

## CLS ALUMNI DEVELOPMENT FUND: APPLICATION FORM

The Critical Language Scholarship Program is pleased to invite program alumni from all years to apply for an Alumni Development Fund (ADF) Grant.

The Alumni Development Fund (ADF) is designed to provide opportunities for alumni to continue their language learning, pursue career development goals, and participate in community outreach related to CLS languages and their corresponding world regions. Particular emphasis is placed on projects with an impact beyond the individual applicant, reaching students, CLS alumni, or others in their community.

Funded activities must take place between December 1, 2018 and be completed by March 20, 2019. No exceptions will be made for events or activities falling outside of this period.

To be eligible, you must be an alumnus or alumna of the CLS Program. Additional eligibility requirements may be found in [the full application instructions](#). ADF applications must be submitted by 11:59 pm EST on Tuesday, November 13, 2018.

Before beginning this application, please [read the Alumni Development Fund Application Instructions and FAQ](#) carefully.

## INFORMATION ABOUT INDIVIDUAL OR GROUP

\*Required

If applying as a group, please complete only for the group leader.

**First Name \***

**Last Name \***

**CLS Program Year(s) \***

Please select all that apply:

**CLS Program Language(s) \***

Please select all that apply:

**City and country where your CLS Program took place. \***

**Email address \***

**Primary Phone Number \***

**Additional Group Members**

If applying as a group, please include the name(s) and programs of all group members. For example: Jane Doe, CLS Jaipur, India, 2015. Please submit only one application per group!

**Additional Group Members Email Addresses:**

**Name(s) during CLS Program (only if different)**

If you or any of your group members have changed your name since your participation in the CLS program, please indicate the name associated with your CLS participation here.

## PROJECT AND CATEGORY

### Proposal Title \*

### Proposal Category: \*

- Academic or Cultural Event(s)
- CLS Outreach and Recruitment
- Digital Storytelling
- CLS Alumni Event
- Language Group
- Language Tutoring
- Other

[CONTINUE] (Jump to appropriate application questions, depending on category selected)

## ACADEMIC OR CULTURAL EVENT(S), DIGITAL STORYTELLING, LANGUAGE GROUP, LANGUAGE TUTORING, OTHER

### Project Overview: \*

Please explain your proposed event, project, or activity and why you are seeking CLS funding (please limit your description to 200 words, or 300 words if you selected “Other” as the category of your application).

### Project Timeline: \*

The project timeline should identify the period over which you plan to implement the project and how long it will take you to complete proposed project activities. Please include exact dates and locations for specific activities when possible

ADF funding can only be applied to activities taking place from December 1, 2018, 2018 through March 20, 2019.

### Project Purpose: \*

Describe how this event, project, or activity relates to your target language and how it will enhance your professional, academic, or linguistic development. Be sure to explain your goals (personal, professional, or if organizing an activity, for others involved). If desired, you may also explain any financial barriers which may otherwise prohibit you from participating in or organizing the proposed activity. (No more than 250 words)

### Project Outcomes: \*

Funding will be prioritized for projects with an impact beyond the individual applicant (e.g. students, CLS alumni, or members of a specific community). What is the impact of your proposed event, project, or activity? Will it benefit any wider group or community? Please be specific about who will participate in any proposed activities or events. (No more than 150 words)

**How will you share the outcomes of your event, project, or activity with others? \***

E.g. give a presentation, write an article for the CLS website or social media, share new language skills with fellow students at your university, etc. (no more than 100 words)

[CONTINUE] (Jump to Budget section)

## CLS ALUMNI EVENT

**Event Overview: \***

Please explain your proposed event or activity and why you are seeking CLS funding (please limit your description to 200 words).

**Targeted Attendees: \***

Please detail the geographic region and an approximate number of attendees for your event. (No more than 100 words)

**Event Timeline: \***

The event timeline should detail not only the proposed date for the event, but also key dates for securing an event space (if necessary), communicating with American Councils in order to distribute an invitation to alumni in the area, and collecting RSVPs. Please include exact dates and locations for specific activities when possible.

ADF funding can only be applied to activities taking place from December 1, 2018 through March 20, 2019.

**Project Purpose: \***

Describe the goals and objectives of the event project, or activity, as well as the expected outcomes. Be sure to explain what the target audience would gain from participating in this project. If desired, you may also explain any financial barriers which may otherwise prohibit you from participating in or organizing the proposed activity. (No more than 250 words)

**How will you share the outcomes of your event, project, or activity with others? \***

E.g. give a presentation, write an article for the CLS website, etc. (no more than 100 words)

Applicants who are awarded funding for these events will be required to produce invitation text and coordinate with the Program Officer for Alumni Affairs at American Councils to publicize their events. Photo documentation of all approved events will be required.

[CONTINUE] (Jump to Budget section)

## BUDGET (REQUIRED FOR ALL APPLICATIONS)

Please provide a budget detailing the funds you are requesting and how they will be spent. **Please be as detailed as possible.** Note that while cost-sharing is not required, it is recommended. Cost share includes any other organization or individuals contributing to the project, donations of supplies, work space, etc.

If your activity, event, or project is approved, you will be required to supply hardcopy receipts for the purchases you make with CLS funds, as well as an updated and accurate version of the budget submitted with your application.

Group projects may be funded up to \$2,500 depending on the scope and type of event, project, or activity.

Individual projects may be funded up to \$700 depending on the scope and type of event, project, or activity; language tutoring and grants for CLS alumni events are capped at \$300.

**Budget Narrative \***

Please list the items you wish to purchase, including item descriptions and their estimated or exact costs. Include quantity when relevant. Please be specific. For example, do not state "Supplies: \$100." Instead please list the specific required supplies and their estimated costs.

**Please describe the amount and source of any other funding you have applied for or plan to receive for this event, project, or activity.**

You may receive an Alumni Development Fund grant for a portion of an activity that is partially funded by another source; in this case, the Alumni Development Fund grant must supplement, not duplicate, the other funding.

**Total funding request \***

Please list in U.S. dollars. May not exceed specific limit for type of project, as described above.

I have [read the Application Instructions and FAQ documents](#) closely and have not requested funding for items specifically listed as unallowable: **[AGREE]**

**Application Submission**

If my activity, event, or project is approved, I understand any significant changes to this budget are subject to approval by CLS program staff. I also understand that I will be required to submit hardcopy documentation for all purchases that I make with my grant, as well as an updated precise financial report (budget) and follow-up narrative report, including photo documentation of my activities. I will return any unspent money and/or money used on expenses that are not pre-approved by CLS program staff at American Councils for International Education.

**[SUBMIT]**