strategies, interest-appropriate activities and real-life contexts.

QUICK TIP!

English language objectives may vary according to the instruction materials selected and the academic environment, however, all Access Programs should be designed with clear goals for the students’ English language

Additionally, Access seeks to prepare students for conversational English language skills with native and non-native speakers of American English through a variety of experiential learning activities. The Provider should work with the U.S. Embassy to ensure students have opportunities to meet with native and non-native speakers of American English.

Your organization must identify the number of hours of instruction as well as the course book and supplementary materials in the Access Program proposal. Please design the curriculum based on those parameters and be mindful of the following:

- Your proposal and your budget are your guiding documents. Please follow them and report accordingly;

- There must be a minimum of 360 hours instruction hours reasonably distributed over the two-year program. This means that the number of hours should not be fewer than 180 in one academic year. If events beyond the Provider’s control prevent the instruction of 180 in one academic year, it is the responsibility of the Provider to make up those lost hours in the following academic year. Classes must be calculated with astronomic hours (60 min), not academic hours, which can vary from one institution to another;
- Program start and end dates should include any Access-related activities that occur prior to the start of classes (advertising, recruitment, etc.) and following the completion of classes (certificate ceremonies, wrap-up activities, close out, etc.) The Access Program can only reimburse costs that are incurred within the approved program start and end date range;
- Lessons should focus on the four language skills: reading, writing, speaking and listening. Focus the classroom time on communicative teaching methods. Access classes should include time for accuracy (grammar) as well as fluency (freely speaking);
- Remember to enrich the classes with supplementary materials, games, and projects;
- Encourage teachers to be creative and use varied methods of teaching. If the teachers think that students need more time on a particular theme, then they shouldn’t push them forward. Instead, teachers should use this opportunity to grow as an English language professional and think outside of the textbook. (See [Appendix 5](#) for a Sample Lesson Planning Template.)

1.4.1 After School Instruction

As stated above, Access is a two-year program that requires a minimum of 360 hours of instruction reasonably distributed over the agreed upon two-year period. Each Access Program must include weekly instruction that can occur before school, after school, or on weekends. After school instruction has been the preferred time for teaching and has generally taken place one to five days a week with each class lasting one to three hours per day. It is the responsibility of the Provider to consider the schedules of the students to ensure that Access classes do not interfere with students’ regular school schedules, exams, or school events.

QUICK TIP!

When planning your two-year program schedule, remember that exams often demand teachers’ and students’ attention not just on the days of the tests, but also during the weeks of preparation leading up to them.

In developing lesson plans, it is recommended that the teacher establish frequent checkpoints to ensure adequate student learning. Checkpoints can be established based on the selected instructional material, at the discretion of the Lead Teacher. As such, it is highly encouraged that great care is taken in

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selecting effective instruction materials. Enhancement activities related to U.S. culture and values must occur regularly throughout the two years of the program, including during After School Instruction. This type of instruction should include frequent opportunities to converse in English and provide computer instruction, whenever possible.

1.4.2 Intensive Sessions

Intensive sessions are important opportunities to practice English language skills, build teams, gain confidence, and learn in a threat-free environment. They are also the place where the strongest memories of the Access Program are made and friendships are cultivated. Enjoy this opportunity to take your classrooms and your learning outside of the confines of the school room for experiential learning.

Providers are encouraged to include Intensive Sessions in addition to the mandatory After School Instruction. These sessions are often one to four-week long summer programs but may also occur over consecutive weekends or between semesters. They should include more instruction hours per week than the After School Instruction the students receive throughout the two years. Intensive Sessions can supplement, initiate, or conclude a student's two-year English language programming. These sessions are included in the 360 hours of required instruction. Hours of instruction during Intensive Sessions may not exceed 8 hours per day or 40 hours per week.

Intensive Sessions should combine English language instruction with enhancement activities. As much as possible, enhancement activities should incorporate U.S. Embassy/Consulate exchange alumni, U.S. exchange program participants, U.S. Embassy/Consulate personnel, and other native and non-native English-speaking partners.

While Intensive Sessions should include enhancement activities, enhancement activities alone do not constitute an intensive session.

Tips for a model intensive session:

- Please, remind everyone to speak English during the intensive sessions, e.g. on a train trip or in a camp outside of your city. Games, sports, entertainment, and enhancement activities – everything should include building English language skills.
- The intensive sessions should encourage fun and active learning, so design your classes with hands-on learning and creativity in mind. This is a great opportunity for drama, nature hikes, and games in English!
- Take careful consideration when budgeting for the intensive sessions and be sure to stay within the Access proposal. Be sure that expenses for intensive sessions are approved items. For any questions or changes, contact the U.S. Embassy/Consulate.

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1.4.3 Computer Instruction

Access Programs, whenever possible, should include computer instruction to complement English language instruction and enhancement activities.

- Computer classes, multimedia learning, or social media activities during After School Instruction and/or Intensive Sessions should be indicated in the proposal, when applicable.
- Incorporate English into the computer instruction time, even if it is exploring how to use a program or using presentation or word processing for projects.
- Use American English americanenglish.state.gov and the Trace Effects video game to explore English independently or as a class.
- “Like” the [English Access Microscholarship Program-Headquarters](https://www.facebook.com/AccessProgramHQ) Facebook page (<https://www.facebook.com/AccessProgramHQ>) and post regular activities as well as connect with students and teachers around the world! (See [Appendix 6](#) for Guidelines for Participating in the Access Facebook Page.)
- Most importantly, keep your students safe online! Teach best practices for social media and be sure the content they are using is instructional. Visit the Access Facebook page link for further online safety tips <https://www.facebook.com/AccessProgramHQ/notes> or see [Appendix 7](#) for social networking safety tips.

1.4.4 Enhancement Activities

Another key element of the Access Program is to familiarize students with important features of U.S. culture and values. Students are encouraged to develop respect for and interest in other cultures, customs, and beliefs. Enhancement activities should be designed to provide hands-on and interactive opportunities for students to engage in discussions, games, community service, and other activities related to U.S. culture and values.

Three main elements of U.S. culture and values enhancement activities are included in the Access Program: 1) course topics relating to U.S. culture and values, 2) personal development, and 3) community service. The enhancement activities should occur at least once a quarter throughout the two-year program.

QUICK TIP!

Enhancement activities are more than discussions about a topic – they are activities designed to reinforce a topic by creating a lasting impression and memory for students.

- All students and teachers must participate in enhancement activities on a regular basis. Coordinators should work closely with teachers to plan them.
- English must be a component of all of your enhancement activities, whether as part of the activity itself or in a follow up classroom activity. (See [Appendix 8: Enhancement Activity Planning Template](#).)
- Send the U.S. Embassy highlights for the enhancement activities throughout the Access Program in a timely fashion. (See [Appendix 9: Highlights Form](#).)

1.4.4.1 Course Topics Relating to U.S. Culture and Values

Enhancement activities can be creatively integrated into course topics teachers introduce to their class. At least three of the following course topics must be covered during an Access Program’s After School and/or Intensive Session Instruction: U.S. Holidays, U.S. History, U.S. Popular Culture, U.S. Education, Gender Issues, the Environment, Ethnic Tolerance, Democracy, and Civil Society.

Examples of enhancement activities related to U.S. culture and values are:

- Celebrations of U.S. holidays such as hosting a Thanksgiving dinner or a Fourth of July picnic
- Writing and producing skits about key events in U.S. History
- Talent shows in which Access students perform songs by U.S. musicians
- Science-themed activities relating to environmental issues
- Inviting guest speakers to discuss aspects of life in the U.S. such as ethnic diversity and tolerance

1.4.4.2 Personal Development Activities

Various components of the Access Program seek to foster personal development by working towards building balanced intellectual and emotional capabilities with students to better prepare them for future academic and professional endeavors. Students are introduced to topics including career development resources, available opportunities to pursue higher education, and additional U.S. government-sponsored exchange programs.

- A minimum of two personal development activities are required.
- Within two (2) weeks of completing a Personal Development Activity, send the U.S. Embassy/Consulate highlights for that activity. (See [Appendix 9: Highlights Form](#).)

Examples of Personal Development activities are:

- Visits to local colleges and universities to expose students to opportunities for higher education or other exchange programs
- Visits by guest speakers from the private sector to discuss career opportunities
- Career development activities that practice skills such as resume writing, application writing, and interviewing
- Visits by guest speakers from the U.S. Embassy/Consulate and American Language Center to discuss ways in which Access alumni can stay connected to the U.S. Embassy/Consulate
- Visits by active participants or alumni of Fulbright, the Peace Corps, the English Language Fellow Program, or the English Language Specialist Program to encourage speaking with native English speakers

1.4.4.3 Community Service Activities

The Community Service component is in place to increase the students' awareness of issues facing their respective communities while also gaining an understanding of the ways they can positively contribute to civil society.

- Please use the guidelines in [Appendix 10](#) and [Appendix 11](#) when planning Community Service Projects.
- Within two (2) weeks of completing a Community Service project send the U.S. Embassy/Consulate highlights of your activities and achievements.

1.5 Textbooks and Supplementary Materials

Each country may have its own primary textbooks that they prefer. Please work with the U.S. Embassy/Consulate to select appropriate and approved textbooks for the Access Program.

The scholarship money is intended to provide course books for each and every student. After the program ends the books are the property of the students.

In addition to materials in the textbook, Access teachers should be strongly encouraged to incorporate supplementary materials in lessons. Teachers can download and use materials from americanenglish.state.gov or enrich classes with the U.S. Department of State created materials (*see [Appendix 12](#) for a list of potential materials*). Teachers are also free to use other materials if they suit the Access Program goals.

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1.6 Additional Programs and Resources

There are a number of resources available for you to enhance the student's Access Program experience. Each resource varies from region to region so please make sure to contact your U.S. Embassy/Consulate to see if the listed resources are available in your area.

EducationUSA Advising Centers offer objective and timely information about educational institutions in the United States and how to best access those opportunities. Each year, thousands of prospective students learn about U.S. study opportunities through EducationUSA centers. This is a great resource to enhance your Access Program and can be used by taking a trip, inviting a speaker, or by visiting educationusa.state.gov during computer instruction.

American Spaces is a term that refers to the American Corners, International Resource Centers, and Binational Centers located in various countries of each region. It is important to understand the purpose of each one and what they have to offer. Visit the American Spaces site <http://www.state.gov/r/iip/amerspaces/> or contact your U.S. Embassy/Consulate for more information.

USG Participants and Alumni are current, or former, participants in programs sponsored by the United States Government. These programs include, but are not limited to:

- English Language Fellows (Fellows) are U.S. English-language teaching professionals placed in universities, ministries of education, and other institutions for ten months. Fellows work with their hosts as well as the local and regional English language teaching community to create and implement courses, materials, curricula, and training programs that build stronger connections between the host and U.S. culture. Fellows can assist teachers with Access Program activities. Fellows cannot teach in the Access Program.
- English Language Specialists are U.S. academics and professionals in the fields of Teaching English to Speakers of Other Languages, Applied Linguistics, or related fields to conduct programs overseas ranging from two weeks to five months. Contact your U.S. Embassy/Consulate to find out more.
- Fulbright English Teaching Assistants (ETAs) are U.S. college graduates who provide assistance to teachers of English. English Teaching Assistants help teach English language in educational institutions while serving as U.S. cultural ambassadors. ETAs can assist teachers with Access Program activities. ETAs cannot teach in the Access Program.
- Peace Corps Volunteers work in a variety of contexts and hold different responsibilities. Contact your U.S. Embassy/Consulate to see if Peace Corps Volunteers are in your area.

1.7 Required Documentation to Launch an Access Program

The Provider must receive and review the latest copy of the Official Access Handbook from the U.S. Embassy/Consulate prior to submitting a proposal for Access funding. There will be updates to the handbook throughout the course of the program so please contact the U.S. Embassy/Consulate for the latest edition before submitting a proposal for consideration. Several steps are required before an Access Program can launch. Please note that programs are not authorized to begin until the sub-agreement has all required signatures and the local Provider has submitted all requested information. If Washington approval and official documentation are not received at each step, then the Provider risks financing the entire cost of the program. The Access Program funds only should be used for program-related purposes stipulated in the proposal.

QUICK TIP!

Ask the U.S. Embassy for the most recent version of the Official Access Handbook and Access proposal templates.

Access Programs must not launch without fully signed and executed documentation.

1.7.1 Scholarship Proposal

After reviewing the entire Official Access Handbook, a Provider should submit a proposal narrative and budget using the Access proposal templates. Contact the U.S. Embassy/Consulate for the latest version of these templates to reduce the possibility of having to resubmit a corrected proposal.

- Proposal Checklist (*see [Appendix 13](#)*)
- Proposal Narrative (*see [Appendix 14](#)*)
- Proposal Budget (*see [Appendix 15](#)*)

1.7.1.2 Financial Responsibilities and Expectations

The Access Program funds can be used only for program-related purposes stipulated in the proposal, as well as reported instruction hours and program-related activities under the categories of instruction, books and instructional materials, transportation, enhancement activities, administration, accommodation, and food. You must officially report all of your expenses and will only be reimbursed for expenses incurred from the program start date to the program end date as indicated in the sub-agreement. If you are not sure whether the purchase you are going to make is allowable, please contact the U.S. Embassy/Consulate and Office of English Language Programs before you spend the funding. (*See [Appendix 16](#) for a Chart of Allowable/Unallowable Expenses for the Program*).

Please note that students and their families must not be expected to make any financial contributions to the Provider related to their participation in Access, purchase any materials for use during Access, or fund their own transportation to/from classes.

- ***Instruction:*** Funds spent for instruction purposes include Teacher and Teacher Assistant salaries. If an Access Coordinator also serves as an Access Teacher, the Provider may use funds from this line for their salary for the percentage of the time that they are teaching classes only (this may not cover the percentage of the time they spend on administrative duties). For example, if they spend 6 hours/week teaching and 2 hours/week on administrative duties, 75% of their salary would be charged to Instruction, and 25% to the Administration line item. Instruction expenditures should be verified with payroll receipts. Income and social taxes, pension funds deductions, as well as bank fees should be included as instruction expenses and reflected in payroll receipts.
- ***Books and Instructional Materials:*** Funds may go to the cost of text books and supplementary instructional materials used by Access students and teachers as well as the cost of Access students' school supplies to be used in the Access class throughout the program. Books purchased for the students remain property of the students upon their completion of the program. Costs for the required exam materials provided at the beginning and end of the program fall under this funding line. Providers may submit a separate request for approval for the purchase of technology and equipment to support instruction, including a cost estimate and justification for the purchase (*See [Appendix 16](#) for more information*). These purchases must be verified with receipts. Receipts may be agreements with service providers, vendors, invoices, or cash register receipts.
- ***Transportation:*** The cost of transporting students (and teachers, if necessary) to and from their Access classes falls under this funding line. These purchases must be verified with receipts. Receipts may be agreements with service Providers, vendors, invoices, or cash register receipts.
- ***Enhancement activities:*** Expenses for enhancement activities may include supplies and must be related to a specific Access Program project, e.g. celebrating Thanksgiving, induction and graduation ceremonies. Items that are not directly related to enhancement or instructional activities must not be authorized for purchase. These purchases must be verified with receipts. Receipts may be agreements with service Providers, vendors, invoices, or cash register receipts.

QUICK TIP!

Contact the U.S. Embassy/Consulate and Office of English Language Programs before you spend the funding if you are not sure whether the purchase you are going to make is allowable.

- *Administration:* The administrative cost may include staff compensation for work directly related to the Access Program such as program administrator, program coordinators, accountants, administrative office supplies, Access classroom rental, office telephone, etc. These items must be reflected in your receipts. You may incur wire transfer fees related to receiving disbursements or returning unused funds at the end of the program. Please inquire with your bank about wire transfer fees.
- *Food:* Providers will have an opportunity to request costs to provide the students with food during After School and/or Intensive Session instruction by providing a justification for consideration within the Access proposal; decisions will be made on a case-by-case basis. These purchases must be verified with receipts. Receipts may be agreements with service Providers, vendors, invoices, or cash register receipts.
- *Accommodation:* Providers will have an opportunity to request costs associated with accommodation for students during Intensive Sessions (not for After School instruction) by providing a justification for consideration within the Access proposal; decisions will be made on a case-by-case basis. These purchases must be verified with receipts. Receipts may be agreements with service Providers, vendors, invoices, or cash register receipts.

