FULBRIGHT CLASSROOM TEACHER EXCHANGE AND
FULBRIGHT DISTINGUISHED AWARDS IN TEACHING PROGRAMS
ALUMNI GRANT POLICIES AND APPLICATION

Alumni Grant Policies and Procedures

1. Alumni Grant Purpose: The purpose of the alumni grant is to extend the Fulbright experience through projects, conference presentations and other activities of the teacher’s design that promote the sharing of education best practices, mutual understanding and the internationalization of the classroom, school or community.

2. Funding: Alumni of the Fulbright Classroom Teacher Exchange and Fulbright Distinguished Awards in Teaching Programs may apply for a maximum grant amount per calendar year (January to December) of $5000 for individual applications and a maximum of $7500 for applications involving two or more alumni applying for a shared activity. See section 8, Disbursement of Grant Funds, for more information. Alumni grant funding is limited so apply early.

3. Grant Activities: Alumni grants may be used for such activities as:
   - Presentations at conferences, workshops, or other venues to share best practices or lessons learned on the program with a broad audience such as colleagues and/or policy makers. You must present at a conference to be eligible for alumni grant funds for conference attendance.
   - Developing new teaching materials and/or methodologies to help increase global awareness and cross-cultural understanding of students and teachers or to implement new educational practices learned on the program.
   - Engaging with peers or other Fulbright teacher program alumni focused on similar education-related professional development goals, policy issues, practical research or projects.
   - Sister school/class projects or online activities between U.S. and international schools. Please note that grant requests involving the direct exchanges of students are eligible; however, preference will be given to proposals that benefit underserved groups and schools that may not be able to pursue such activities otherwise. U.S. teachers should provide FARMS rates and/or other recognized indicators. International teachers should provide information appropriate to their school/community context to demonstrate that you are reaching underserved groups and schools.

   International Travel: You must make a compelling case and demonstrate need if you are requesting funds for international travel. Projects that include international travel should be designed to reach a large number of teachers or schools and/or benefit underserved populations.

4. Exclusions: Alumni grants cannot be used for the following:
   - Large equipment purchases such as computers, printers, photocopiers, fax machines.
   - Supplements to applicant’s income (honoraria, salary expenses or consulting fees). In compelling cases, funds may be used to provide honoraria to others who help implement a program or activity. Explain this need on the alumni grant application.
   - Gifts or donations
   - Alcoholic beverages
5. **Application Review Process, Deadlines, and Notification:**

   - **Process:**
     - An application must be submitted using the online application and must include a completed budget worksheet. You may apply for multiple alumni grants in any calendar year (January to December) as long as the total amount does not exceed $5000 for individual requests or $7500 for joint projects. A separate application must be submitted for each activity.
     - Once the application has been submitted, IIE will review the application and contact you if there are questions.
     - If the application is approved, no later than one month after the activity concludes grant recipients must complete the Alumni Grant Report ([https://www.surveymonkey.com/r/AlumGrantReport](https://www.surveymonkey.com/r/AlumGrantReport)), and submit the completed Alumni Grant Expenses Chart along with copies of all receipts via email to IIE at fulbrightdat@iie.org. The report must detail the grant activity and its expected impact. The final grant payment will be sent upon receipt of these documents.

   - **Grant Application Deadlines and Notification Schedule**

     IIE will notify applicants of funding decisions by email approximately three (3) to six (6) weeks after the application deadline. Please see the application deadline and notification dates below. Please note that all alumni grant funding is contingent upon the availability of funding.

     | Application Deadline | Notification Date | Notes |
     |----------------------|-------------------|-------|
     | June 30, 2016        | Notification by August 15, 2016 | All receipts and reports submitted to IIE two weeks after activity completion. |
     | August 31, 2016      | Notification by October 14, 2016 | All receipts and reports submitted to IIE two weeks after activity completion. |
     | November 30, 2016    | Notification by January 13, 2017 | All receipts and reports submitted to IIE two weeks after activity completion. |
     | February 28, 2017    | Notification by April 14, 2017  | All receipts and reports submitted to IIE two weeks after activity completion. |
     | May 31, 2017         | July 21, 2017      | All receipts and reports submitted to IIE two weeks after activity completion. |
     | August 31, 2017      | October 13, 2017   | All receipts and reports submitted to IIE two weeks after activity completion. |

6. **Review Criteria:**

   Successful applications will include:
   - Clearly written and feasible project objectives
   - A strong project plan
   - Evidence that applicant(s) have already implemented and shared learnings from their Fulbright experience
   - Expected impact, particularly on education in under-resourced schools and communities
   - Plans to evaluate results
   - Plans to ensure sustainability beyond the grant period
   - A detailed and clear budget

   Preference will be given to alumni who have not previously received an alumni grant award.

