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# CLS ALUMNI DEVELOPMENT FUND APPLICATION INSTRUCTIONS

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Each year, the CLS Alumni Development Fund offers small grants to alumni of the CLS Program from all program years (2006-2018) through a competitive application process. 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.

## Eligibility

The CLS Alumni Development Fund is open to all alumni who have successfully completed the CLS Program.

The following individuals are not eligible: employees of the U.S. Department of State (not including part-time or temporary employees, interns, consultants, or contract employees unless such persons work on U.S. Department of State exchange programs) and employees of American Councils who work on the CLS Program.

CLS alumni may submit an individual or group application. If submitting a group application, all group members must be U.S. Department of State Exchange Alumni (e.g. CLS, Gilman, NSLI-Y, Fulbright, YES, and FLEX). The application must be submitted by a CLS alumnus or alumna. Please submit only one application per group.

Preference will be given to alumni who have not received an ADF grant in the past. Preference will also be given to group projects.

**Deadline: Tuesday November 13, 2018 at 11:59 pm EST**

Applications must be submitted by **11:59 pm EST on Tuesday, November 13, 2018**. Funding cannot be used for any activities that begin before December 1, 2018, and all activities must be completed by Tuesday, March 20, 2019. All reports must be completed and any unused money returned by Friday, March 30, 2019.

## Awards

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.

Priority will be given to proposals that demonstrate a wider impact within the community or on campus.

Proposed activities should fall into one of the following categories for funding:

**Academic or Cultural Events:** Events that may be funded include campus lecture series, cultural celebrations, and academic or professional conferences. Items applicable for funding in this category may include event supplies, room rentals, refreshments, honoraria for guest speakers, or conference registration fees.

Examples of strong projects from past years include:

- Organizing a Lunar New Year celebration and educational programming for families and caregivers of Alzheimer's patients in Chinese speaking community in NYC area. (Ben Yarbrough and Lin Yuan, CLS Chinese 2011)
- Establishing a peer-reviewed, free-access, online academic journal for African Linguistics. (Troy Spier, CLS Swahili 2017)

**CLS Outreach and Recruitment:** Events that may be funded include information sessions to promote and publicize the CLS Program, as well as language education and study abroad to students, faculty, staff, and administrators at colleges and universities across the United States. Items applicable for funding in this category may include event supplies, room rentals, refreshments, study abroad fair tabling fees, or conference exhibition or registration fees. Local travel by car or taxi may be reimbursed with the presentation of a receipt or through mileage reimbursement.

**Digital Storytelling:** Funding may be requested for production materials and expenses related to producing a blog, video series, or podcast intended for public distribution. Purchase of equipment/supplies and software may be reimbursed, but proposals should make clear how resources will be used following the end of the project (will they live with the university or a third party organization, for instance).

Examples of strong projects from past years include:

- Launching a podcast on East Asian pop culture and media (Melissa Brzycki and Stephanie Montgomery, CLS Chinese 2013)
- Producing, distributing, and performing music with Swahili speaking artists in Buffalo, NY area (Kurt Ebsary, Swahili 2017)

**CLS Alumni Events:** CLS alumni interested in gathering alumni groups in their area for professional or academic development purposes may apply for funding to cover event space, honoraria for speakers, and/or supplies. Such events must be open to all CLS alumni in a given city or region and may be expanded to include alumni of all International Exchange Programs sponsored by U.S. Department of State or U.S. government. Events with no purpose or structured activity beyond socializing and/or networking will not be considered. Examples of events eligible for funding include organizing a lecture or panel on a topic of interest to be followed by a reception for discussion, inviting a [Diplomat in Residence](#) to address a group of interested alumni, or organizing a relevant community outreach opportunity for CLS alumni. You are strongly encouraged to collaborate with the [CLS Alumni Society](#) to plan these events.

Examples of strong projects from past years include:

- Organizing a career development event providing insights from a panel consisting of a Diplomat in Residence, a Returned Peace Corps Volunteer, and a Fulbright alumna to recent alumni of the U.S. Department of State exchange programs such as NSLI-Y, CLS, Gilman, Fulbright, Boren, and CBYX (Paula Zhang, Korean 2017)

**Language Groups:** Funding can be requested to develop or support a community/campus language group or conversation table. Such proposals may include funding requests for language learning materials, language instructor participation, and/or refreshments.

Examples of strong projects from past years include:

- Creating Arabic Café program at Gettysburg College for students to interact in Arabic language, the culture and cuisine of the Middle East on campus (Spencer King, Arabic 2016 and Marley Disney-Swanson, Turkish 2015)
- Conducting Hindi-Urdu table at Texas A&M University to subsidize lack of South Asian language courses despite a large Desi (South Asian) population in Houston area (Benjamin Simington, Hindi 2014)

**Language Tutoring:** Alumni may request funding for tutoring in a CLS language to support a specific project or goal, such as the creation of materials for public distribution. Proposals requesting funds for individual language tutoring with no wider impact or specific rationale will not be considered. Funding for language study will only be awarded to applicants continuing the study of their CLS language or a CLS language in the same language family.

Examples of strong projects from past years include:

- Producing and printing a pamphlet on diabetes in Urdu for patients at a women's hospital in Pakistan (Rebecca Carpenter, CLS Urdu 2014 & 2015)

- Publishing a children’s book and lesson plan in English and Bangla on environmental degradation and climate change (Calynn Dowler, Sarah Dodamead, Paige Giarmona, Deya Maldas, Marshall McCollum, and Ian Reed, CLS Bangla, various years 2013-2016)

**Other:** Be creative! Applicants are encouraged to propose relevant projects that may fall outside of the predefined categories.