1.7.2 Sub-agreement Process

The process for issuing a sub-agreement begins with the Provider submitting a completed proposal which includes a narrative and budget using only the approved templates provided by the U.S. Embassy/Consulate. The proposal documents are reviewed and the Provider may be asked to clarify information or make revisions to the proposal. Once the proposal has been finalized and approved, the Office of English Language Programs authorizes the Cooperating Agency to issue the sub-agreement. The sub-agreement is the legal instrument which authorizes all work to be performed by the Provider. It is a legally-binding document signed by the Provider and the Cooperating Agency's Grants Officer and contains the terms and conditions under which the Provider will implement the Access Program. The Provider will receive a packet with the following documents and instructions for completing the necessary forms:

- Draft Sub-Agreement (*see [Appendix 17](#) for the Access Sub-Agreement*).
- Approved Proposal (Narrative and Budget)
- Provider Profile Form
- Required Certifications Form

- EIN/DUNS Number Overview
- Payment Request Form

The draft sub-agreement will contain the following information for the Provider to review:

- Name of the organization being issued the sub-agreement. The Provider's name on the sub-agreement should match the name on the approved proposal as well as the name under which the DUNS number has been issued (please see section below on DUNS number).
- Start date and end date of the sub-agreement. All work performed by the Provider must occur within this time period.
- The roles and responsibilities of the U.S. Embassy/Consulate and the Cooperating Agency.
- Scope of sub-agreement and authorized budget: This section will reflect the program information from the Provider's proposal such as the number of students, the number of instruction hours, the number of intensive session hours. It will also include the approved budget.
- Information on Cash Advance Payments
- Final reconciliation and closeout
- Schedule for required reporting
- Compliance Information with relevant U.S. government regulations
- Information on termination and suspension

Once the Provider has reviewed the sub-agreement in full, the Provider signs the signatory page, completes the Provider profile form, Certifications Form, and Payment Request form and returns them to the U.S. Embassy/Consulate. Once the Cooperating Agency receives the completed packet and all forms from the Provider packet have been verified as completed, the Cooperating Agency's Grant Officer will add the final signature to the sub-agreement and send it to the U.S. Embassy/Consulate to forward to the Provider. The sub-agreement has now been fully authorized and the Provider may begin their program. **Please note that Providers are only authorized to begin their Access program once the sub-agreement is fully executed (i.e., signed by all parties). Any costs incurred for the planning, preparation or implementation of the program before the sub-agreement is fully executed will not be reimbursed.**

1.7.3 How to acquire a Unique Entity Identifier Number/DUNS Number

About the DUNS Number

A **DUNS** number is a unique 9-digit identifier issued and maintained by Dun & Bradstreet. It is widely used in the U.S. to verify the existence of a business entity, and it is a requirement of any organization receiving funding from the U.S. Government.

Obtaining a DUNS Number

If your organization does not yet have a DUNS number, you can request one by going to:

<http://fedgov.dnb.com/webform>

It is free to acquire a DUNS number and it generally takes 1-2 business days to receive your number. If you are not sure whether or not your organization already has a DUNS number, you can conduct a search using the same link provided above.

The name registered to your DUNS number must be the organization's full, legal name.

When completing your request, please be advised that you will be required to list a **Primary SIC Code** for your organization. This code is a 4-digit number that is used to describe the type of work your organization does. In order to determine which code to use for your organization, you will be directed to visit the following site:

<http://www.osha.gov/oshstats/sicser.html>

Once there, you should first click on the link for **SIC Manual**, which will give you an overview of general categories. In most cases, your organization will fall under Division I (Services), Major Group 82 (Educational Services), which includes the following types of organizations:

- 8211 Elementary and Secondary Schools
- 8221 Colleges, Universities, and Professional Schools
- 8222 Junior Colleges and Technical Schools
- 8231 Libraries
- 8243 Data Processing Schools
- 8244 Business and Secretarial Schools
- 8249 Vocational Schools, Not Elsewhere Classified
- 8299 Schools and Educational Services, Not Elsewhere Classified

However, if none of these codes applies to your organization, please review the other sections of the manual and choose the code that most accurately describes your organization.

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Phase Two: Program Implementation

Congratulations, you constructed an extensive plan and finalized a sub-agreement for your Access Program. You are now ready to start the Program Implementation phase, or Phase 2 of the Access Program. Below is a suggested timeline for each part of Program Implementation. While each Provider varies, it is recommended to stay within these timeframes to ensure a timely start of your program.

2.1 Recruiting Access Students

Recruiting and selecting students is a key first step when you start your program. Here is a potential timeline to help plan this phase of the program implementation:

Recruitment and Selection Timeline (EXAMPLE)	
Promotion	3-4 weeks
Receive Applications	2 additional weeks
Screen Applications and Set up Interviews	1-1 ½ weeks
Conduct Interviews	1 week
Notify Applicants of Results	1 week

2.1.1 Definition of Economically Disadvantaged Students

An essential program requirement is that Access students are economically disadvantaged and are 13-to-20 years old on the first day of class. Essentially, students should come from the lowest socio-economic bracket of the country/province. It is the Provider's responsibility to specifically identify how they will verify students' economic status.

2.1.2 Advertising and Recruiting

Institutions should assess the level of need in their community and ensure that the Access Program benefits bright and economically disadvantaged students. Extensive advertising and recruitment may be

QUICK TIP!

Examples to verify economic status:

- Reviewing parent/guardian economic situation
- Requesting pay stubs
- Interview school or community officials that have access to such information

conducted in order to reach the target audience and can involve such parties as local government officials, school administrators, civic and religious organizations, and the U.S. Embassy/Consulate. The Provider, in collaboration with the U.S. Embassy/Consulate, may evaluate and nominate the candidates. Final approval of the nominations may be made by the U.S. Embassy/Consulate.

Information about your Access Program should be spread widely by advertising in local newspapers and TV channels (if possible), and working with local departments of education and schools or other educational institutions. *(See a Sample Advertisement in [Appendix 18.](#))*

Information must clearly indicate that the Access Program is designated for bright but disadvantaged children ages 13 to 20 at the beginning of the program, and that the Access Program is free of charge and sponsored by the U.S. Department of State. The institution will need to make arrangements to organize its classes according to language proficiency levels and a two-year age range, e.g. 13-15 year olds, 14-16 year olds, 17-19 year olds, or 18-20 year olds.

2.2 Selecting Access Students

The Access Program is designed for economically disadvantaged students between 13 and 20 years of age who have minimal to no knowledge of English. Applicants will need to complete an application form with information related to the requirements of the Access Program. The information on this application will be verified by the Provider implementing the program. The Provider will verify that the selected students are economically disadvantaged and represent students from diverse racial, ethnic, religious, geographic, or physically challenged backgrounds as appropriate. Additionally, Providers must ensure that classes are gender-balanced with 50% girls and 50% boys.

As a Provider, if you are not able to include a mix of genders (both boys and girls) in a particular class or activity, you are required to provide an explanation about how you intend to achieve gender-balance across the entirety of the Access Program.

Selection processes may include applications, written/oral exams, essays, and interviews and must adhere to the following guidelines:

- All aspects of the selection process must be in the student's native language(s).
- Application forms should have questions requesting the name, age, name or number of school/other educational institution as well as questions about parents/guardians and number of children in families. *(See [Appendix 19](#) for a Sample Application Form.)*
- If essays are a part of the selection process, they must be in the students' native language(s) and may ask students to explain their motivation and commitment to the Access Program.

- Interviews are the last stage of the selection process. Students must provide documents verifying their disadvantaged status before interviews take place. Examples of such documents include: guardians' salary statements, statements from pension funds, certificates of divorce/death, birth certificates, a report of their grades at school, and other appropriate documents. Copies of these documents must be filed and kept for both years of the Access Program and for a year afterwards. The U.S. Embassy/Consulate may ask to check these documents at any time during the Access Program. (See [Appendix 20](#) for Sample Interview Rubric.)
- A representative of the U.S. Embassy/Consulate must be included as a member of the final selection panel. Inform the U.S. Embassy/Consulate beforehand about the selection dates to let them plan accordingly.

We strongly recommend that you develop a plan to replace students who withdraw from the program:

- create a gender-balanced wait list of alternates from those students who weren't chosen, or
- allow students to audit the class. The auditing students are required to participate in most activities as if they were a finalist in the Access Program. These auditing students may not receive paid materials, participate in funded enhancement activities or receive transportation stipends. However once a replacement is needed, s/he can receive the full financial benefits of the scholarship.

2.2.1 Working with Families and Students

Students are more successful when their entire community is behind their education. We recommend involving parents and relatives in your planning. Those in the students' homes and neighborhoods can help make their participation in the Access Program a true success.

- Students and parents/guardians must be informed that the Access Program is intensive and two years in duration. Students and guardians must be dedicated to students' success.
- Students/guardians/families must be aware of attendance policies and the consequences of habitual unexcused absences.
- Students who miss classes without an excuse or students who misbehave regularly can be withdrawn from the Access Program.
- We recommend providing forms to both students and guardians with the Access Program rules regarding attendance, behavior, participation in enhancement activities and etc. Providers can prepare letters of commitment that are signed by students and their parents/guardians. (See [Appendix 21](#) for a Sample Parent Consent Form, [Appendix 22](#) for a Sample Student Contract).

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- Students and their guardians, as well as teachers, need to grant permission via a signed release form before the Provider may take and potentially share their photos (for example, to social media or in a report). Providers will receive the Photo and Video Release Form with their first Program & Financial Report template. Please have students, pending guardian approval, and teachers complete this form at the start of the Access Program. Note that it is not mandatory for a teacher/student/guardian to sign this form. Providers must keep signed copies on file throughout the duration of the program and may only take and share a photo publically if they have a permission form for all people in the photo. (See [Appendix 23](#) for the Required Release Form.)
- Voluntary withdrawals by students should be indicated in your monthly report and reasons for withdrawing should be included in the student portfolio.
- Withdrawals should be replaced with students on your list of alternates or students auditing the program.

2.3 Induction Ceremony

There will be an official opening ceremony at the beginning and an official closing ceremony at the end of the Access Program. At the opening ceremony, the students will be given a certificate of award signed by a U.S. Embassy/Consulate official. Since these certificates are individualized, teachers are requested to send any modification/correction to the Student Enrollment Form 15 days before the opening ceremony is scheduled.

QUICK TIP!

Please be aware that it is the responsibility of the Provider to request ceremony certificates from the U.S. Embassy/Consulate – please do so well in advance of the event so they’ll have plenty of time to get the required signatures!

At the ceremony, a representative of the U.S. Embassy/Consulate must be present to deliver the certificates. The availability of the U.S. Embassy/Consulate staff will determine the time and date of the ceremony; therefore, it may not be held exactly at the beginning of the course or planned without advising the U.S. Embassy/Consulate. For this reason, it is recommended that an informative meeting with the parents of the Access students and/or an informal opening ceremony be held just before the course starts.

2.4 Program Monitoring and Evaluation

Ongoing program monitoring and evaluation are critical elements of successful program implementation. Here are some key points to be aware of:

2.4.1 Guests and Visitors

Regular visits from the community and from the U.S. Embassy/Consulate are a great chance for your students to practice their language skills with native speakers and to learn more about U.S. life and culture. Here are a few tips for hosting and preparing for visitors.

- Think ahead to the visit and prepare your students by brainstorming relevant vocabulary and questions for visitors. If appropriate, plan a game to play together with the guest.
- Do not put on a “show” for visitors – limit rote memorization of songs and poetry during a visit. Instead, give the visitor a chance to share in Questions & Answers with students. You may request visitors to speak on a topic related to the students’ current focus of study, such as the visitor’s home town, favorite sport, or family. Most Americans are happy to answer questions and feel relieved to be directed to a specific topic.

2.5 Assessment

Institutions must establish a system for monitoring and evaluating the progress of Access students. This includes administering a placement test (Initial) at the beginning of the Access Program and the same test at the end of the Access Program (Exit) to track the progress of the student’s language acquisition. The monitoring and evaluation system may also include establishing progress benchmarks and providing feedback to students and teachers throughout the program. Aspects of student performance to be evaluated throughout the program may include listening comprehension, verbal communication, accuracy, and fluency.

Providers must evaluate the success of every student. In order to do this, Providers must do the following:

- Give students the same pre- and post-tests at the beginning and end of the program. This allows you, the student, and the U.S. Embassy/Consulate to track and evaluate the success of your students throughout the two-year period. Please note: the Provider should not race through material or teach to the test; it is important that the students learn and demonstrate progress with their English language proficiency as a result of their enrollment.
- Provide continuous assessment by giving unit tests, individualized feedback, or checkups.
- Collect all tests and store them in students’ portfolios.
- Work with students and guardians if students have problems with classes/tests so that they can improve. The ultimate goal is learning for each student!

Reach out to other Access Providers or the U.S. Embassy/Consulate if you have questions about testing or would like suggestions for placement tests.

2.6 Reporting and Highlights

Providers are required to submit programmatic and financial reports throughout the implementation period (sub-agreement start to end date). Please refer to the signed sub-agreement document for a table of required financial reporting.

Example table:

Quarter	Advance Payment Schedule	Program and Financial Reports Due
1st Semester	After FY14 Sub-Agreement is signed	December 31, 2015 (For 1st Semester 06/01/2015 - 11/30/2015)
2nd Semester	After 1st semester report is approved and 1st payment reconciled	June 30, 2016 (For 2nd Semester 12/01/2015 - 05/31/2016)
3rd Semester	After 2nd semester report is approved and 2nd payment reconciled	December 31, 2016 (For 3rd Semester 06/01/2016 - 11/30/2016)
4th Semester	After 3rd semester report is approved and 3rd payment reconciled	June 30, 2017 (For 4th Semester 12/01/2016 - 05/01/2017)

Required reports include: the Program & Financial Report and Monthly reports. All reports must be submitted to the U.S. Embassy/Consulate.

Reports are essential elements of the Access program. They provide the opportunity for the documentation of the program's implementation and success. The Program & Financial Report is designed to record accurate program implementation, spending of Access Program funds, and formal requesting of continued funding. Accurate reports accompanied with all your receipts will ensure you receive the next tranche of money for running your program. Incomplete or inaccurate reports and/or missing receipts will result in delayed payments to your organization. Payments will be sent only when you've answered all questions related to your report and have provided Access Program receipts to the U.S. Embassy/Consulate. Misuse of funds or incomplete reporting can lead to the termination of your grant as indicated in your sub-agreement. Monthly reports are a form of programmatic communication and documentation and are due on the 15th of each month. Please use them as a way to inform us of your progress and alert us to potential problems. We're here to help you. The 2014-2016 Monthly Activities Report can be found in [Appendix 24](#).

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Program Highlights are very important as well, as you must demonstrate your students' involvement in Access Program activities such as holiday celebrations, social/voluntary projects, and others.

- Don't delay! Please send Program Highlights to the U.S. Embassy/Consulate as soon as your special event has finished. We are most interested in your activities and events when they are fresh – try to make an effort to send in your highlights no later than 7-10 days after the event. Your awesome Halloween highlight from October is not as awesome when we receive it in February. *(See the Access Program Highlights Form in [the Appendix](#).)*

Be prompt with your reports! If something beyond your control is causing delay, please contact the U.S. Embassy/Consulate. Otherwise, your Program & Finance reports are due on the date indicated in the official sub-agreement and Monthly Reports on the 15th of every month.

2.6.1 Program & Financial Reports and Receipts

Providers must submit Program & Financial Reports based on the schedule outline in the fully executed sub-agreement. Program & Financial Reports will be reviewed by the U.S. Embassy/Post, the Cooperating Agency, and the Office of English Language Programs. The Office of English Language Programs has final authority to approve a Program & Financial Report and authorize disbursement of funds.

For each reporting period, Providers will receive a Program & Financial Report template. This document will include five sections that Providers are required to complete and submit to the U.S. Embassy/Consulate. Each section will have instructions for Providers and cells highlighted in yellow to mark areas that require data. For an example Program & Financial Report, see [Appendix 25](#).

QUICK TIP!

Keep records of students' attendance, and, if somebody misses classes, check with parents/guardians for the reason of their child's absence. They must provide a medical certificate if they miss classes because of sickness. Please note that students must attend at least 70% of classes to keep their Access scholarship.

Sections:

- Cover Page
- Program Information
- Payment Request
- Student Information
- Provider Comments

Cover Page

This section includes identifying information about the Provider's Access Program and current reporting period. Providers must complete the highlighted cells in yellow. Please note that by completing this section and entering the Author of Report's name, it certifies all costs reported and expensed to the program are true and accurate.

Program Information

This section includes data on program expenses, instruction hours, and program activities. Providers must enter data into the cells highlighted in yellow for the relevant reporting period. All reported information must be accurate, and program expenses must be entered in U.S. Dollars.

The worksheet is formatted to automatically calculate total program expenses and instruction hours to date and compare this data to the fully executed sub-agreement budget and program targets. The worksheet tracks the rate of program activities and expenses and helps monitor the rate and progression of program activity.

Providers must keep all receipts as reported program expenses must be verified by proof of purchase. Receipts must include vendor information, name of good(s), and quantity of good(s) purchased. Please be aware that receipts that are not properly issued may be denied by the U.S. Embassy/Consulate and therefore cannot be expensed to the Access Program. Providers will also not be eligible to receive another disbursement of funds until all receipts are accounted for.

For unexpected expenses, please consult the U.S. Embassy/Consulate. Providers must have permission to purchase anything which wasn't proposed and/or reflected in the sub-agreement budget. Changes to a sub-agreement can only be made after consultation with and approval by the U.S. Embassy/Consulate and the Office of English Language Programs.

Payment Request

This section includes data on estimated and requested costs. The worksheet is used to determine the requested amount for the next disbursement. Providers must enter data in the cells highlighted in yellow.

When calculating cash needs for the next disbursement, Providers should keep in mind the following:

- Regular programmatic costs (example: teacher salaries, administration costs, etc.)
- One-time costs (example: books and materials for the length of the program)
- Anticipated costs related to preparation for a planned activity (example: Intensive Session, camp, field trips, etc.)
- Costs should be accurate and based on the approved budget, which cannot be exceeded

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These estimated costs and Current Cash in Hand will automatically calculate the requested amount for the next disbursement. Current Cash in Hand is calculated by the total amount disbursed minus total reported expenses to date.

Providers should include an explanation of estimated costs for the upcoming period. For example, if most or all the planned funds for Books & Materials are used in the first period, the Provider should note that these materials will be purchased at the beginning but used throughout the program.

Please note that estimated costs in previous reporting periods will be updated by the Cooperating Agency with actual reported program expenses.

Student Information

This section includes all student-related data (example: student name, attendance, performance, enrollment status, etc.). Providers must enter data in the cells highlighted in yellow and update students' Attendance, Performance, and Enrollment Statuses throughout the program.

Provider Comments

This section includes Providers' explanations or comments about program expenses, program operations, students' statuses and performance, and/or program issues or achievements. This is a useful tool to allow Providers to give a brief narrative of overall program expenses and operations.

2.7 Amendments to the Sub-Agreement

Amendments should be completed if the required changes are to one or more of the following program requirements, as laid out in the sub-agreement:

- Program dates – adjusting the program start and/or end dates
- Hours of Instruction – adjusting the balance of hours between After School (AS) and Intensive Sessions (IS), increasing or decreasing the number of hours with justification (never below the minimum 360 total hours)
- Budget – changing the amount of the total award (please see the Budget Revisions section below for other types of budget changes)
- Scope of Work – the addition of a Summer Camp or other activity
- Change of Institution Name

How an amendment is identified:

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- U.S. Embassy and/or the Provider identifies the need for an amendment and sends the request to the U.S. Embassy/Consulate, Office of English Language Programs and Cooperating Agency
- The Cooperating Agency will alert the U.S. Embassy/Consulate to the need for an amendment after reviewing a program & financial report.

Once the need for an amendment is identified, the Cooperating Agency will discuss the amendment details with the U.S. Embassy and send an amendment request to the Office of English Language Programs for approval.

Once approved by the Office of English Language Programs, the Cooperating Agency will create and sign the amendment documents.

The Cooperating Agency will send the documents to the U.S. Embassy to collect the U.S. Embassy and Provider signatures. Once signed, the final and fully signed version of the amendment documents will be scanned and sent back to the Cooperating Agency for their records. The Amendment documents will be valid from the date of all parties signing (see [Appendix 26](#) for a sample amendment).

2.8 Budget Revisions (Letter of Approved Budget Change)

If any of the following budget revisions are made, a Letter of Approved Budget Change must be processed:

- The amount of funds transferred between budget line items, excluding Administration, exceeds 10% of the total sub-agreement award amount.
- Funds are moved into or out of the Administration budget line item.

The need for a Letter of Approved Budget Change will be identified in the same ways as an amendment (see above).

If the budget revisions take place before the last period of the program, a Budget Revision Request Form will be used to determine the new budget for the remainder of the program. If the budget revisions occur in the last period of the program, the final program and financial report will be used to determine the revised budget.

Once the budget revisions have been identified, the Cooperating Agency will discuss the details with the U.S. Embassy/Consulate and seek approval from the Office of English Language Programs. Upon approval from the Office of English Language Programs, the Cooperating Agency will create a Letter of Approved Budget Change and send to the Provider for their records, signifying the revised budget is approved and in effect (see [Appendix 27](#) for a sample letter of approved budget change).

2.9 Termination

In some circumstances when it is deemed by the U.S. Embassy/Consulate that an Access Program should not continue, the termination of the sub-agreement may be considered. Termination may occur for a variety of reasons such as environmental (civil unrest, natural disaster), poor performance, or mismanagement of funds. Once a termination decision has been reached by the U.S. Embassy/Consulate and approved by the Office of English Language Programs, the Cooperating Agency's Grants Officer will prepare a letter for the Provider which formally terminates all activity under the sub-agreement. Upon receiving a Termination Letter, the Provider must sign and return it to the U.S. Embassy/Consulate immediately. The letter will contain the effective date by which all program activity must cease. The Provider has 30 days after the effective date to complete the standard close out process (see close out process for more information), including submission of Final Program & Financial Report and return of all unused funds.

Phase Three: Program Close Out

All final financial and program reports required by the terms and conditions of your sub-agreement must be submitted to the Cooperating Agency no later than 30 calendar days after the end date of the sub-agreement.

QUICK TIP!

To comply with auditing and U.S. Government regulations, you should keep the following documents for at least three years after the end of the program. These documents include but are not limited to:

- Signed sub-agreement
- Finalized sub-agreement amendment(s) or letter(s) of approved budget change
- Close out Letter and Disbursement Report
- All program & financial report forms
- Original receipts
- Bank Statements
- Financial reports that relate to Program costs

All costs must be incurred during the period of the sub-agreement. Costs, including salaries, will not be reimbursed outside the dates of the sub-agreement. Please refer to your sub-agreement for the exact dates of your period of performance.

3.1 Working with the U.S. Embassy to Close Out Your Program

Your proposals and budgets were approved by the Regional English Language Office of the U.S. Embassy in your local country, or region, and the Office of English Language Programs in Washington, D.C. Following these documents will prevent problems and aid in adherence to your proposed program start date. Submit your reports according to the schedule provided in your sub-agreements to prevent delays in payments.

When the program ends you will submit a final program and financial report. When the final program and financial report has been reviewed and approved, you will receive a Close out Letter and a Disbursement Report. The Close out letter will confirm that all reports have been received, no outstanding documents remain and end all sub-agreement obligations. The Disbursement Report serves as a record of all the payments made to you. If there are unused funds, the Close out Letter will also acknowledge that all unused funds have been received. If unused funds are not returned, a Close out Letter will not be issued, you will be in violation of U.S. Government regulations, and your organization will not be eligible to receive future Access funding. Please see [Appendix 28](#) for a summary of the Close out process.

The U.S. Embassy/Consulate is always ready to assist you with any questions or concerns throughout this process, so please do not hesitate to ask sooner rather than later.

APPENDIX 1: CHART OF RESPONSIBILITIES

	Provider	U.S. Embassy/Consulate	U.S. Department of State Bureau of Educational and Cultural Affairs (ECA)	Cooperating Agency
PROGRAM PLANNING				
Hire/advise Access Coordinators, Teachers, Teacher Assistants	✓			
Design curriculum	✓	✓		
Select approved textbooks for the program	✓	✓		
Acquire a Unique Entity Identifier Number (DUNS Number)	✓			
Complete and submit the Access proposal using the Official Access Handbook and Access proposal templates	✓			
Review Access proposals		✓	✓	✓
Approve Access proposals			✓	
PROGRAM IMPLEMENTATION				
Recruit Access students	✓			
Plan an official opening ceremony and an official closing ceremony for the Access Program	✓	✓		
Administer an Initial and Exit Test to students	✓			
Track and evaluate students success throughout the program	✓	✓		
Complete and submit the required reports and receipts on time to the U.S. Embassy (Financial & Program Report, Monthly Report, Highlights)	✓			
Review the Program & Financial Reports		✓	✓	✓
Approve the Program & Financial Reports			✓	
Approve issuing of payments			✓	
Issue payments to providers				✓
Request the need for an amendment to the sub-agreement	✓	✓		
Review Amendment Request		✓	✓	✓
Approve Amendment Request			✓	
PROGRAM CLOSE OUT				
Complete the final Financial & Program Report and submit to U.S. Embassy no later than 30 calendar days after the end date of the sub-agreement	✓			
Review the final Financial & Program Report		✓	✓	✓
Approve the final Financial & Program Report			✓	
Approve initiating the Close Out process			✓	
Send Close Out Letter		✓	✓	
Save Close Out Letter and receipts for 3 years after Access Program end date	✓			

APPENDIX 2: ACCESS MINIMUM STANDARDS CHECKLIST

Program Requirements	Administrative Requirements
<p>Advertising:</p> <ul style="list-style-type: none"> <input type="checkbox"/> “English Access Microscholarship Program”, “Access Program”, and “Access” are the only names that should be used when referring to the program <input type="checkbox"/> Advertisements must clearly indicate that the Access Program is for bright but disadvantaged youth ages 13 to 20, free of charge, and is sponsored by the U.S. Department of State <p>Recruiting Students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students must be between 13 and 20 years of age on the first day of the program <input type="checkbox"/> Students must be economically disadvantaged <input type="checkbox"/> Classes must be gender-balanced with 50% girls and boys <p>Selection Process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Selection process must be in the students’ native language <input type="checkbox"/> Application forms must have questions requesting the name, age, name or number of school/other educational institution as well as questions about parents/guardians and number of children in families <input type="checkbox"/> Students must provide documents verifying their disadvantaged status <input type="checkbox"/> A representative of the U.S. Embassy/Consulate must be included as a member of the final selection panel <p>Parents and Guardians</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parents/guardians must be informed that the Access Program is intensive and two years in duration <input type="checkbox"/> Parents/guardians must be aware of attendance policies and the consequences of habitual unexcused absences <p>Opening Ceremony:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A representative from the U.S. Embassy/Consulate must be present for the opening ceremony <input type="checkbox"/> Participants will receive a Certificate of Award signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer <p>Instruction:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Access Programs must complete at least 360 hours of instruction <input type="checkbox"/> Access programs must include After School instruction and Intensive Sessions are encouraged <input type="checkbox"/> Classes will have between 12 and 25 students per class <input type="checkbox"/> If the selected students exceed a two-year age range, the Provider must explain how it will maintain adequate learning <input type="checkbox"/> Enhancement Activities must occur at least once a quarter and include topics relating to U.S. culture and values, personal development, and community service <input type="checkbox"/> English must be a component of all enhancement activities <input type="checkbox"/> A minimum of two personal development activities are required <input type="checkbox"/> Students must be given the same language proficiency test at the beginning and end of the program <input type="checkbox"/> The minimum passing grade and attendance for all Access Programs is 70% <p>Closing Ceremony:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A representative from the U.S. Embassy/Consulate must be present for the closing ceremony <input type="checkbox"/> Participants will receive a Certificate of Completion signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer 	<p>Proposal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit completed narrative and budget to U.S. Embassy/ Consulate <input type="checkbox"/> Program start and end dates should include all planning and preparation as well as close out <p>Sub-Agreement Set-up:</p> <p>Complete and Submit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provider Profile Form <input type="checkbox"/> Required Certifications (including DUNS number) <input type="checkbox"/> Payment Request Form <p>Sub-Agreement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and sign sub-agreement <input type="checkbox"/> Access programs must not launch without a fully signed sub-agreement <p>Program and Financial Reports:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program and Financial Reports must be completed and submitted on a quarter or semester basis as outlined in sub-agreement <input type="checkbox"/> All expenses must be reported and verified with receipts <input type="checkbox"/> All expenses must be reported in U.S. Dollars <input type="checkbox"/> Provider must have permission from U.S. Embassy/ Consulate to purchase anything which wasn’t proposed and/or reflected in the initial budget <input type="checkbox"/> All costs must be incurred during the period of performance <p>Close Out:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provider must return any unused funds <input type="checkbox"/> Save Close Out Letter and receipts for 3 years after Access Program end date <p>Other:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provider must complete and submit Photo and Video Release Forms to U.S. Embassy/ Consulate <input type="checkbox"/> Provider should send highlights to U.S. Embassy/ Consulate demonstrating students involvement in Access Program activities such as holiday celebrations, social/voluntary projects, and others <input type="checkbox"/> Providers are asked to encourage teachers and students to visit www.americanenglish.state.gov for resources and the ‘like’ the official Access Facebook page where they can share highlights and engage with the global Access community: www.facebook.com/AccessProgramHQ

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APPENDIX 3: STAFF DUTIES AND QUALIFICATIONS

1.1 Access Coordinators' responsibilities may include, but are not limited to:

- Assisting in the selection process of the students.
- Assisting in the recruitment of the students.
- Assisting the Provider in the purchase of Access materials.
- Liaising with the Provider authorities to secure access to the room space.
- Submitting financial and progress reports by the agreed deadline.
- Helping the teachers organize the opening and closing ceremonies.
- Frequently visiting each class to ensure proper administration of the program.
- Evaluating Access classes and noting any recommendations for improvement.
- Consulting with Access teachers on solutions to noted recommendations for improvement.
- Notifying the U.S. Embassy/Consulate of sudden changes, emergencies, or interruptions of the Access classes and program.
- Assisting teachers in organizing the administration of the pre-and post-test for student progress evaluation.

1.2 Teachers' and Teacher Assistants' qualifications may include but are not limited to:

Holding university degree(s) with the qualification "English Language Teacher" and at least three years of experience working with students.

Teaching Assistants may hold a similar degree or may be in the last semester of the Bachelor's degree in ELT or a related field (e.g. Applied Linguistics, English Literature, etc.). The assistant should have an advanced level of English, roughly equivalent to a score of 550 on the TOEFL ITP or a B2 on the Cambridge University's First Certificate Examination (FCE).

Strong desire and motivation to work with disadvantaged youth.

Dedication to working with Access students for two years.

Ability to organize and participate in enhancement and out-of-class activities.

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Willingness to attend professional development and Access Program events organized by the U.S. Embassy/Consulate.

Availability for the hours a week in the afternoons during weekdays or on Saturday mornings.

Basic knowledge of U.S. society and culture, especially as it refers to the following holidays: Earth Day, Memorial Day, Independence Day, and Thanksgiving.

Basic computer skills with Microsoft Office (Word, PowerPoint), an internet browser (Explorer, Firefox, Netscape, etc.), and e-mail.

1.2.1 Teachers' and Teacher Assistants' Duties

Teachers' responsibilities may include, but are not limited to:

- Selecting appropriate textbooks and materials that reach the program objectives.
- Developing a course syllabus that clearly outlines the topics of the classes and expectations of the students.
- Developing and implementing quality lesson plans according to the Access Program objectives.
- Holding classes and conducting enhancement activities in accordance with the schedule and curriculum approved by the Access Provider.
- Designing evaluation materials to properly assess student's progress in accordance with the benchmarks established at the start of the program.
- Conduct student assessments on a regular basis.
- Submit progress reports according to the schedule established by the Provider.
- Ensure student portfolios are filed, accessible and frequently updated.
- Monitoring and regularly updating dossiers of the students' attendance and notifying the coordinator of students' progress through regular written reports.
- Developing, planning, and implementing the enhancement activities according to the Access Program objectives and duties listed above.
- Ensuring the health and safety of the students during planned classes and activities.

- Seeking to improve methodical and pedagogical skills through participation in seminars, visiting lessons of experienced colleagues, and self-education.

Teaching Assistants' responsibilities may include but are not limited to:

- Assisting teachers in the duties and responsibilities listed above, as required.
- Providing additional assistance to lower-level students, as required.
- Providing supplemental activities for higher-level students who have completed assigned tasks ahead of time.
- Assisting to ensure the course runs smoothly and successfully.

