

**U.S. DEPARTMENT OF STATE U.S. EMBASSY KIGALI, RWANDA
PUBLIC AFFAIRS OFFICE**



NOTICE OF FUNDING OPPORTUNITY:

Program Office: Public Affairs Office, U.S. Embassy Kigali, Rwanda

Funding Opportunity Title: English Access Microscholarship Program

Announcement Type: Grant

Publication Date: July 08, 2019

Deadline for Applications: Open until September 08, 2019

The Public Affairs Office requests proposals from potential implementing partners for the 2019 - 2021 English Access Microscholarship Program (Access). The purpose of the Access program is to provide disadvantaged youth with an opportunity to learn the English language and enhance leadership through teaching the basics of American culture and values of democratic development and civic engagement. The program benefits secondary school students from underprivileged families and provides after-school instruction and intensive sessions. The Access program must provide two years of English study, consisting of at least 180 hours of instruction per year. To be eligible for consideration, applicants must be currently engaged in an English language teaching program. Local and international non-governmental organizations and educational institutions are welcome to submit Grant Proposals to design, implement, and administer the Access program in Rwanda.

Program Overview and Background

Since its inception in 2004, over 150,000 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 bright, economically disadvantaged students, primarily aged 13- to 20-years olds 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 the ability to participate in and compete for future exchanges and study in the United States



Major Program Components of the Access Program

1. After-School Instruction

The Access program is a two-year program that requires a **minimum of 360 hours** of instruction reasonably distributed over the two-year period. It is the responsibility of the Providers to consider the schedule of the students to ensure that Access classes do not interfere with students' regular school schedule. Enhancement activities related to U.S. culture and values must occur regularly throughout the two years of the program, including during after-school instruction.

2. **Cultural 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. Examples may include community events (celebrating U.S. holidays, e.g. Thanksgiving and/or Fourth of July events) and joint programming with participation of U.S. Embassy personnel, U. S. scholars in Rwanda (e.g. English Language Fellows, English Teaching Assistants, Fulbright Students and/or Peace Corps volunteers), English language intensive sessions, leadership training, etc. Access programs should also consider including computer instruction to complement English language classes and enhancement activities where possible, with the understanding that attempts should be made to utilize existing computer facilities rather than expend significant grant funding to purchase machines.

3. Intensive Sessions

Intensive sessions are periods of instruction that include more instruction hours per week than the after-school program. 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 U.S. cultural activities such as drama, computers, art, music, or games and sports, or even civic responsibility projects, leadership and teamwork training, or tolerance programs. Intensive sessions are an important activity which can supplement, initiate or conclude participants' two-year Access program. All intensive sessions should provide students with a window on U.S. culture and values, and their activities as much as possible



should incorporate invited speakers (e.g. U.S. exchanges alumni, Embassy personnel, and other native and non-native English speaking partners, etc.).

4. Community Service Activities

Access students should also be involved in community service activities to increase their awareness of issues facing their respective communities while also gaining an understanding of the ways they can positively contribute to civil society.

5. 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.

Service Provider Responsibilities

a. For Students

The grantee organization will be expected to provide selected groups of students with two years of after-school English language instruction and enhancement activities, e.g. at least 180 hours of instruction per year or a minimum 360 hours, aimed at improving students overall English language proficiency in the four basic skills of speaking, listening, writing and reading. In addition to providing quality instruction in the English language to Access students, grantees will be encouraged to conduct enhancement activities with content that gives the participants insights into, and an appreciation for, U.S. culture and democratic values. These activities could involve such things as public speaking or debate clubs; lessons on U.S. society and culture (celebrations of American holidays); community awareness activities, including civic education classes; community service and advocacy discussions and activities, including Global Youth Service Day; and English-language summer camps. Enhancement activities should be designed to help students better understand U.S. society and values, including the U.S. values of volunteerism and community service. In addition to providing quality instruction in the English language to Access students, workshops must include content that gives the participants insights into, and an appreciation for, U.S. culture and democratic value

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b. For Coordinators and Teachers

The provider will organize at least two training series for teachers and coordinators, preferably one at the beginning of the program, and another in the middle of the program. Teacher training costs have to be built into the overall proposal and budget.

Funding Range:

Under this funding announcement, and pending availability of funding, the US Embassy is expected to fund two-years of after-school classes and enhancement activities for an estimated 150 pupils, at a cost of no more than \$75,000.

Duration:

Two (2) academic years with a minimum 180 hours of instruction per year (360 hours for the two-year period). Intensive sessions should be included in the 180 hours of instruction required per year. The selected service provider will determine the appropriate start date in consultation with the US Embassy's Public Affairs Office.

Eligibility:

Local and international non-governmental organizations and educational institutions are welcome to submit Grant Proposals to design, implement, and administer the Access program in Rwanda. Prospective applications must be currently engaged in an English language-teaching program.

Guidelines:

Projects must be clearly defined and support the goals of the English Access Microscholarship Program.

- Access students must move through the program together as a cohort for the entirety of the two-year program. One class should not have more than 25 students.
- Providers should ensure that classes are gender-balanced with 50 percent girls and 50 percent boys.
- The grantee must monitor students' attendance and performance and provide regular, required reports.

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- The grantee must provide concrete goals and objectives, outline all activities, and provide a specific timeline of all activities.

Application and Submission Information:

To be considered for funding, proposals must include:

- A narrative document, no longer than ten pages, that describes the program in detail is required. This document should include:
 - Description of the grantee organization including resume and previous experience
 - Description of Access program location(s), methodology, English language intensive sessions, cultural enhancement components, student selection criteria and process, age range of students, materials used, number of teachers, and grantee cost-sharing
 - The total number of students to be enrolled, the start and end dates for instruction, the number of hours of instruction students will receive per week and per year, and the type of instruction (e.g. after-school, weekend, full-time, or English language intensive sessions).
- A budget spreadsheet that includes a breakdown of all program costs for the two-year program. Categories should include: instruction, books/materials, etc.

Other Submission Requirements:

Proposals should be submitted by email to KigaliPublicAffairs@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.

Review and Selection Process:

Proposals will be reviewed by a committee comprised of U.S. Embassy employees.

Federal Award Administration Information

Award Notice: The grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants. The assistance award agreement is the authorizing document and it will be provided to the recipient.

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Administrative and National Policy Requirement: If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State. Grants are subject to terms and conditions.

Reporting Requirements: Awards issued under this announcement will require program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement as well.

Federal Awarding Agency Contact

Proposals should be submitted by email to: KigaliPublicAffairs@state.gov. Applications are accepted in English only. Final grant agreements will be concluded in English.

Federal Award Information:

The type of assistance instrument will be a grant that may be awarded if applications are successful. The Public Affairs Office will only contact those who are selected for funding.