We are particularly interested in projects that feature a virtual element that can overcome restrictions of time and space to build mutual understanding among [International Exchange Alumni](#) (e.g. CLS, Gilman, NSLI-Y, Fulbright, YES, and FLEX) and their communities. Such projects should relate to the applicant’s CLS language or region. Projects should contribute to the applicant’s professional or academic development and have a clear impact on a broader community. Exclusions for funding are listed below.

Examples of strong projects from past years include:

- Organizing an international pen pal and video chat exchange between high school students in the US and Morocco (Nicholas Micinski, Sidney Tolo, Julianna Jolly Renzi, and Jane McDermott, CLS Arabic 2014)
- Facilitating virtual language exchange program between Palestinian women and girls in the Jerash Refugee Camp learning English and female Arabic students from the U.S. (Miranda Beggin, Tallie Hausser, and Costanza Maio, CLS Arabic, various years 2014-2017)

Funding will **not** be awarded for:

- International travel
- Travel expenses for any third parties (speakers, etc.)
- Alcoholic beverages
- Language classes/books associated with regular enrollment at the applicant’s home institution
- Living expenses for the grantee including room, board, or any meals (exceptions for short hotel stays within the US may be granted on a case-by-case basis, for instance in the case of an academic conference)
- Gifts or prizes (including gift cards for any purpose)
- Tutoring charged at a rate of more than \$30 per hour (per student)
- Funding for group refreshments in excess of \$5 per participant, per meeting
- Funding for event catering in excess of \$10 per attendee
- Hourly wages for alumni or other activity participants or assistants (however, honoraria for speakers or fee-for-service such as tutoring are allowed expenses)

If the cost of an event, project, or activity exceeds the maximum allowable amount as outlined above, an applicant may apply for partial funding toward the overall cost of the endeavor. If an applicant is seeking to combine the ADF with funding from other sources, he/she must demonstrate that the ADF funds will not be used for expenses covered by another source. For example, if the applicant is seeking a university travel grant

to attend a conference, the application should specify which expenses the ADF award would cover (e.g. conference registration fee) and which expenses the second funding source would cover (e.g. flights and hotel).

Staff from the U.S. Department of State and American Councils for International Education will review funding requests and decide whether to fully fund, partially fund, or not fund a project.

For other inquiries and questions about the application process, see the FAQs section, below.

## Additional Funding Sources and Cost Share

If the cost of an event, project, or activity exceeds the maximum allowable amount as outlined above, an applicant may apply for partial funding toward the overall cost of the endeavor. If an applicant is seeking to combine the ADF with funding from other sources, he/she must demonstrate that the ADF funds will not be used for expenses covered by another source. For example, if the applicant is seeking a university travel grant to attend a conference, the application should specify which expenses the ADF award would cover (e.g. conference registration fee) and which expenses the second funding source would cover (e.g. flights and hotel).

Staff from the U.S. Department of State and American Councils for International Education will review funding requests and decide whether to fully fund, partially fund, or not fund a project.

For other inquiries and questions about the application process, see the FAQs section, below.

## How to Apply

Interested candidates should submit an online application form by following the link below:

[https://www.surveymonkey.com/r/CLSADF\\_2018](https://www.surveymonkey.com/r/CLSADF_2018)

As part of the application, you will be asked to write a short project summary, provide a detailed budget plan, and include a timeline of the proposed activities.

## Review Criteria

The following criteria will be used when reviewing applications:

- Relevance to the applicant's CLS language/region
- Strength of the project's rationale and expected outcomes
- Impact on others: the direct and indirect beneficiaries of the project
- Thoroughness of the proposal, budget, and timeline

Successful applications will showcase the project's impact on the community and/or how it provides opportunities for others. In the application, applicants should include a description of how their project or the outcomes of their project will achieve this goal.

If you have any questions, please contact [cls@americancouncils.org](mailto:cls@americancouncils.org).

## Reporting Requirements

Awardees will be provided with detailed instructions about regulations associated with the use of federal funds, including CLS funds. In some cases, applicants may be offered a grant with the provision that they revise or modify the budget.

Throughout the grant period, awardees must maintain contact with CLS staff and provide status updates on their project.

Upon completion of the event, project, or activity, alumni will need to submit a final report that includes a narrative report detailing the activities and outcomes of the project, a detailed budget outlining how all funding was used, and all original hardcopy receipts.

Any unused money must be returned to the CLS Program by March 30, 2019. Any recipient who fails to turn in reports, receipts, or unused money by the deadline will be required to return the full grant that was awarded, including any funds already used.

## CLS Alumni Development Fund FAQs

### Can I apply if I am no longer a student?

Yes. Any eligible alumna/alumnus of the CLS Program can apply, regardless of their current student status.

### Can I apply if I am a CLS alumnus or alumna from a previous year?

Yes, the CLS Alumni Development Fund is available to all alumni of the CLS Program.

### Can I apply if I have received an ADF award in the past?

Preference will be given to those who have not yet received an ADF grant, but your application will still be considered.

### Can I apply for funding to study a language I did not study during CLS?

Funding for language study will only be awarded to applicants continuing the study of their CLS language or a CLS language in the same language family (i.e. Indic, Turkic, etc.).

### Can I apply for international travel?

No. The CLS Alumni Development Fund cannot be used for international airfare or other travel expenses. