



Instruction of Application for English Access Microscholarship Program Provider

If you wish to apply to be an English Access Microscholarship Program provider, you will need to complete two proposal templates:

- 1) the Scholarship Technical proposal and
- 2) the Scholarship Cost proposal.

The U.S. Embassy/Consulate will provide you with the latest proposal templates. You must review all of the information before submitting your proposal. The U.S. Embassy or Consulate may also ask you for additional paperwork.

NOTE: Submitting a proposal to the U.S. Embassy or Consulate does NOT mean you have been selected as a provider. **The U.S. Embassy will contact you to tell you if your proposal has been accepted or not. You cannot start an Access program until you have applied, been accepted, and completed all of the agreement paperwork.**

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

All Access programs must deliver the number of hours, and course elements specified in the signed program agreement. The program agreements are based on the narrative proposal. Selected providers must implement the program as set out in their proposals/agreement.

1. Technical Proposal

The Technical Proposal Template has different tabs along the bottom:

1. Access Requirements
2. Applicant Organization Information
3. Program Timeline
4. Program Staff
5. After School Instructions
6. Enhancement Activities
7. Intensive Sessions
8. Summary

Please complete the tabs accurately. If you are selected to be an Access provider, then the Embassy will use the information that you have provided in the templates to draft the official agreement. Therefore it is essential that all of the information is accurate and complete.

2. Cost Proposal

In addition to the Technical Proposal, Providers will also need to submit a Cost Proposal. When planning your budget remember that program funds are only to be spent on program-related expenses for Access Program students and teachers and these expenses must be verified by receipts. *Note: No costs should be incurred before or after the period of performance of the agreement.*

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.

The Cost Proposal has six tabs that you will need to complete:

Tab 1: Currency and Instructions

Provide all the requested information. Tell us what local currency you use and the current exchange rate.

Tab 2: After School Instruction Budget

Salaries and Wages

- Compensation of Teachers, Teaching Assistants and Other Instructional Staff for the After School Instruction should be adequate and competitive with local public school pay rates. The number of hours estimated for each staff member may include hours spent on after school instruction, curriculum development, student recruitment, and enhancement activities.
- If a Teacher, Teacher Assistant, or Other Instructional Staff member also provides instruction or enhancement activities for an intensive session, those hours should be included in the Intensive Sessions Budget (Tab 4).
- If a teacher also performs administrative work in a different role, such as a Program Coordinator, the hours of administrative work should be included in the Administration Budget (Tab 5).

Benefits

- Examples of benefits received by After School Instruction staff include pension, leave, insurance, and employee paid-taxes, etc. Benefits may vary by job category.

Books and Materials

- Budget for the cost of books for teachers (such as teacher edition textbooks and books for professional development), for students (such as student edition textbooks and graded/easy readers) and other instructional materials (such as supplementary materials and test materials used at the beginning and end of the program) for After School Instruction.
- Do not include shipping costs for books and instructional materials. Shipping costs for books and instructional materials should be budgeted under Other Costs in the After School Instruction Budget.
- American publishers and American English materials are preferred but not required.
- Books purchased for the students remain property of the students upon their completion of the program.

Travel- Transportation

- If necessary, budget costs for students or teachers traveling to and from After School classes, such as bus fares, vehicle rentals, taxis fees, etc. Transportation costs are calculated based on the cost of each trip per person.
- Do not include transportation costs for enhancement activities. Those costs are covered in the Enhancement Activities Budget (Tab 3).

Food and Beverage

- If necessary, budget for food and beverage items purchased specifically for the After School Instruction classes. Costs may be calculated using either Method 1 or Method 2. Use the method, or combination of methods, that works best for your program:
 - o Method 1 - allows you to calculate costs based on the cost per meal per student or the cost per day per student.
 - o Method 2 - allows you to calculate costs based on the per item cost of the food and beverage.

Other Costs

- *Miscellaneous Costs* may include classroom supplies, classroom rental, shipping for books and instructional materials.
- *Classroom Technology* may include costs to purchase or lease instructional laptops, overhead projectors, screens, printers, etc. Providers will need a strong justification for the purchase of any technology including an explanation of how the item will be used, how it will be maintained, and a confirmation that the item will only be used for Access classes, not for other Provider activities.