APPENDIX 4: TEACHER AGREEMENT (EXAMPLE)

TEACHER AGREEMENT

The administrator of the English Access Microscholarship Program (Access) funded by the U.S. Department of State, (INSTITUTION X, hereinafter referred to as “institution”, and NAME OF TEACHER), hereinafter referred to as “teacher”, have entered into this agreement for his/her duties under the Access Program.

The “teacher” shall be paid for his/her educational services, beyond existing duties, in accordance with the requirements of the program.

1. The teacher’s duties may include, but are not limited to:

- 1.1. Selecting appropriate textbooks and materials that reach the program objectives
- 1.2. Developing a course syllabus that clearly outlines the topics of the classes and
- 1.3. Drafting a calendar of activities;
- 1.4. Holding classes and conducting extra-curricular activities in accordance with the schedule and curriculum approved by the School/Program;
- 1.5. Ensuring the health and safety of the students during planned classes and activities;
- 1.6. Monitoring and regularly updating dossiers of the students’ attendance and notifying the coordinator of students’ progress through regular written reports;
- 1.7. Seeking to improve methodical and pedagogical skills through participation in seminars, visiting lessons of experienced colleagues, and self-education;
- 1.8. Designing evaluation materials to properly assess students’ progress in accordance with the benchmarks established at the start of the program;
- 1.9. Submit progress reports according to the schedule established by the Provider;
- 1.10. Developing, planning, and implementing enhancement activities according to the Access Program objectives.

2. The Provider’s duties may include, but are not limited to:

- 2.1. Ensuring materials are available to conduct classes and extra-curricular activities;

- 2.2. Confirming venue space for the classes and extra-curricular activities;
- 2.3. Conducting regular visits to monitor progress;
- 2.4. Submitting timely reports to the U.S. Embassy/Consulate; and
- 2.5. Ensuring payment in accordance with the program budget, only for completed lessons.

3. Terms of the Agreement:

All modifications to this agreement must be done in writing and jointly executed by both parties. The agreement may be terminated, but not limited to, the following circumstances:

- 3.1. Failure of the “teacher” to perform assigned duties or
- 3.2 Failure of the program to launch due to unforeseen circumstances.

Signature: First and Last Name Date

Title

Institution

Country

Teacher's First and Last Name Date

Country

APPENDIX 5: LESSON PLAN TEMPLATE (EXAMPLE)

Note: This is only an example. Teachers are encouraged to develop lesson plans that show their individual training and expertise. Lessons should be communicative and interactive. Do not focus on rote memorization.

Lesson Plan Title: _____

Lesson Objectives:

By the end of this lesson, students will be able to

-
-
-

Materials, Supplies, and Technology

-
-
-

Lesson Sequence (___ minutes)

Warmer (5 minutes)

Introduction to topic (5-10 minutes)

Lesson (broken down into smaller sequences)

1. (__ minutes)

2. (__ minutes)

3. (__ minutes)

Assessment (linked to objectives listed above)

Homework/Follow-Up

-
-
-

Teacher's Notes and Lessons Learned for Future Lessons

APPENDIX 6: Guidelines for Online Participation in the English Access Microscholarship Program - Headquarters Facebook Page

Welcome to the Access Facebook Page!

This is a Facebook Page for Access students, alumni and teachers. We intend for this to be a place where Access participants from across the globe can come together and discuss things important to you – all while practicing your English!

Please make sure to read our *Terms of Service* located in a tab on our Facebook page since they apply to all users. In addition to the Terms of Service, the *guidelines below describe the spirit of the site and how we expect participants to interact with each other on the Access Facebook page.*

Guidelines for the Access Facebook page:

- Introduce yourself to the Access Facebook page by posting photos, comments, videos, and topics to our FORUM discussion tab.
- Be polite, respectful, and supportive of other Access Facebook members.
- Recommend this site to fellow Access students and alumni.
- Always post in English. Posts in other languages must be accompanied by an accurate English translation. Failure to post in English will result in your post being deleted from the Facebook page.
- Be aware of your local Internet rules and regulations.
- Do not use this site to advertise or conduct business. If you are aware of any soliciting, please contact the site moderator. We want to ensure the safety and security of all Access Facebook participants!

Create a strong password! Make sure that your password is long, complex, and combines different letters, numbers, and symbols. The more complex it is, the harder it is to crack.

- Be cautious when you receive a message that contains a link. The link could be an attempt to collect personal information such as your password. *If you are suspicious, do not click it!*
- Be cautious about arranging in-person meetings.

APPENDIX 7: SOCIAL NETWORKING SAFETY TIPS

Use these tips on The Access Network, Facebook, Twitter, and other Social Networking sites.

- Use Privacy and Security settings! They exist so *you can control who sees what*.
- *Keep all your personal information personal*. The more information you post, the easier it is for someone to steal your identity. It is also easier for someone to commit other crimes such as stalking.
- Do not post e-mail addresses, phone numbers, addresses, etc. If you need to send someone personal information, do so in an e-mail, not a public post.
- If someone you don't trust requests your personal information, report it to the site Moderator.
- Once posted, always posted.
- Protect your reputation. If you have to think twice before posting something, it is probably not a good idea to post it. It is better to be safe than sorry.
- Your online reputation can be a good thing if you show your intelligence, thoughtfulness, and mastery of the social media environment.
- Protect your computer: Safety and security start with *installing security software* (such as antivirus or firewall) that is set to update automatically.
- Know and manage your friends: It might be fun to create a large pool of friends from many aspects of your life, but not all friends are created equal. Use tools to *manage the information you share with friends* in different groups, or even have multiple online pages.
- If a post makes you uncomfortable or you think it is inappropriate, let the poster know. *If a post seems harmful, report it*.
- If someone is harassing or threatening you, *remove them* from your friends list or network, *block them*, and *report them*.

APPENDIX 8: ENHANCEMENT ACTIVITY PLAN TEMPLATE (EXAMPLE)

Theme/Title of Activity: _____

Objectives:

By the end of this enhancement activity, students will be able to

-
-
-

Materials, Supplies, and Technology

-
-
-

Activity Sequence

Preparation for activity

List supplies, costumes, or other preparation necessary to set up your activity.

- Contact administrator and reserve space
- Buy supplies
- Call guest speakers and confirm availability
- Borrow books/media to use in activity
- Reserve projector/stereo/computers
- Create pedagogical materials to focus the activity on English learning
- Prepare thank you cards for students to sign for guests

Introduction to topic and vocabulary

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*You may need to plan a lesson previously to introduce structures and vocabulary necessary for your activity.

Activity

1. (__ minutes)
2. (__ minutes)
3. (__ minutes)

Follow-Up from the activity

- Send/deliver thank you notes
- Fill out a highlight and send it to the U.S. Embassy/Consulate.

Lessons learned for future activities:

APPENDIX 9: ACCESS PROGRAM HIGHLIGHTS FORM

Access Coordinators are highly encouraged to send highlights of the activities that they organize and/or participate in with the students of the program. Highlights are a great way to keep the Regional English Language Office, the U.S. Embassy/Consulate, and ECA informed about the activities that take place. Please, refer to the template below to use for your highlights.

- This template is created for both longer (include maximum length of words, sentences), and shorter Access Program Highlights (include maximum length of words or sentences).
- Program Highlights can be submitted the day immediately following the date the event/activity has taken place (highly encouraged), or within 10 days after the highlighted event has ended and will be submitted to the Access Program Headquarters in Washington or posted for public viewing (public website, Facebook).
- Pictures are required as attachments and should not be copied into the word document when sent to the U.S. Embassy/Consulate. Please obtain permission from anyone in the photo using the Video Release Form.

Access program Provider:	
Provider's City:	
Cycle (AY XX-XX):	

Title of Activity:	
Dates of Activity and Duration (# of hours):	
Brief Description: information about the	

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event, including the purpose, the outcome, and general feedback from participants.	
Who (# of participants, type and gender):	
Where was the activity held (city, American Corner, Provider's facilities):	
Who did you collaborate with:	
Results/Impact:	

APPENDIX 10: COMMUNITY SERVICE PLANNING (EXAMPLE)

Planning Your Community Service Project

What is Community Service?

“Community service,” a well-known term in community programming, has its own definition: “the voluntary action of an individual or group of individuals without pay.” Examples of this type of service are conducting food drives, participating in adopt-a-highway programs, tutoring, teaching younger children, or raking leaves or shoveling snow for elderly neighbors. It is action in the community, involving community members – young people, adults and families – coming together to work on a common interest or community need.

How to Combine Community Service and Learning

Combining the definition of community service and learning and putting it in the context of a community is what community service learning is all about. The Michigan Community Service Commission defines community service as “activities that meet genuine community needs and require the application of knowledge, skills and reflection time.”

To be effective it is important that youth are actively involved in the process. They should be engaged with assessing community needs, designing projects to address community needs, and reflecting before, during and after the service experience. In addition, service activities are designed to meet learning objectives, not just to “do service.” Successful community service-learning projects include the five steps listed below.

“Cleaning up a river bank is service. Reading a book about environmental conservation is learning. Youth reviewing results from water studies, presenting the scientific information to a pollution control agency and discussing the impact these results may have on future pollution control issues and our own behaviors is service-learning.”

Five Steps to Community Service:

Step 1: Pick a project by determining needs.

- **Brainstorm as a Group:** Discuss issues that need attention in your neighborhood and brainstorm ways to address the problems. Prioritize your ideas and select the best one. Think about what you would like to learn from the project.
- **Select From the News:** Select stories that have emotional effects on your group. Discuss them together to select your project.

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- **Conduct a Survey:** Survey members of the community to find out about their greatest concerns. Do a project about which the community residents feel strongly. Perhaps community members will be inspired to help with your project!
- **Research the Issues:** Do some web searches or go to the library and find out as much as you can about a problem in your community.

Step 2: Plan your project and get some publicity.

Good planning is crucial to any community service-learning project. It's what determines your project's success. While developing your plan, remember to consider your ultimate goals by thinking of who will be helped by your service, and if the project is appropriate for your community, and the staff that is required to ensure the program runs smoothly. Use the information gathered to plan the tasks, responsibilities, due dates and other important details that will start the community-based service learning project.

In addition to good planning, it's important for you to inform the public of your planned community service-learning project. Public awareness can contribute a great deal to your project's success. You can help generate publicity by sending well-written news releases to local radio stations and newspapers. Well-written news releases are concise, but still include "the 5 Ws and an H": who, what, when, where, why and how. Make sure your news release includes a short explanation of your project and basic contact information for someone who can answer questions about it.

"Make a career of humanity and you will make a greater person of yourself, a greater nation of your country, and a finer world to live in."

- Dr. Martin Luther King, Jr.

Step 3: Do the service.

Now to the exciting part! You get to put your plan into action. Remember this is a team effort. Everyone in the group should know the goals of this project, as well as his/her responsibilities. Do your best and have fun!

Step 4: Reflect.

As a result of your project, many of the Access students and staff should experience and learn new things. It is important that you take the time to let participants share their thoughts and feelings with one

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another. This process is known as reflection. Take time out at the end of your project for discussion. Encourage members to bring up both positives and negatives. Be sure to have someone taking notes. These tips will be helpful next time!

Consider including a time for the recipients of the service-learning project to reflect on the experience. This can be a wonderful learning tool.

Here are a few ways to engage in reflecting on your community-service learning project: There are many ways to engage in the reflection process, including participating in group discussion, writing in journals and creating web pages. Think of ideas for building this in before, during, and at the end of the project. Reflection can be broken down more specifically to include:

- **Sharing:** Participating in a group discussion and sharing what happened during the event, what was learned, problems or issues that occurred, similar experiences and how each participant felt about the experience is a great learning opportunity for the Access students, staff, and Provider.
- **Processing:** Encouraging participants to write about their experience in a journal is a great way to improve English language writing skills but to also help process the information and reflect on the experience at a later time.
- **Applying:** Use what was learned in other life situations. By encouraging students to think about how they can use the life skills and knowledge they have learned in their lives with their peers, their families and in their community can create lasting results for the Access Program and the project you worked so hard in developing. For example, students can create web pages documenting their time creating and implementing the community-service project. Their time participating in the community service-learning project also teaches valuable life lessons such as teamwork which can be used in the classroom or in a job. However, to understand this they need to reflect on their learning.

Step 5 – Celebrate.

- Give yourself a round of applause for a job well done! Take the time to celebrate your completed community service-learning project. Be sure to find a way to let club members, key volunteers and funders who made the program successful feel appreciated. Provide refreshments, write a thank-you letter or pass out mementos of the day. “Goody bags” full of small candies with an attached thank-you note from the leaders can be an inexpensive and tasty way to show appreciation.

APPENDIX 11: COMMUNITY SERVICE PROJECT GUIDE TEMPLATE (EXAMPLE)

Personal Community Service-Learning Project Guide

Project: _____

Name: _____

Date: _____

Step 1: Pick a Project

1. This is what I want to do: (Write in one or more sentences specifically what you want to do in your project. Example: I plan to organize club members in a mass planting of flowers in various public locations in the city.)
2. This is why it is important to the community: (Example: The flowers will beautify the streets changing the thoughts people have about the community, which can reduce crime.)

Great projects are designed to meet specific objectives. (Check off the ones that you want to meet.)

Through this project I want to:

- Engage in the valuable work of helping others.
- Practice life skills such as organizing, problem-solving and decision-making.
- Increase communication skills.
- Reinforce and further enhance skills and knowledge acquired during my community service.
- Build teamwork, cooperation and diversity skills
- Develop self-confidence and a sense of empowerment that comes from reaching out and helping others.
- Practice good citizenship by making a difference in the community.
- Gain experience in the work world.
- Other: (Please list.)

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Step 2: Plan Your Project and Get Some Publicity

An Action Plan may help you to get organized and to develop a time line once you have brainstormed what is needed to complete the project. Fill out the following Action Plan table to help you get your project organized.

Action Plan

List the tasks, who is responsible to complete them, what is needed and when the tasks need to be completed. Make copies for team members so they remember what they have agreed to do! Post a master copy in your meeting space, so the team members can monitor their progress.

What are the tasks to be completed?

1. Who will do them?
2. What resources are needed?
3. When do they need to get done?

Ask yourself the question – what problems might I run into? List those possible problems below:

- 1.
- 2.
- 3.

Step 3: Do the Service

Take lots of pictures and enjoy the day, knowing that the team has planned for every possible challenge, and when the day is over, close it with some wrap-up questions.

What Have I Forgotten?

Leave enough time to gather necessary materials, to pick up last-minute supplies and to enjoy the energy that comes from doing these types of projects. There will always be unexpected challenges that come up on the day of the event, and a little humor in dealing with them helps the team members deal with the stress of the day.

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Step 4: Reflect

Look back over your experience and complete the following.

1. This is what I did:
2. This is what I learned:
3. I helped:
4. I think that the project made a difference because:
5. My thoughts and feelings as I did the project were:
6. Next time I would:
7. As I look back at the objectives that I chose in Step 1, those that I accomplished were:
8. I would apply the skills that I learned from the project in this way:
9. Overall I feel that the project:

5. Celebrate

Take the time to celebrate your accomplishments.

- My community service project celebration included the following people or groups:
- What we did to celebrate was:
- This is how I can share what I learn:

Suggested Community Service Project Ideas

Adopt a Park	Water plants and trees, plant flowers, plants and trees	Organize a Litter Squad to pick up trash	Put up signs asking people to pick up their dogs' excrements	Ask authorities to install trash cans, benches, a	Inform others about why parks are important	Organize events at the park to bring it to life and make people
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		regularly		playground , or picnic tables		care for it
Current Issues	Put on a play about local issues	Organize talks about human rights for specific groups at risk	Organize a festival or a fair, or write and present a play about discrimination to promote tolerance towards others	Start a Bulletin Board at your school or a blog on local issues	Choose a local issue and post informational ads and posters at public places	
Caring for the Elderly	Say something kind or do something nice for them every day so they will feel loved	Visit a senior home once a week to talk or play board games	Read a book to the elderly for ten minutes regularly (every day, every week...)	Make healthy treats (cookies, cakes, snacks) for a senior home	Find out what a senior home needs and hold a drive at your school or church to make a donation	Get permission to organize a Pet Day at the senior home and invite people to visit the elderly with dogs and cats
Improving your school	Develop and maintain a recycling program at school; decide what to do with the money from the sale of recyclables	Use a specific area of the patio to paint grids for games: hopscotch, stop, etc., and teach younger kids how to play	Find out about state and federal programs to get support for school improvement	Start an awareness campaign to invite everyone to keep the bathrooms clean and in working order	Find out what the school library needs and hold a drive to make a donation	Involve the whole school community in keeping the school clean and in good conditions
Caring for Children	Visit a children's home once a week to help care and play with them.	Do a puppet show, story telling, a play, or a clown show two or three	Make healthy treats (cookies, cakes, snacks) for a children's home	Hold a drive at your school or church to make a donation	For Children's Day and Christmas, hold a Toy Drive	Collect old stuffed animals and dolls, donate them

		times a year				
Improving Education	Contact a school to give English classes to children for free	Tutor younger students in a subject that you are good at to help them understand it and do better in school	Teach illiterate adults to read, write, do basic arithmetic and use a computer; help them to practice and encourage them to continue studying	Select children who are in need; hold a School Supply Drive make packages and donate them to these children	Bring your school library to life by organizing storytelling, plays, poetry readings, short story contests, science fairs, etc.	
Protecting the Environment	Organize a Litter Squad to pick up trash regularly at public places and involve the community	Develop and maintain a recycling program at school	Write and illustrate a brochure about how to separate garbage and give it out at public places	Start a Bulletin Board at your school or a blog on environmental issues	Become an Environmental Guard at home and school: turn off lights and appliances that nobody is using, fix water leaks, separate trash, use both sides of a sheet of paper, etc.	Organize a festival or a fair, or write and present a play about daily actions we can do to protect the environment
Preserving your traditions	Ask your grandparents and elderly people to tell you anecdotes or stories and show you photos from when they were young; publish them in a Bulletin Board or a blog	Find traditional games, learn them, teach them to younger children and play with them	Look for a traditional song, record it, make a video and upload it to YouTube	Learn an indigenous language and speak it with others	Research the history of your community and organize free guided tours for locals or tourists	Learn and teach to cook traditional dishes

Promoting Tolerance	Design a campaign to promote tolerance and understanding of differences	Organize talks about human rights for specific groups at risk and inform them about their rights and what to do if they need help	Organize a fair to give information about other countries in order to promote understanding of others cultures	Make birthday cards or holiday cards for orphans or elderly people so they will feel loved	Write and present a play that teaches young children how to stay safe at home	
Personal Development	Teach something to another person	Take a lifesaving class	Volunteer to help at public or charitable events	Start a No Swearing Club	Make First-Aid Kits and donate them to schools, orphanages, senior homes or shelters	Hold clothes drive and donate the clothes and shoes to an orphanage or senior home

APPENDIX 12: LIST OF POTENTIAL MATERIALS FOR THE ACCESS PROGRAM

*These U.S. Department of State created materials are or will be available online at American English.

Title	Proficiency Level	Thematic category
*American Themes: An Anthology of Young Adult Literature	High beginning to advanced	Literature with reading, writing, speaking, listening, and grammar
*The Ladder Series w/audio: Selections	Beginning to intermediate	Reading, listening
*In the Loop	Reference (intermediate to advanced)	Reading
*Celebrate! Text and workbook	High Intermediate	Reading
*The Lighter Side of TEFL	High beginning to high intermediate	Reading, writing
Pop Culture vs. Real America (a publication of the U.S. Department of State's International Information Programs (IIP))	Intermediate to advanced	Reading
U.S.A. History in Brief – Learner English Series (a publication of IIP)	High beginner	Reading and listening

Teacher Texts:

Title	Proficiency Level	Thematic category
From Observation to Action	All level learners	Teacher guide on best practices
*Create to Communicate	Beginning to high intermediate learners	Art with reading, writing, speaking, listening, and grammar
*Activate: Games for English	Beginning to high intermediate learners	Speaking
The Color Vowel Chart	All level learners	Pronunciation (teaching)
Teaching Jazz Chants to Young Learners	Beginning learners	Speaking and listening
*Sing Out Loud: Traditional Songs	Beginning to advanced learners	Listening

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*Sing Out Loud: American Rhythms	Beginning to advanced learners	Listening
Picture U.S. posters	All level learners	Reference
Wordscapes posters	All level learners	Reference
U.S. Historical Wall Maps	All level learners	Reference

Based on a Community Service-Learning Model

Michigan State University Extension 4-H Youth Development

(Link to online resource: <http://bit.ly/19epvDa>)

APPENDIX 13: EXAMPLE – ACCESS PROPOSAL CHECKLIST

FY14 Access Proposal Review Checklist				
Provider Name:				
Country:				
Yes	No	Proposal Status		
		The submitted Proposal (Narrative/Budget) is Complete and ready for ECA assessment		
Yes	No	Page of Narrative	Proposal Narrative	Notes
		1	Provider Points of Contact information completed.	
		2	U.S. Embassy/Consulate Points of Contact information completed.	
		3	In-Country Educational Service Provider- Brief history, along with teachers’ qualifications completed.	
		3	Provider Facility information completed.	
		3	Distinguishing Features completed.	
		4	Textbook information completed (Titles, editions, brief description)	
		5	After School Information completed.	
		5	If applicable, description of Intensive Sessions completed.	
		6	All boxes in Quality Control are checked.	
		7	Expected impact section completed, 5 boxes of Embassy commitment checked, bottom of page is signed and dated by Public Affairs or Cultural Affairs Officer at U.S. Embassy/Consulate.	
Below item is noted but not required				
		4	Computer Instruction	
Yes	No	Sheet of Budget	Proposal Budget	Notes
		After School weekend Program	Number of Hours Per Week (Column F) match with the Proposal Narrative (Page 5).	
		After School weekend Program	Total After School Hours (Column H) are calculated correctly.	

		After School weekend Program, Intensive Session	If budget includes Food and Accommodation costs, justification is provided.	
		Intensive Session, Summary	Total Intensive Session Hours (Column I) are calculated correctly.	
		All Sheets	Number of students is consistent in sheets (After School, Intensive Session, Summary Sheet).	
		All Sheets	Program start and end dates (Cells D7 & E7) on Summary Sheet accommodate all activity in After School Program and Intensive Session, including program planning and program close out.	
		All Sheets	Facilities match what is listed in the Proposal Narrative.	
		Summary	Summary sheet lists all locations listed on After School and Intensive Session.	
		Summary	Provider's name (Cell B7) matches what is listed in the Proposal Narrative (Page 1).	
		Summary	Total budgeted Instruction Time (Cell F7) is calculated correctly.	
		Summary	Total Hours (Cell F7) for After School and Intensive Sessions are at least 360 hours	
		Summary	Program end date does not go beyond the FY14 Cooperative Agreement end date 12/31/17 (Cell E7).	
Below item is noted but not required				
		Summary	Administration line item does not exceed 10-20% of the total budget. (Cells I11)	
		8/1/2015	When is Program proposed to begin? (MM/DD/YEAR)	
		12	How many days remain between today and proposed start date?	

APPENDIX 14: EXAMPLE-ACCESS NARRATIVE PROPOSAL (REQUEST TEMPLATE FROM U.S. EMBASSY/CONSULATE)

English Access Microscholarship Program (Access) Application

Introduction to the Access Program

The English Access Microscholarship Program (Access) provides a foundation of English language skills to bright, economically disadvantaged 13-20 year-olds through two years of After School Instruction and Intensive Sessions. Access students also gain an appreciation for U.S. culture and democratic values through enhancement activities. A greater sensitivity to cultural differences, coupled with the acquired English language skills, will enable the participants to take advantage of opportunities that had previously been unavailable to them.

The potential in-country educational service provider (provider) must review the Official Access Handbook from the Office of English Language Programs in Washington D.C. All providers should demonstrate the ability to meet all program requirements prior to submitting an application to administer a local Access Program.

Provider Points of Contact

In-Country Educational Service Provider

Name of Provider Institution: _____

Address Line 1: _____

Address Line 2: _____

City: _____

Province: _____

Country: _____

Provider Contact

Job Title: _____

First Name: _____

Last Name: _____

Phone Number: _____

Email Address: _____

U.S. Embassy/Consulate Points of Contact

U.S. Embassy/Consulate Contact (Primary- must be a Foreign Service Officer)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

U.S. Embassy/Consulate Contact (Secondary- must be a Foreign Service Officer)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

U.S. Embassy/Consulate Contact (Tertiary- may be other U.S. Embassy/Consulate personnel)

Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Position:	<input type="text"/>

In-Country Educational Service Provider

In-Country Educational Service Provider

Provide a brief history of the provider outside of the Access Program. Include information regarding the provider's capacity to run the Access Program. Note: Also provide an overview of the teachers' qualifications who will be instructing Access students (for example, degree requirements, minimum years of teaching experience, etc.).

(Type up to 2,000 characters)

Provider Facility

Please choose one of the following options:

- Classes take place at the provider's facilities
- Classes take place at a location other than the provider's facilities

List the names of each facility where Access classes will be take place.

(Type up to 1,000 characters)

Distinguishing Features

Choose one or both of the following distinguishing features as appropriate.

- Program exclusively designed for Access students
- Program designed for Access students and students from the Provider's regular classes

English Language Instruction

Computer Instruction

Access programs, whenever possible, should include computer instruction to complement English language instruction and enhancement activities. Indicate if the provider plans to offer computer classes, multimedia learning, or social media activities. **Note: All options for computer instruction are strongly suggested but may not be applicable to the Provider's Access Program. If possible, please "like" us on <https://www.facebook.com/AccessProgramHQ>.**

Computer Instruction	Check if type of computer instruction will occur
Computer Classes	<input type="checkbox"/>
Multimedia Learning	<input type="checkbox"/>
Social Media Activities	<input type="checkbox"/>

Textbooks

Provide the title and edition of the American English textbook(s) that will be used during the Access Program.

Textbook 1	
Textbook 2	
Textbook 3	
Textbook 4	
Textbook 5	

Provide a brief description of how the selected textbooks contain information to assist in teaching U.S. Culture and Values (e.g. chapter or unit titles, unit activities, etc.) If applicable, list examples of supplemental resources and materials that will be used such as film titles, book titles, and magazine or newspaper titles. For classroom resources please visit the U.S. Department of State website for professionals teaching English as a foreign language: <http://americanenglish.state.gov>

(Type up to 1,000 characters)

Program Overview

Required Hours

The Access Program is a two-year program that provides at least 360 hours of English language instruction over the course of the program, reasonably distributed over the two year period, and includes an introduction to U.S. culture and values. *These hours of instruction can be provided during After School Instruction and Intensive Sessions.*

See the Access Handbook for a description of what constitutes After School Instruction and Intensive Sessions.

After School Instruction

Complete the chart below showing the breakdown of the number of hours per week for After School Instruction.

Note: The hours of the After School Instruction indicated below must match the hours indicated on the proposal budget. If a component of After School Instruction does not take place every week, estimate the hours per week based on the total number of hours.

After School Instruction	Number of hours per week
General Classroom Instruction	
Computer Instruction	
Enhancement Activities	
Total hours of After School Instruction per week	

Check all that apply. Classes will be held:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Intensive Sessions

If applicable, describe the Intensive Session(s) that will be held by the provider including who will participate (students, teachers, administrators, etc.), types of activities, and where it will take place.

(Type up to 1,000 characters)

Quality Control

Validate each mandatory quality control requirement the provider will fulfill.

Access Handbook Review

- The Provider has received and reviewed a copy of the Official Access Handbook from the Office of English Language Programs in Washington D.C. Note: There will be updates to the handbook throughout the course of the program. Please contact your Embassy for the latest edition.

English Language Instruction

- Participants will receive at least 360 hours of instruction over the course of the program, reasonably distributed over the two year period.

Introduction to U.S. Culture and Values

The three main elements of U.S. culture and values will be included in the Access Program through enhancement activities that occur at least once a quarter throughout the two-year program.

- Course topics relating to U.S. Culture and Values
- Personal Development
- Community Service

Program Participants

- All students will be bright, economically-disadvantaged youth.
- The student will not be younger than 13 years old on the first day of class.
- The student will not be older than 20 years old on the first day of class.
- Participants will receive a Certificate of Award signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer.

Class Size and Gender-Balance

- Classes will have between 12 and 25 students per class.
- Classes will be gender-balanced with 50% girls and 50% boys

Reporting

- The Provider will send written and financial reports to the respective U.S. Embassy/Consulate, the recipient organization based in the U.S., and the Office of English Language Programs in Washington D.C., and establish a system and schedule for sending the reports. If reports are not submitted according to the agreed upon schedule, payments will be delayed.
- The Provider will complete the Access Student Enrollment Form. This form must be submitted at the start of the program and then updated at the end of the program.
- The Provider will file completed Access Photo and Video Release forms for all students (pending parent/guardian approval) and teachers at the start of the program.

Evaluation Overview

- In accordance with the Access Program goals, the Provider will establish a system for monitoring and evaluating the progress of Access students.
- The students will be given the same language proficiency test that was used at the beginning of the program (pre-test) at the end of the program (post-test) to accurately track student progress. Results will be shared with the U.S. Embassy/Consulate.

Graduation Requirements

- Participants will receive a Certificate of Completion signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer.
- The provider acknowledges that the minimum passing grade and minimum passing attendance for Access students is 70%

For U.S. Embassy/Consulate only
Please sign and print the following page and submit to your
Regional English Language Officer (RELO) and Regional Program Officer.

Expected impact of the Access Program: State the mission strategic goals that this Access Program will meet and provide a brief description of the program's impact as related to these goals.

(Type up to 2,000 characters)

I confirm that the U.S. Embassy/Consulate in _____ (country) commits to fulfill the following mandatory requirements:

- Collect, review, and approve proposals, reports, and alumni data for all Access programming in this provider.
- Approve the selection of participants for this program.
- Ensure U.S Embassy/Consulate participation in at least one enhancement activity.
- Conduct at least one site visit to this in-country educational service provider each year and submit completed site visit checklist or other evaluation documents to RELO and ECA.
- Provide certificates signed by the U.S. Ambassador or other U.S. Embassy/Consulate Officer to the students at the beginning and end of the Access Program.

Public Affairs Officer or Cultural Affairs Officer
Print Name

Date

Public Affairs Officer or Cultural Affairs Officer
Signature

APPENDIX 15: EXAMPLE-ACCESS BUDGET PROPOSAL (REQUEST TEMPLATE FROM U.S. EMBASSY/CONSULATE)

Tab 1: Instructions

Instructions for the Access Budget Template

This Budget Template and the Narrative Template combined make up the Access Proposal. The Access Handbook should be used to clarify terms found within the proposal templates.

The tabs located at the bottom of your screen allow you to navigate to different spreadsheets. Tabs 2 and 3 of this Budget Template, After school/weekend Program and Intensive Session, should be completed to indicate how ECA funds will be spent. If the provider will be cost-sharing any program expenses, please enter that information in Tab 4, Provider Cost-Share.

If there are multiple facilities (physical locations where Access classes will be taking place) in one proposal, please create a new section per additional facility. Tabs 2 and 3, After school/weekend Program and Intensive Session, each contain three budget sections. If you need more budget sections, you can create these by copying and pasting from existing sections. For example, in the "After school/weekend Program" worksheet, you can highlight Section 1, hold onto the **CTRL** key on your keyboard while clicking on the letter **C** key, release the keys and place your cursor into row 32, and hold onto the **CTRL** key on your keyboard while clicking on the letter **V** key. Cost-share information entered into Tab 4 does not need to be broken down by facility.

Please fill in the fields as follows:

- **City, Country** – Enter the city and country name where After School Instruction and Intensive Sessions will be taking place.
- **Facility** – Enter the facility name where After School Instruction and Intensive Sessions will be taking place.
- **Number of Students** – Enter the number of students attending each particular facility's program.
- **Number of Sessions** – Enter the number of sessions for Intensive Sessions only.
- **Start Date and End Date, After School Instruction** – Enter the overall start date and end dates for the full two-year program (MM/DD/YYYY).
- **Start Date and End Date, Intensive Sessions** – Enter the start and end dates for each session (MM/DD/YYYY).
- **Hours Per Week** – Enter the average number of instruction hours per week per student.
- **Total Number of Weeks** – Enter the total number of weeks of instruction per student.
- **Total Cost** – Enter the costs for each of the line items listed below. Full explanations of what constitutes expenses within each budget line item can be found in the Access Dictionary. All costs **MUST** be entered to the hundredth decimal point, e.g., \$1.00, \$1.01, \$1.99, etc. Do not round or use formulas, enter exact amounts only.
 - **Instruction**
 - **Books/Materials**
 - **Transportation**
 - **Enhancement Activity**
 - **Administration**
 - ***Food** – Please note that if the provider wishes to request food costs, a justification must be written below each budget section. Food costs are considered on a case-by-case basis.
 - ***Accommodation** – Please note that if the provider wishes to request accommodation costs, a justification must be written below each budget section. Accommodation costs are considered on a case-by-case basis and only for an Intensive Session budget.