7. **Disbursement of Grant Funds:** The maximum grant amount is $5,000 for individual applications; $7,500 for applications involving two or more alumni applying for a shared activity. Alumni may apply for all or part of this amount in one grant. Multiple applications are permitted for different activities as long as the total amounts
funded do not exceed $5,000/$7,500 per calendar year (January to December). Approved grants will be disbursed in two payments: 70% of the total approved amount will be sent once final approval is given and approximately one month before the start of the activity. Payment will be issued to the grantee by check or wire transfer in U.S. dollars. The remaining 30% will be sent after the activity is completed and the teacher submits a final report, Alumni Grant Expenses Chart, receipts, and a minimum of two photos of the alumni grant activity. A detailed chart of expenses with receipts and the final report must be submitted to IIE via email no later than two weeks after the activity ends.

ALUMNI GRANT APPLICATION INSTRUCTIONS

Complete the entire application, including the budget worksheet. The application is available online at https://www.surveymonkey.com/r/AlumGrant. See below for the alumni application questions and budget template that appears on the online application.

SAMPLE ALUMNI GRANT APPLICATION FORM
*Complete via the online application only*

Name: ___________________________________  Preferred Phone Number: ________________________________

Home Country: ____________________________  Email: _____________________________________________

Home Mailing Address: __________________________  Current Position Title: ___________________________

___________________________________________  Current School/Employer: ___________________________

Alumni of (choose one):  Fulbright Classroom Teacher Exchange  Fulbright Distinguished Awards in Teaching

Fulbright Program Year and Country (e.g., 2013-2014, Finland): ____________________________  Host School/University during your Fulbright Program: ____________________________

Total Amount Requested for this Activity (in U.S. dollars): $ ____________________________

If you have you received an alumni grant in the past, please indicate date(s) and title(s) of each activity:

____________________________________________________________________________________________________

Please provide a brief update on how you have implemented what you learned while on your Fulbright Exchange to date. Please also share any professional or personal accomplishments related to your experience as a Fulbright Teacher:

DETAILS OF PROPOSED ACTIVITY:

1. Title of the proposed activity:

2. Beginning and end dates of proposed activity (MM/DD/YYYY):
3. Have these dates been confirmed with the organization coordinating or involved in the activity?

Choose one: Yes No N/A

4. Participants and/or groups involved in the activity:

6. Location of the Activity:

7. Provide the following descriptions of the proposed activity:
   - A one paragraph summary of the proposed project.
   - A description of the need for the project and any activities you have already implemented to address this need.
   - The objectives of the project.
   - A detailed overview of the proposed activities, including a timeline of activities. Include a draft agenda if you are planning a workshop or conference session.
   - Description of anticipated results or outcomes, particularly on education in under-resourced schools and communities.
   - A plan to evaluate these outcomes.
   - How you will share learning from the project with others including colleagues and policy makers, as relevant.
   - A description of expected continuation and/or impact beyond the grant period.

8. Budget: Please use the budget template provided on our website. You may add additional items, as needed, in the space provided. Please provide costs in U.S. dollars and be as specific as possible in your estimates. Please note the following requirements:
   - Any meals or hotel arrangements must comply with the federal per diem rates available here for U.S. cities (http://www.gsa.gov/portal/content/104877) and here for international locations (http://aoprals.state.gov/web920/per_diem.asp).
   - Alcoholic beverages cannot be reimbursed under any circumstance.

Note: In-Kind Contributions are encouraged but not required. In-Kind Contributions are anything that you or another person or organization provides. This includes funds as well as donations such as meals, space, equipment, etc. Please attach a letter or email from each person or organization (other than the applicant) confirming this support.

Submit your application online via https://www.surveymonkey.com/r/AlumGrant.
Please direct any questions about the alumni grant application to fulbrightdat@iie.org.
BUDGET PROPOSAL FOR ALUMNI GRANT

Please provide budget amounts in U.S. Dollars

Name: 

Title of Project/Activity: 

Instructions for Completing Budget

Complete the form in U.S. dollars. The Units Needed and Total Cost columns should reflect the total estimated cost of your proposed project, not just the amount that would be funded by this grant. In the In-Kind Contributions column, please list any expenses you anticipate would not be covered by the grant and indicate the source of the funds in the Notes column (i.e. personal funds, school donation, donation from another organization, etc.). Your Amount Requested should be the Total Cost of each line item minus any In-Kind Contributions. For example, if the total supplies for your project cost $500, but $200 worth is being donated by your school, you will list $500 under Total Cost, $200 under In-Kind Contributions, and $300 under Amount Requested. Note: In-Kind Contributions are recommended, but not required, so if 100% of your proposed project would be funded by this grant, then the In-Kind Contributions column should be left blank, and the Total Cost will equal the Amount Requested.

* Items listed are examples only. Please modify the budget for the purposes of your grant proposal.

<table>
<thead>
<tr>
<th>Item*</th>
<th>Unit Cost</th>
<th>Units Needed</th>
<th>Total Cost</th>
<th>In-Kind Contributions</th>
<th>Amount Requested</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL | | | | | |

* SAMPLE ONLY