Tab 3: Enhancement Activities Budget

The Enhancement Activities Budget is divided into three sections: 1) Opening Ceremony costs, 2) Closing Ceremony costs, and 3) costs for Other Enhancement Activities. Salaries and Wages and Benefits are not in the Enhancement Activities Budget. These costs should instead be included in the After School Instruction Budget (Tab 2), the Intensive Sessions Budget (Tab 4) or the Administration Budget (Tab 5), depending on the staff member(s) performing Enhancement Activity work.

Opening Ceremony Costs and Closing Ceremony Costs

Travel- If necessary, budget for transportation costs of students, teachers or guest speakers participating in the opening or closing ceremony. Do not include travel costs in the Enhancement Activities Budget for Administrative staff attending enhancement activities. If necessary, those costs would be included in the Administration Budget (Tab 5).

Travel- Transportation

- Transportation costs may include, bus fares, vehicle rentals, taxi fares, and train tickets and are calculated based on the cost of each trip per person.

Travel- Accommodations

- Accommodation costs are calculated based on the cost per night per person.

Food and Beverages

- Budget for food and beverage costs for the opening or closing ceremony based on the cost per item of the food and beverage.

Other Costs

- Other costs associated with the opening and closing ceremony such as supplies (certificates, t-shirts), facility and equipment rental, and honorarium for guest speakers may be included. If travel is planned for students and teachers, short-term travel/medical insurance with medical evacuation should be included.

Other Enhancement Activities Costs

Travel- If necessary, budget for transportation costs of students and teachers participating in other enhancement activities. Do not included travel costs in the Enhancement Activities Budget for Administrative staff attending enhancement activities. If necessary, those costs would be included in the Administration Budget (Tab 5).

Travel- Transportation

- Transportation costs may include, bus fares, vehicle rentals, taxi fares, and train tickets and are calculated based on the cost of each trip per person.

Travel- Accommodations

- Accommodation costs are calculated based on the cost per night per person.

Food and Beverages

- If necessary, budget for food and beverage items purchased specifically for other enhancement activities. Costs may be calculated using either Method 1 or Method 2. Use the method, or combination of methods:
 - o Method 1 - allows you to calculate costs based on the cost per meal per student or the cost per day per student.
 - o Method 2 - allows you to calculate costs based on the per item cost of the food and beverage.

Other Costs:

- Other costs associated with the other enhancement activities such as supplies, equipment rental, and entrance fees for museums/historic site visits may be included. If travel is planned for students and teachers, short-term travel/medical insurance with medical evacuation should be included.

Tab 4: Intensive Sessions Budget

Salaries and Wages

- Compensation of Teachers, Teaching Assistants and Other Instructional Staff for the Intensive Sessions Instruction should be adequate and competitive with local public school rates. The number of hours for each staff may include hours spent on intensive session instruction and enhancement activities.
- If a teacher, teacher assistant, or other instructional staff member also provides instruction or enhancement activities for the After School Instruction classes, those hours should be included in the After School Instruction Budget (Tab 2).

Benefits

- Examples of benefits received by Intensive Sessions staff include pension, leave, insurance, and employee paid-taxes, etc. Benefits may vary by job category.

Books and Materials

- Budget for books for teachers, for students and other instructional materials used for Intensive Sessions Instruction.
- Do not include shipping costs for books and instructional materials. Shipping costs for books and instructional materials should be budgeted under Other Costs in the Intensive Sessions Budget.
- American publishers and American English materials are preferred but not required.
- Books purchased for the students remain property of the students upon their completion of the program.

Travel- If necessary, budget for travel costs of students, teachers and chaperons attending the Intensive Sessions. Do not include travel costs in the Intensive Session Budget for Administrative staff attending intensive sessions. If necessary, those costs would be included in the Administration Budget (Tab 5).

Travel- Transportation

- Costs may include, bus fares, vehicle rentals, taxi fares, and train tickets and are calculated based on the cost of each trip per person.