The following columns will be automatically calculated after you insert the information above:

- **Total Hours**
- **% of Total Budget**
- **Cost Per Student**

The following row will be automatically calculated after you insert the information above:

- **TOTAL** – This row displays the sum of the **Total Cost** column, sum of the **% of Total Budget** column, and sum of **Cost Per Student** column.

Tab 2: After School/Weekend Program (only page one below)

After school/weekend Program (Budget)

City, Country	Facility	Number of Students	Two-year Program Start Date (MM/DD/YYYY)	Two-year Program End Date (MM/DD/YYYY)	Hours Per Week	Total Number of Weeks	Total Hours	Cost Category	Total Cost	% of Total Budget	Cost Per Student
Section 1											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
								Administration	\$0.00	#DIV/0!	#DIV/0!
								*Food	\$0.00	#DIV/0!	#DIV/0!
								TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:											
Section 2											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
								Administration	\$0.00	#DIV/0!	#DIV/0!
								*Food	\$0.00	#DIV/0!	#DIV/0!
								TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:											
Section 3											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
								Administration	\$0.00	#DIV/0!	#DIV/0!
								*Food	\$0.00	#DIV/0!	#DIV/0!
								TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:											
Section 4											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
								Administration	\$0.00	#DIV/0!	#DIV/0!
								*Food	\$0.00	#DIV/0!	#DIV/0!
								TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:											
Section 5											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
								Administration	\$0.00	#DIV/0!	#DIV/0!
								*Food	\$0.00	#DIV/0!	#DIV/0!
								TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:											
Section 6											
							0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
								Books/Materials	\$0.00	#DIV/0!	#DIV/0!
								Transportation	\$0.00	#DIV/0!	#DIV/0!
								Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!

Tab 3: Intensive Session (only page one below)

Intensive Session (Budget)

Note: Intensive Sessions are allowed to provide a maximum of 8 hours of instruction per day and 40 hours of instruction per week.

City, Country	Facility (Where Intensive Session is taking place)	Number of Sessions	Number of Students	Start Date(s) (MM/DD/YYYY)	End Date(s) (MM/DD/YYYY)	Hours Per Week	Total Number of Weeks	Total Hours	Cost Category	Total Cost	% of Total Budget	Cost Per Student
Section 1												
								0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
									Books/Materials	\$0.00	#DIV/0!	#DIV/0!
									Transportation	\$0.00	#DIV/0!	#DIV/0!
									Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
									Administration	\$0.00	#DIV/0!	#DIV/0!
									*Food	\$0.00	#DIV/0!	#DIV/0!
									*Accommodation	\$0.00	#DIV/0!	#DIV/0!
									TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:												
Accommodation Justification:												
Section 2												
								0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
									Books/Materials	\$0.00	#DIV/0!	#DIV/0!
									Transportation	\$0.00	#DIV/0!	#DIV/0!
									Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
									Administration	\$0.00	#DIV/0!	#DIV/0!
									*Food	\$0.00	#DIV/0!	#DIV/0!
									*Accommodation	\$0.00	#DIV/0!	#DIV/0!
									TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:												
Accommodation Justification:												
Section 3												
								0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
									Books/Materials	\$0.00	#DIV/0!	#DIV/0!
									Transportation	\$0.00	#DIV/0!	#DIV/0!
									Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
									Administration	\$0.00	#DIV/0!	#DIV/0!
									*Food	\$0.00	#DIV/0!	#DIV/0!
									*Accommodation	\$0.00	#DIV/0!	#DIV/0!
									TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:												
Accommodation Justification:												
Section 4												
								0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
									Books/Materials	\$0.00	#DIV/0!	#DIV/0!
									Transportation	\$0.00	#DIV/0!	#DIV/0!
									Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
									Administration	\$0.00	#DIV/0!	#DIV/0!
									*Food	\$0.00	#DIV/0!	#DIV/0!
									*Accommodation	\$0.00	#DIV/0!	#DIV/0!
									TOTAL	\$0.00	#DIV/0!	#DIV/0!
Food Justification:												
Accommodation Justification:												
Section 6												
								0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
									Books/Materials	\$0.00	#DIV/0!	#DIV/0!
									Transportation	\$0.00	#DIV/0!	#DIV/0!
									Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
									Administration	\$0.00	#DIV/0!	#DIV/0!
									*Food	\$0.00	#DIV/0!	#DIV/0!
									*Accommodation	\$0.00	#DIV/0!	#DIV/0!

Tab 4: Provider Cost-Share

After school/weekend Program (Provider Cost-Share)

Number of Students	Cost Category	Total Cost	% of Total AS Cost-Share Budget	Cost Per Student
	Instruction	\$0.00	#DIV/0!	#DIV/0!
	Books/Materials	\$0.00	#DIV/0!	#DIV/0!
	Transportation	\$0.00	#DIV/0!	#DIV/0!
	Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
	Administration	\$0.00	#DIV/0!	#DIV/0!
	*Food	\$0.00	#DIV/0!	#DIV/0!
	TOTAL	\$0.00	#DIV/0!	#DIV/0!

Intensive Session (Provider Cost-Share)

Number of Students	Cost Category	Total Cost	% of Total IS Cost-Share Budget	Cost Per Student
	Instruction	\$0.00	#DIV/0!	#DIV/0!
	Books/Materials	\$0.00	#DIV/0!	#DIV/0!
	Transportation	\$0.00	#DIV/0!	#DIV/0!
	Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
	Administration	\$0.00	#DIV/0!	#DIV/0!
	*Food	\$0.00	#DIV/0!	#DIV/0!
	*Accommodation	\$0.00	#DIV/0!	#DIV/0!
	TOTAL	\$0.00	#DIV/0!	#DIV/0!

Tab 5: Summary (only page one below)

For U.S. Department of State and FHI 360 only: Fiscal Year									
BY PROVIDER									
City, Country	Facility	Number of Students	Two-year Program Start Date (MM/DD/YYYY)	Two-year Program End Date (MM/DD/YYYY)	Total Hours	Cost Category	Total Cost	% of Total Budget	Cost Per Student
City, Country	Facility / Provider	0			0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
						Books/Materials	\$0.00	#DIV/0!	#DIV/0!
						Transportation	\$0.00	#DIV/0!	#DIV/0!
						Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
						Administration	\$0.00	#DIV/0!	#DIV/0!
						*Food	\$0.00	#DIV/0!	#DIV/0!
						*Accommodation	\$0.00	#DIV/0!	#DIV/0!
TOTAL							\$0.00	#DIV/0!	#DIV/0!
BY LOCATION									
City, Country	Facility	Number of Students	Two-year Program Start Date (MM/DD/YYYY)	Two-year Program End Date (MM/DD/YYYY)	Total Hours	Cost Category	Total Cost	% of Total Budget	Cost Per Student
Section 1									
City, Country	Facility / Provider	0			0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
						Books/Materials	\$0.00	#DIV/0!	#DIV/0!
						Transportation	\$0.00	#DIV/0!	#DIV/0!
						Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
						Administration	\$0.00	#DIV/0!	#DIV/0!
						*Food	\$0.00	#DIV/0!	#DIV/0!
						*Accommodation	\$0.00	#DIV/0!	#DIV/0!
TOTAL							\$0.00	#DIV/0!	#DIV/0!
Section 2									
City, Country	Facility / Provider	0			0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
						Books/Materials	\$0.00	#DIV/0!	#DIV/0!
						Transportation	\$0.00	#DIV/0!	#DIV/0!
						Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
						Administration	\$0.00	#DIV/0!	#DIV/0!
						*Food	\$0.00	#DIV/0!	#DIV/0!
						*Accommodation	\$0.00	#DIV/0!	#DIV/0!
TOTAL							\$0.00	#DIV/0!	#DIV/0!
Section 3									
City, Country	Facility / Provider	0			0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
						Books/Materials	\$0.00	#DIV/0!	#DIV/0!
						Transportation	\$0.00	#DIV/0!	#DIV/0!
						Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
						Administration	\$0.00	#DIV/0!	#DIV/0!
						*Food	\$0.00	#DIV/0!	#DIV/0!
						*Accommodation	\$0.00	#DIV/0!	#DIV/0!
TOTAL							\$0.00	#DIV/0!	#DIV/0!
Section 4									
City, Country	Facility / Provider	0			0.00	Instruction	\$0.00	#DIV/0!	#DIV/0!
						Books/Materials	\$0.00	#DIV/0!	#DIV/0!
						Transportation	\$0.00	#DIV/0!	#DIV/0!
						Enhancement Activity	\$0.00	#DIV/0!	#DIV/0!
						Administration	\$0.00	#DIV/0!	#DIV/0!
						*Food	\$0.00	#DIV/0!	#DIV/0!
						*Accommodation	\$0.00	#DIV/0!	#DIV/0!
TOTAL							\$0.00	#DIV/0!	#DIV/0!

APPENDIX 16: CHART OF ALLOWABLE/UNALLOWABLE EXPENSES FOR THE PROGRAM

The Access Program budget is comprised of the following budget line-items and program funds are only to be spent on program-related expenses for Access Program students and teachers and verified by receipts submitted to the U.S. Embassy/Consulate.

Examples of Allowable expenses by budget line-item:

Budget Items	Allowable
Instruction	<ul style="list-style-type: none"> - Teacher, Teacher Assistant salaries - Access Coordinator salary: only for the percentage of time spent teaching (if applicable); <u>not</u> salary for time spent conducting administrative duties - Taxes on Teacher Salaries - Pension Fund Deductions for Teachers
Books & Instructional Materials	<ul style="list-style-type: none"> - Text books - Supplementary instructional materials - School supplies - Exam Materials * Technology and equipment, pending approval (see below)
Transportation	<ul style="list-style-type: none"> - Transporting students and teachers (if necessary) to/from Access classes
Enhancement Activities	<ul style="list-style-type: none"> -All costs associated with conducting enhancement activities including materials, transportation, entrance fees, etc. - Induction and Graduation ceremonies
Administration	<ul style="list-style-type: none"> - Staff Salary for Access Program administrative support including for Access Coordinators, administrators, accountants - Administrative office supplies - Classroom rental - Office telephone - Internet
Food and Accommodation	<ul style="list-style-type: none"> - These expenses require justification within the proposal; decisions made on case-by-case basis

Last updated: July 20 2015

	- Accommodation may only be requested for Intensive Sessions
--	--

Unallowable expenses include:

- Cash/cash prizes
- Alcohol

* A Provider may submit a request for approval for ***the purchase of equipment and technology, such as computers and projects***, with a justification that includes:

- An estimated cost for the equipment or item(s) and which budget line item the purchase would be expensed to (most likely Books & Instructional Materials).
- An explanation for how this equipment would be used to support Access instruction.
- An explanation for how the equipment would be maintained and the teachers/students would be trained to use and care for the equipment.
- A confirmation that the equipment would be used for Access classes only, not for other Provider activities.

Quick Tip: If you are not sure whether the purchase you are going to make is allowable, please contact the U.S. Embassy/Consulate before you spend funds without approval.

APPENDIX 17: EXAMPLE –ACCESS SUB-AGREEMENT (COOPERATING AGENCY WILL PROVIDE)

ENGLISH ACCESS MICROSCHOLARSHIP PROGRAM

SUB-AGREEMENT
issued to

Name of Provider
Country

under

U.S. Department of State, Bureau of Educational and Cultural Affairs

AWARD NO. No. 5-ECAGD-14-CA-1167-A001

FHI 360 Internal Project No.:	XX-XXX
Sub-Agreement:	XXXXX.XXX.XXX
CFDA No.	19.421
Start Date:	xx/xx/xxxx
End Date:	xx/xx/xxxx
TOTAL Sub-Agreement (not to exceed):	\$xx,xxx.00

To: **Contact Name, Title, Provider** (hereinafter referred to as "In-Country Educational Service Provider")

From: Beverly H. Attallah, Director, Global Connections, Family Health International (hereinafter referred to as "FHI 360")

Subject: Award of a Sub-Agreement as Part of the "FY 2014 English Access Microscholarship Program" (hereinafter referred to as "Access Program")

PURPOSE OF SUB-AGREEMENT

FHI 360 was awarded a Cooperative Agreement [No. S-ECAGD-14-CA-1167-A001] by the United States Department of State on September 24th, 2014. The purpose of that agreement is to implement the Access Program, which is run under the auspices of the Office of English Language Programs at the Bureau of Educational and Cultural Affairs (hereinafter referred to as "ECA/A/L"). The Access Program provides a foundation of English language skills to bright, economically disadvantaged 13 - 20 year old students worldwide through afterschool and intensive programming. Access students gain an appreciation for U.S. culture and democratic values, increase their ability to participate successfully in the socio-economic development of their countries, and gain the ability to compete for and participate in future U.S. exchange and study programs.

To implement the Access Program in-country, the assistance of locally-based providers is necessary. We are pleased to announce that In-Country Educational Service Provider has been selected, with the concurrence of the Department of State, as (one of) the in-country educational service providers in **Country** for the FY 2014 Access Program, pursuant to the terms of FHI 360's Cooperative Agreement with the Department of State.

The program is to be identified as the "English Access Microscholarship Program" and as the initiative of the United States Embassy/Consulate General in **Country** and the United States Department of State.

OVERVIEW OF ROLES AND RESPONSIBILITIES

For the purposes of Sub-Agreement, The U.S. Embassy/Consulate is the manager of the Access Program for the Department of State, and will appoint a Foreign Service Officer/Specialist to serve as the main in-country point-of-contact for In-Country Educational Service Provider for all general questions related to implementation of the Access Program. The specific requirements of In-Country Educational Service Provider regarding program implementation are included in the proposal approved by the U.S. Embassy/Consulate and ECA/A/L on 02/04/2014 (hereinafter referred to as "Program Proposal"), which are incorporated into this Sub-Agreement by reference.

Under the terms of its Cooperative Agreement with the U.S. Department of State, FHI 360 is responsible for collecting and reviewing information on In-Country Educational Service Provider, for collecting and reviewing program and financial reports from In-Country Educational Service Provider, and for disbursing funds to In-Country Educational Service Provider.

In order to enable proper administration and oversight of the Access Program, In-Country Educational Service Provider agrees to adhere to all program and financial

reporting requirements as outlined in this Sub-Agreement, the Program Proposal and as otherwise directed by U.S. Embassy/Consulate and FHI 360.

SCOPE OF SUB-AGREEMENT AND AUTHORIZED BUDGET

In-Country Educational Service Provider agrees to take receipt of funds from FHI 360 for the sole purpose of executing Access Program requirements, the details of which are included in the Program Proposal. In-Country Educational Service Provider acknowledges and agrees to the following basic terms:

In-Country Educational Service Provider will receive **XX,XXX.00** USD to support **XX** participants, i.e. 13-20 year old non-elite students, to study English for a period of two years, with each student receiving a minimum of **XXX.00** hours, consisting of **X.00** hours a week for **XX.00** weeks of after-school instruction (**XXX.00** hours) and **X** intensive sessions of **XX.00** hours a week totaling **x.00** weeks (**XX.00** hours). The Access Program will commence on **xx/xx/2014** and end on **xx/xx/2016**. If authorized by ECA/A/L, the initial advance payment can be made as of the date of signature of Sub-Agreement by FHI 360 Contracting Officer, so long as this date is no more than 30 days in advance of the start date listed in Sub-Agreement.

Funds received by In-Country Educational Service Provider for this period will be utilized according to the following budget:

Instruction	\$7,000.00
Books and Instructional Materials	\$12,000.00
Transportation	\$1,100.00
Enhancement activities	\$9,500.00
Administration	\$1,250.00
Food	\$3,500.00
Accommodation	\$150.00
Total	\$34,500.00

It is understood and agreed that In-Country Educational Service Provider may make cumulative adjustments among the items of expenditure specified above, provided that the cumulative amount of such transfers shall not exceed ten percent (10%) of the total funds awarded. In addition, In-Country Educational Service Provider may not transfer funds between the Administration item of expenditure and other items of expenditure of the budget. No adjustment in excess of this margin may be made without the prior written approval of FHI 360 in Washington, D.C. in consultation with the U.S. Embassy/Consulate.