Travel- Accommodations

- Costs are calculated based on the cost per night per person.

Food and Beverages

- If necessary, budget for food and beverage items purchased specifically for the Intensive Sessions. Costs may be calculated using either Method 1 or Method 2. Use the method, or combination of methods, that works best for your program:
 - o Method 1 - allows you to calculate costs based on the cost per meal per student or the cost per day per student.
 - o Method 2 - allows you to calculate costs based on the per item cost of the food and beverage.

Other Costs

- Budget for other costs for Intensive Sessions such as facility and equipment rental, honorarium for guest speakers, and entrance fees. If travel is planned for students and teachers, short-term travel/medical insurance with medical evacuation should be included.

Tab 5: Administration Budget

Administration budget could not exceed 10% of total budget.

Salaries and Wages

- Compensation of staff performing administrative tasks for the Access Program, in positions such as Program Coordinator, Accountant, Finance Manager, Administrative Assistant, etc.
- If an administrative staff member (such as a Program Coordinator) also serves as a teacher, teacher assistant, or other instructional staff member providing After School Instruction or Intensive Sessions Instruction, those instruction hours should be included in the After School Instruction Budget (Tab 2) and/or the Intensive Sessions Budget (Tab 4).

Benefits

- Examples of benefits received by After School Instruction staff include pension, leave, insurance, and employee paid-taxes, etc. Benefits may vary by job category and employment status (full-time, part-time).

Travel – Travel costs may be included for administrative staff conducting site visits, meeting with U.S. Embassy staff, attending program activities such as opening and closing ceremonies, enhancement activities, or intensive sessions.

Travel- Transportation

- Costs may include flights, bus fares, vehicle rentals, taxi fares, and train tickets and are calculated based on the cost of each trip per person.

Travel- Accommodations

- Costs may include hotel or other overnight facilities costs and are calculated based on the cost per night per person.

Food and Beverages

- Food and Beverage costs for administrative staff conducting site visits, attending program activities such as opening and closing ceremonies, enhancement activities, or intensive sessions, traveling for site visits of program activities, you may budget for food and beverages. Costs are calculated based on the cost per meal per staff or the cost per day per staff.

Other Costs

- Other costs for the administration of the program such as telephone, internet, printing costs, advertising for student recruitment, photocopies, facility rental, accounting services, and other necessary services such as security or audits may be included. Wire transfer fees related to receiving disbursements or returning unused funds at the end of the program may also be included. Inquire with your bank about the cost of wire transfers. If travel is planned for administrative staff, short-term travel/medical insurance should be included.
- Computer software Microsoft Excel (version 2010 or newer) is required. If you do not currently own a version of MS Excel 2010 or newer, you may include this cost in the Administration Budget and purchase the software once your agreement is active and the agreement start date has been reached.
- Do not include any costs for Opening or Closing Ceremonies as those costs should be in the Enhancement Activities Budget (Tab 3).

Indirect Costs

- Providers with current Negotiated Indirect Cost Rate Agreements (NICRAs) with the U.S. government may include indirect costs in the Administration Budget. These costs (indirect rates and base costs) will be verified through submission of the Provider's NICRA to the U.S. Embassy.

Unallowable Costs for the entire Cost Proposal

- Cash/Cash prizes
- Alcohol

Once you have completed your Technical and Cost Proposals, submit them to the U.S. Embassy. You will be notified by them if your proposal was or was not competitive. The U.S. Embassy will select the best applicants based on the proposals received.

Important information about Financial Reporting and Verification of Expenditures

Providers will report actual expenditures through submission of a financial report each reporting period. Financial reports should not use the cost estimated in the Cost Proposal, but instead should report the actual cost of the expenditure. ALL purchases must be verified with proper receipts/backup documentation. Receipts/backup documentation may be proof of payment to service providers or vendors, paid invoices, payroll receipts, transactional reports from an accounting system, or cash register receipts. During site visits, U.S. Embassy/Consulate staff will ask to see the receipts/backup documentation for all purchases.

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.