Cash Advance Payments

When authorized, cash advances will be administered under the following terms:

- a) Advances shall be limited to disbursement needs for each period as outlined in the Reporting and Monitoring section of this Sub-Agreement and shall be scheduled so that the funds are available to In-Country Educational Service Provider as close as is administratively feasible to the actual disbursements for program costs.
- b) The cash advance may only be used to pay expenses authorized by this Sub-Agreement.
- c) FHI 360 funds shall not be commingled with other funds owned or controlled by In-Country Educational Service Provider. FHI 360 or U.S. Embassy/Consulate may require In-Country Educational Service Provider to deposit all cash advances under Sub-Agreement in a separate bank account and make all disbursements for goods and services from this separate account.
- d) In-Country Educational Service Provider requests for payment will be used to reimburse expenses, reconcile any outstanding advance, and estimate future advances. In-Country Educational Service Provider will submit a financial report of expenditures and an advance payment request per the reporting schedule in this Sub-Agreement.
- e) After the initial advance at the start of the Sub-Agreement, any subsequent advance is dependent upon satisfactory progress, including submission and approval of required reports and/or other deliverables.
- f) Each advance must be reconciled for which the advance was given. Failure to reconcile an advance will preclude In-Country Educational Service Provider from receiving any additional advances until all outstanding advances have been reconciled.
- g) Requests for reimbursement shall first be applied against any outstanding advance.
- h) In no event will the total amount transmitted via cash advances and reimbursements exceed the total obligated amount in this Sub-Agreement. If the total costs are less than the sum of the payments received, In-Country Educational Service Provider agrees to refund the difference to FHI 360 as part of the final reconciliation.

Final Reconciliation and Closeout

Reconciliation of the final advance payment must occur in conjunction with the final report as outlined in the reporting schedule in this Sub-Agreement. If applicable, final payment to In-Country Educational Service Provider may be withheld pending:

- Final determination of disallowed or questioned costs;
- Completion and acceptance by FHI 360 and U.S. Embassy/Consulate of all work performed under Sub-Agreement;
- Submission of all required program and financial reports.

REPORTING AND MONITORING

In-Country Educational Service Provider will provide to U.S. Embassy/Consulate Representative and FHI 360 enrollment data, including name, age, sex, city, or any other items as specified by either of the indicated parties for all participating students.

In-Country Educational Service Provider will provide program and financial reports as well as receipts for funds received to the U.S. Embassy/Consulate and FHI 360 as outlined below:

Quarter	Advance Payment Schedule	Program and Financial Reports Due
1st Quarter	After FY14 Sub-Agreement is signed	08/31/2014 (For 1st Quarter 04/21/2014 -07/31/2014)
2nd Quarter	After 1st quarter report is approved and 1st payment reconciled	11/30/2014 (For 2nd Quarter 08/01/2014 -10/31/2014)
3rd Quarter	After 2nd quarter report is approved and 2nd payment reconciled	02/28/2015 (For 3rd Quarter 11/01/2014 -01/31/2015)
4th Quarter	After 3rd quarter report is approved and 3rd payment reconciled	05/31/2015 (For 4th Quarter 02/01/2015 -04/30/2015)
5th Quarter	After 4th quarter report is approved and 4th payment reconciled	08/31/2015 (For 5th Quarter 05/01/2015 -07/31/2015)
6th Quarter	After 5th quarter report is approved and 5th payment reconciled	11/30/2015 (For 6th Quarter 08/01/2015 -10/31/2015)
7th Quarter	After 6th quarter report is approved and 6th payment reconciled	02/29/2016 (For 7th Quarter 11/01/2015 -01/31/2016)
8th Quarter	After 7th quarter report is approved and 7th payment reconciled	04/30/2016 (For 8th Quarter 02/01/2016 -03/28/2016)

Reports and Payments

In-Country Educational Service Provider will prepare and submit program and financial reports by the due date listed in the table above to reflect all activity through the end of the prior period. In-Country Educational Service Provider is required to submit program and financial reports following the format specified by FHI 360 or U.S.

Embassy/Consulate. The allowability of costs will be determined in accordance with the applicable cost principles. If at any time, FHI 360 or U.S. Embassy/Consulate determines that In-Country Educational Service Provider utilized funds for purposes other than those authorized by the Program Proposal and this Sub-Agreement or received an overpayment, In-Country Educational Service Provider will promptly refund the amount to FHI 360.

The reports and other program information will be shared with ECA/A/L in Washington, D.C. In-Country Educational Service Provider will provide other reports to the U.S. Embassy/Consulate and FHI 360 as requested, ensuring necessary oversight and transparency regarding its financial and educational activities.

MODIFICATIONS

The terms and conditions of this Sub-Agreement may only be modified in writing and jointly executed by authorized officials of FHI 360, U.S. Embassy/Consulate, and In-Country Educational Service Provider. FHI 360 will not be liable for activities undertaken and/or costs incurred by the provider beyond the approved Program Proposal and budget unless authorized in a written modification to this Sub-Agreement.

AWARD COMPLIANCE

In addition to the assurances and certifications contained in this Sub-Agreement, In-Country Educational Service Provider must administer this Sub-Agreement in accordance with OMB Circular A-133 (US-based organizations only), 2 CFR 215 (OMB Circular A-110), 2 CFR 230 (OMB Circular A-122) and Department of State Standard Terms and Conditions. Those requirements are a part of FHI 360's Cooperative Agreement with the Department of State, and are required to be flowed down to all in-country educational service providers. They are incorporated by reference as if fully set forth herein. Electronic copies containing the complete text are available at: <https://www.statebuy.state.gov/fa/Documents/2015DeptTermsAndConditionsForUSandForeignOrg.pdf>

TERRORISM EXECUTIVE ORDER 13224

In-Country Educational Service Provider agrees and certifies to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing; blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. The full text is available at:
<http://www.state.gov/j/ct/rls/other/des/122570.htm>.

LIABILITY

Neither FHI 360 nor the Department of State assumes any liability for any third party claims for damages arising out of this agreement, nor does either assume responsibility for claims of representatives or employees of In-Country Educational Service Provider.

FORCE MAJEURE

Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this Sub-Agreement due to a natural disaster, actions of third parties or actions or decrees of governmental bodies beyond the control of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this Sub-Agreement. The party so affected shall give prompt notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this Sub-Agreement which are reasonably related to the Force Majeure Event shall be immediately suspended, and the affected party shall do everything reasonably possible to resume performance as soon as practicable.

TERMINATION AND SUSPENSION

By Mutual Agreement

22 CFR 135 and 22 CFR 145 set forth termination procedures. When all parties agree that continuation of the project would not produce results commensurate with further expenditure of funds, or for any other reason, the award may be terminated by mutual consent. In-Country Educational Service Provider may commence termination of Sub-Agreement on that basis after its authorized representative advises U.S. Embassy/Consulate and FHI 360 in writing. If U.S. Embassy/Consulate or FHI 360 wishes to terminate this project, it will issue, in writing, a termination notice to In-Country Educational Service Provider's authorized representative. Within 30 days after receipt of a request by any party for termination by mutual agreement, the party receiving the request will provide an appropriate written response. All parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. In-Country Educational Service Provider must not incur new obligations for the terminated portion after the effective date and

must cancel as many outstanding obligations as possible. U.S. Embassy/Consulate and FHI 360 will allow full credit to In-Country Educational Service Provider for obligations that cannot be cancelled properly incurred by In-Country Educational Service Provider prior to termination.

For Cause

The U.S. Embassy/Consulate and FHI 360 reserve the right to terminate this Sub-Agreement, in whole or in part, at any time before the end date of this Sub-Agreement, whenever it is determined that In-Country Educational Service Provider has failed to comply with the conditions of the Sub-Agreement. U.S. Embassy/Consulate and FHI 360 must promptly notify In-Country Educational Service Provider in writing of the determination and of all reasons for the termination, together with the effective date. If this Sub-Agreement is terminated for any reason, In-Country Educational Service Provider will return the unused portion of any funds previously transferred to it.

Beverly H. Attallah, Director, Global Connections FHI 360 Washington, DC, USA	Date
---	------

Contact Name, Title, Provider Country	Date
--	------

APPENDIX 18: ADVERTISEMENT (EXAMPLE)

Please use this sample as a guideline for creating your own advertisement in your language. Take note the highlighted items below and consider how you might change them for your city and Access Program.

Dear students of schools, colleges and universities in (insert name of city and country here):

The U.S. Embassy in (insert name of country here) and (insert name of Provider here) are excited to announce a great opportunity for 13 to 20 year-olds to demonstrate their knowledge and skills in a competition to receive an educational scholarship to learn English. The selected finalists will participate in the two-year program called the English Access Microscholarship Program (Access) funded by the U.S. Department of State.

INFORMATION ABOUT THE PROGRAM

The Access Program provides an opportunity for students in (insert name of country here) to learn about U.S. culture and values, deepen their knowledge of the English language, and take an active part in the development of (insert name of country here).

The program consists of two components:

1. English language lessons according to the students' level and
2. Cultural activities that build your understanding of the United States.

PROGRAM DATES: (Insert: From month, day, year to month, day, year).

FINANCIAL SUPPORT: The Access Program pays for the student's tuition, books, and transportation costs.

PROGRAM REQUIREMENTS:

Applicants must provide:

1. an identity card or birth certificate (original and copy);
2. a report card/certificate from school (original and copy)/ transcript;
3. documents confirming the status of low-income families (certificate of family composition/certificate of disability or loss of a breadwinner / having many children / yearly family certificate of income for the U.S. Embassy / help from the pension /certificate of divorce of the parents);
4. 2 photos 3 x 4 inches;

Last updated: July 20 2015

5. resume (list of achievements and skills); and

6. letters of recommendation from 1) the supervisor of the educational institution and 2) the English teacher.

APPENDIX 19: PARTICIPANT APPLICATION FORM (EXAMPLE)

Please use this sample as a guideline for creating your own application. Take note the highlighted items below and consider how you might change them for your city and Access Program.

PHOTO

(Attach student photo here)

English Access Microscholarship Program

Application for Participation

Today's date: _____

First Name: _____

Last Name: _____

Date of birth: _____ (month) _____ (day) _____ (year)

The number of completed years of school at the time of filing _____

Home address: _____

Telephone: (____) _____

Cell phone: _____

E-mail (if available) _____

Last updated: July 20 2015

Mother's full name: _____

Mother's place of work and position:

Mother's work phone (____) _____

Mother's cell phone _____

Father's full name: _____

Father's place of work and position:

Father's work phone (____) _____

Father's cell phone _____

In the absence of mother/father to fill in data about other relatives or guardians

The degree of relative _____

Surname, name, patronymic name _____

Place of work and position _____

Work phone (____) _____

Cell phone _____

The number of minor children in the family _____

The number of unemployed adults in the family _____

Educational institution, where the applicant is: _____

School Director's name:

Last updated: July 20 2015

English Class/course level at the time of application _____

Teacher's full name _____

Contact phones of English teacher _____

Have you taken any English language courses? Yes/No

If Yes, please specify where and for how long _____

Do you know how to use a computer? Yes/No

Do you know how to find information on the Internet? Yes/No

Do you participate in any additional groups, clubs, courses, etc. at school? Yes/No

If Yes, list below which ones

SIGNATURES

By my signature, I certify that, to the best of my knowledge, the information provided in my application is accurate and complete.

Signature: _____

Date: _____

APPENDIX 20: INTERVIEW RUBRIC (EXAMPLE)

English Access Microscholarship Program Interview

Student's Full Name _____

Date _____

Interviewers (Teachers, U.S. Embassy Representative, etc.)	3 points					2 points					1 points				
	<ul style="list-style-type: none"> Answers were detailed Answers with a large amount of essential information were provided Provided adequate responses to the questions 					<ul style="list-style-type: none"> Answers had some details Answers incomplete and missing necessary information Answer does not entirely correspond to the delivered item 					<ul style="list-style-type: none"> Provides monosyllabic answers (Yes, no, I don't know) Reluctant to respond to questions The interviewer "pulls" information Does not understand the question posed 				
Questions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL
1. What do you know about the program?															
2. How did you hear about the program?															

3. Why do you want to participate in the program?																			
4. What knowledge and skills, in addition to language, will you be able to gain from the program?																			
5. How will learning English help you?																			
6. Why are you the right candidate for this program?																			
7. How are you going to use the knowledge gained?																			
8. Did you ever participate in events (competitions, contests, etc.)? For what purpose? What was your part in them?																			
9. How will you apply the talents, skills, and knowledge gained to date to your studies in this program?																			
10. Do you regularly attend classes and all activities? How are you going to juggle school work with the																			

program?															
11. Will you be able to attend courses during the school holidays?															
12. Have you participated in any social or volunteer work?															
13. How have you demonstrated your commitment to learning in your life?															
FOR INTERVIEWER: The behavior during the interview (greetings, gestures, eye contact, facial expressions, the manner of sitting, make-up, appearance, etc.)															

APPENDIX 21: PARENT CONSENT FORM (EXAMPLE)

PARENT'S/GUARDIAN'S CONSENT

My son/daughter has my permission to apply for and to participate in ALL components of the English Access Microscholarship Program, administered by (insert name of institution here). I agree that my son/daughter is required to abide by all policies pertaining to attendance, punctuality and behavior, homework assignments and may be expelled from the program if he/she does not adhere to all of these policies.

I hereby confirm that all the information contained in this application is true and accurate and that I understand that my son/daughter may be removed from the program if it comes to the attention of: (insert name of institution here) that any of the information provided in this application is not true or accurate.

I, _____, (full name of parent)

I consent to my child's participation _____, (full name of student) in the 20XX-20XX the English Access Microscholarship Program, implemented by the (insert name of institution here) and funded by the U.S. Department of State.

I understand that the responsibilities of the program participant include but are not limited to:

- Attending all classes unless an excused absence is requested and approved;
- Completing homework;
- Actively participating in all program activities; and
- Observing the rules of (insert name of institution here);

I pledge to:

- Support my child's participation in this program;
- Keep informed of events occurring in the program;
- Not obstruct the attendance of additional events organized by (insert name of institution here);
- Attend parent conferences; and
- Make a great effort to attend required events for students and parents.

Last updated: July 20 2015

By signing this Consent Form, I understand that my child may be excluded from the program if the above requirements are not respected.

Parent/Guardian Signature

Date

APPENDIX 22: STUDENT CONTRACT (EXAMPLE)

STUDENT COMMITMENT

I, _____ (student's full name) accept this scholarship funded by the U.S. Department of State to participate in the English Access Microscholarship Program.

I understand that my program responsibilities include but are not limited to:

- Attending all classes during the two-year program unless previously requested and approved and excused from attending, including signed documentation from my parent/guardian;
- Actively participating in all the activities of the program; and
- Complying with any requirements relating to the conduct, punctuality, and homework.

I understand that my successes and achievements will depend on the successful implementation of each of the above items. After the program, I will actively participate in socio-economic development of my country and commit to the development of friendly relations with other peoples.

I promise to abide by all of the terms and conditions of the (insert name of institution here). I am aware that I have the right to voluntarily withdraw from the program at any time. If I violate the rules, (insert name of institution here) reserves the right to terminate my Access Program scholarship at any time.

Student's Signature

Date

APPENDIX 23: REQUIRED RELEASE FORM

PARTICIPANT CONSENT & RELEASE FORM FOR ALL PARTICIPANTS:

I, _____, in connection with a U.S. Department of State-sponsored educational exchange program, hereby authorize the Department and its program implementing partners to photograph, film, or otherwise record and use my image and/or voice in connection with related public information programs and activities.

Additionally, I hereby authorize the Department and its implementing partners to release, publish, or quote such material, including my name, in connection with related public information programs and activities.

With respect to this material, I understand that content may be included in future speeches, on the Internet, and through multiple broadcast channels and print media (which may include use by U.S. Embassies abroad to promote Department exchange programs and public diplomacy efforts*) but that such content will not be used for commercial purposes.

I understand that I may decline to give my consent (by not signing this Form) and still continue to participate in all exchange program activities without being disadvantaged with respect to those activities.

* *If applicable*: In providing my consent, I ask that my name, image and/or voice not be used for promotional purposes associated with the U.S. government in the following specific countries or territories: _____

Participant's Signature

Date

Printed Name

eMail Address

Participant's Home City & Country

**** If applicable, FOR MINOR PARTICIPANTS:**

I, _____, as the parent or legal guardian of the Department's program participant, grant the above consents and authorizations on behalf of my minor child or ward.

Parent's/Guardian's Signature

Date

Printed Name

eMail Address

APPENDIX 24: 2014-2016 MONTHLY ACTIVITIES REPORT

English Access Microscholarship Program

Period of activity: _____ to _____

Provider: _____ Prepared by: _____

Program Activities: In the last month, which program activities have you managed? (Note: You will not carry out all of these activities every month as some of them refer to specific stages of the program.)

Activity	Date	Description	Comments
Advertising			
Student selection			
Meeting with parents			
Hiring staff/teachers			
Purchasing materials			
Placement testing			
Opening or closing ceremonies			
Media coverage			

Academic and Enhancement Activities

In the last month, which program activities have you managed?

	Hours	Description	Comments
Instruction			

Last updated: July 20 2015

Computer classes			
U.S. culture and values			
Enhancement activities			
Personal development activities			
Community service			
Intensive sessions			

Comments and Questions

Explain any challenges you have encountered. We are eager to help and learn from your experience.

Highlights and Photos

Attach a highlight form and photos to this report as separate files for enhancement activities, community service, personal development, intensive sessions or other special events. We encourage Providers to submit a minimum of 1-2 highlights per month.

APPENDIX 25 EXAMPLE - PROGRAM & FINANCIAL REPORT TEMPLATE (THE COOPERATING AGENCY WILL PROVIDE)

1. Cover Page

FY14 English Access Microscholarship Program: Program & Financial Report - Cooperative Agreement S-ECAGD-14-CA-1176 (01)	
<p>Instructions for Cover Page: Please complete the Program Identifying Information section below by filling in the cells highlighted in yellow.</p>	
Program Identifying Information	
Provider Name	
Country	
Agreement Reference Number	
Number of Students	
Total Budget	
Program Start Date	
Program End Date	
Report Cycle	
Number of Periods	
Period of Current Report	
Period Start Date	
Period End Date	
Report Due Date	
Author of Report*	
Author of Report's Email Address	
Report Submission Date	
Current Period Total Expenses	\$
<p>*Certification: By entering my name as the 'Author of Report', I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</p>	

GENERAL INSTRUCTIONS:

The FY14 Program & Financial Report includes four sections: Program Information, Payment Request Form, Student Information, and Provider Comments. A brief description of each has been included below. Please make sure to follow the additional instructions provided in each section, and to enter information in the cells highlighted in YELLOW for the current reporting period. For each subsequent reporting period, you will receive this same report and be asked to fill out the information for the next period.

Program Information: This section includes data on program expenses, instruction hours, and program activities for the current reporting period. Please note that the worksheet has been formatted to automatically calculate totals, and will be pre-populated with budget and disbursement data.

Payment Request Form: This section includes data on estimated and requested costs. Please note that the worksheet has been formatted to automatically calculate totals and will be updated each period with actual expenses.

Student Information: This section includes all student-related data. (example: Student Name, Attendance, Performance, Status, etc.)

Provider Comments: This section includes provider's explanations for program expenses, program operations, student numbers, issues and/or achievements from the current Reporting Period.

2. Program Information

Instruction Hours and Program Expenses									
INSTRUCTIONS: Enter data into the cells highlighted in YELLOW for the current reporting period. For instruction hours, please enter the number of hours that you have completed PER STU									
Reporting Period	Start date:								
	End date:								
	Report Due Date:								
		P1	P2	P3	P4	Program to Date Total	Budget Total	Variance	% Variance
Instruction Hours per Student	After School	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0%
	Intensive Session	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0%
	Total Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0%
Program Expenses	Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Books & Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Transportation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Activities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
	Accommodation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
Disbursements	Date of Receipt								
	Amount of Disbursement	0.00				0.00	0.00	0.00	0%
	Variance	0.00	0.00	0.00	0.00	0.00			
Program Enhancement Activities									
INSTRUCTIONS: Enter the number of times these topics have been covered or the number of times the activities have been completed during current reporting period. For community service activities, enter the name of the activity and the number of times it has been completed. Once a community service activity has been entered, it will remain in the report in case the activity is repeated in later reporting periods									
		P1	P2	P3	P4	Program To Date Total			
Activities Relating to U.S. Culture and Values	U.S. Holidays					0			
	U.S. History					0			
	U.S. Popular Culture					0			
	U.S. Education					0			
	Gender Issues					0			
	The Environment					0			
	Ethnic Tolerance					0			
	Democracy					0			
	Civil Society					0			

3. Payment Request

Payment Request												
<p>INSTRUCTIONS: This worksheet is used to determine the requested amount of the next disbursement. Please complete the highlighted cells. When calculating cash needs for the next disbursement, keep in mind the following by estimating:</p> <ul style="list-style-type: none"> • Regular programmatic costs (example: salaries, admin costs, etc.) • One-time costs (example: books and materials for the length of the program) • Anticipated costs related to preparation for a planned activity (example: Intensive Session, camp, field trips, etc.) <p>NOTE:</p> <ul style="list-style-type: none"> • The Current Cash In Hand (Row 14) will be used to automatically calculate the total estimated costs, and this will be the requested amount for the next disbursement (Payment Requested). • Estimated costs in previous periods will be updated by the Cooperating Agency with actual reported program expenses. • Delayed submission of Program & Financial Reports will impact the timing of disbursements. • The costs included should be accurate and based on the approved total budget, which cannot be exceeded. 												
<i>Period Start Date:</i>												
<i>Period End Date:</i>												
Period:	P1 Estimated	P1 Actual	P2 Estimated	P2 Actual	P3 Estimated	P3 Actual	P4 Estimated	P4 Actual	Total to Date	Total Approved Budget	Variance	% Variance
Instruction		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Books & Materials		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Transportation		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Activities		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Administration		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Food		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Accommodation		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0%
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%
<i>Current Cash In Hand</i>	0.00											
<i>Payment Requested</i>	0.00								0.00	0.00	0.00	0.00%

Explanation of Estimated Costs	
<p>INSTRUCTIONS: Include an explanation of estimates costs for the upcoming period. For instance, if most or all of the planned funds for Books & Materials are used in the first period, make a note that materials will be purchased at the beginning but used throughout the program.</p>	
P1	
P2	

4. Student Information: Whole View

Student Information

INSTRUCTIONS: Enter the relevant student data in the cells highlighted in YELLOW for the current reporting period.

Current Enrollment Status / Period of Status Change: For Current Enrollment Status (Column AV) mark students who started at the beginning and continue with the program as "original." If students drop out of the program, mark them as "withdrawn" and enter the reporting period the students withdrew from the program (Column BA - Period of Status Change). Enter new students' names at the bottom of the list, set their statuses to "replacement", and enter the reporting period the students were added to the program.

Student Number	Program Location	Program Teacher	Student Last Name(s)	Student First Name(s)	Gender	Date of Birth	Age at Start of Program	Age at End of Program	Email Address	Attendance	Performance	Current Enrollment Status	Final Program Status	Period of Status Change	Initial & Exit Test		
															Initial Test Score	Exit Test Score	Test Score Change
Please ensure that number of students listed below matches approved total.	Please enter the location(s) of program delivery.	Please indicate the Teacher who is delivering the Access Program English language instruction.	Please enter the student's last name(s).	Please enter the student's first name(s).	Please enter the student's gender.	Please enter the student's date of birth as (month/day/year).	Cell will be auto-populated.	Cell will be auto-populated.	Please enter the student's email address. (Optional)	Please list student attendance rate from 1-100% for the period.	Please rank student's performance on a scale of 0 (low) to 100% (high) for the period.	Please mark student's current enrollment status as "original," "withdrawn," or "replacement."	Please mark the student's final status as "completed" or "did not complete."	Indicate the Period of Status Change ONLY when status becomes "Withdrawn" or "replacement."	Please convert test score to a scale of 1 (low) to 100 (high).	Please convert test score to a scale of 1 (low) to 100 (high).	Cell will be auto-populated.
					Active Student/Male Active Student/Female		Active Student Age Range <13 13-20 > 20	Active Student Age Range <13 13-20 > 20		Minimum passing attendance Students equal or Students below minimum	Minimum passing grade Students equal or Students below minimum	original withdrawn replacement active approved variance	completed		Lowest Score Highest Score Average	Lowest Score Highest Score Average	Students equal or above initial Student below initial/test
Example	Washington, DC	Jane Doe	Smith	John	Male	10 21 2000			John.Smith@email.com	70%	70%	original	completed	Period 2	50		
										PERIOD 1							
1										%	%						
2										%	%						

Student Information: Left-side View

Student Information

INSTRUCTIONS: Enter the relevant student data in the cells highlighted in YELLOW for the current reporting period.

Current Enrollment Status / Period of Status Change: For Current Enrollment Status (Column AW) mark students who started at the beginning and continue with the program as "original." If students drop out of the program, mark them as "withdrawn" and enter the reporting period the program.

Student Number	Program Location	Program Teacher	Student Last Name(s)	Student First Name(s)	Gender	Date of Birth	Age at Start of Program	Age at End of Program	Email Address	Attendance
					Active Student/Male Active Student/Female		Active Student Age Range <13 13-20 > 20	Active Student Age Range <13 13-20 > 20		Minimum passing attendance Students equal or above minimum Students below minimum
Example	Washington, DC	Jane Doe	Smith	John	Male	10 21 2000			John.Smith@email.com	
1										

Student Information: Right-side View

					Initial & Exit Test Name:					
Attendance	Performance	Current Enrollment Status	Final Program Status	Period of Status Change	Initial Test Score	Exit Test Score	Test Score Change			
Please list student attendance rate from 1-100% for the period.	Please rank student's performance on a scale of 0 (low) to 100% (high) for the period.	Please mark student's current enrollment status as "original," "withdrawn," or "replacement."	Please mark the student's final status as "completed" or "did not complete."	Indicate the Period of Status Change ONLY when status becomes "withdrawn" or "replacement."	Please convert test score to a scale of 1 (low) to 100 (high).	Please convert test score to a scale of 1 (low) to 100 (high).	Cell will be auto-populated.			
Minimum passing attendance	70% Minimum passing grade	70%			Lowest Score	0	Lowest Score	0	Students equal or above initial test score	0
Students equal or above min	0	Students equal or above min	0		Highest Score	0	Highest Score	0	Student below initial test score	0
Students below minimum	0	Students below minimum	0		Average Score	0	Average Score	0		
	70%	70%	original	completed	Period 2	50				
	PERIOD 1									
	%	%								
	%	%								

5. Provider Comments

	Program Expenses	Program Operation
	INSTRUCTIONS: Provide an explanation if program expenses were significantly more or less than the amount disbursed for the current reporting period, and provide a brief account of any over or underspending of the total award.	INSTRUCTIONS: Provide a brief account of any challenges or achievements that occurred in the current reporting period.
P1		
P2		
P3		
P4		

APPENDIX 26: EXAMPLE AMENDMENT (THE COOPERATING AGENCY WILL PROVIDE)

AMENDMENT No. 1
SUBAGREEMENT BETWEEN
FAMILY HEALTH INTERNATIONAL (“FHI 360”)
AND
PROVIDER (“RECIPIENT”)
UNDER
AWARD NO. X-XXXXX-XX-XX-XXX

Project Title: English Access Microscholarship Program **FHI ID/FCO#:** XXXX-XX-XXX-01(101234.001.001.XXX)

Funding Summary	Obligated Amount	Total Estimated Award
Prior to this Amendment	\$ 0.00	\$ 0.00
Change	No Change / \$ 0.00	No Change / \$ 0.00
Amended Total	\$ 0.00	\$ 0.00

Period of Performance	Start Date	End Date
Prior to this Amendment	01/01/2015	01/01/2015
As Amended	No Change / xx/xx/xxxx	No Change / xx/xx/xxxx

Upon execution of this Amendment, FHI 360 and the Provider are subject to the terms and conditions of the original Subagreement as amended by this Amendment, prior Amendments and any attachments to the Amendment(s). **Recipient should return one (1) fully executed copy of this Amendment to FHI 360 and U.S. Embassy/Consulate.**

Authorized by and accepted for
U.S. Embassy/Consulate Country by:

Authorized by and accepted for
Family Health International by:

 Signature Date

 Signature Date

 Type or print name

 Type or print name

 Title

 Title

Authorized by and accepted for Provider Name
by:

 Signature Date

 Type or print name

 Title



C&G rev. 2011-08
 Subagreement Amendment

FHI 360 is a trade name of Family Health International

AMENDED ATTACHMENT A

SUMMARY OF AMENDMENT

The purpose of this amendment is to:

- 1) Enter a statement regarding the purpose of the amendment.

AMENDMENT DETAIL

Specifically, the sub-agreement is modified as follows:

EXAMPLE:

In the sub-agreement section titled “Scope of Sub-Agreement and Authorized Budget” the third paragraph is deleted and replaced in their entirety with the following:

Funds received by In-Country Educational service Provider for this period will be utilized according to the following budget:

Instruction	\$8,231.00
Books and Instructional Materials	\$483.00
Transportation	\$1,000.00
Enhancement activities	\$966.00
Administration	\$1,450.00
Food	\$174.00
Accommodation	\$0.00
Total	\$12,304.00

All other terms and conditions remain unchanged and in effect.

APPENDIX 27: EXAMPLE – LETTER OF APPROVED BUDGET CHANGE (THE COOPERATING AGENCY WILL PROVIDE)



[Date]

Provider Name
Address

RE: Revision to **FY12** English Access Microscholarship Program Sub-Agreement No. **XXXXX.XXX.XXX**

Dear [Provider],

This letter serves as written approval for the Sub-Agreement Revised Budget for changes to all budget line items, as specified below:

Line-items	Original Budget	Approved Budget Change	Approved Revised Budget
Instruction	\$45,300.00	\$542.11	\$45,842.11
Books & Materials	\$4,680.00	(\$180.40)	\$4,499.60
Transportation	\$3,000.00	(\$201.50)	\$2,798.50
Activities	\$4,200.00	(\$173.21)	\$4,026.79
Administration	\$2,820.00	\$13.00	\$2,833.00
Food	\$0.00	\$0.00	\$0.00
Accommodation	\$0.00	\$0.00	\$0.00
Total Award	\$60,000.00		\$60,000.00

These revisions were approved in consultation with the U.S. Department of State, Bureau of Educational and Cultural Affairs, and the U.S. Embassy/Consulate, and are effective from the date of this letter. All other Sub-Agreement terms, conditions and prior Amendments remain in effect.

Authorized by FHI 360 by:

Beverly H. Attallah, Director,
Global Connections FHI 360
Washington, DC, USA

Date

APPENDIX 28: CLOSE OUT PROCESS

Close Out Process
1) By 30 days after Sub-Agreement end date, the Provider sends completed Final Program & Financial Report to their U.S. Embassy/Consulate.
2) The Final Program & Financial Report is reviewed by U.S. Embassy/Consulate, the Cooperating Agency, and reviewed and approved by ECA.
3) If there are no unused funds to return, the Cooperating Agency prepares Close Out Letter and Disbursement Report and sends to U.S. Embassy/Consulate.
4) U.S. Embassy/Consulate forwards Close Out Letter and Disbursement Report to Provider for their records.
Return of Unused Funds
1) Once a Final Program & Financial Report has been approved, if there are unused funds remaining, Cooperating Agency sends Return of Unused Funds Instructions, Return of Unused Funds Bank Letter and Confirmation of Wired Funds form to U.S. Embassy/Consulate. The U.S. Embassy/Consulate forwards to Provider for action.
2) Within 7 days of sending Return of Unused Funds Instructions, Return of Unused Funds Bank Letter, Confirmation of Wired Funds form , Provider wires funds to Cooperating Agency and emails Confirmation of Wired Funds form to U.S. Embassy/Consulate. The U.S. Embassy/Consulate forwards to the Cooperating Agency.
3) When returned funds have been verified, Cooperating Agency prepares Close Out Letter and Disbursement Report and sends to U.S. Embassy/Consulate and forwarded to Provider. (Close Out Letter and Disbursement Report are not sent until return of funds has been verified by Cooperating Agency).
4) If funds are not returned, Cooperating Agency sends Letter of Delinquency . (Close Out Letter will not be issued, Provider will be in violation of U.S. Government

regulations, and will not be eligible to receive future funding).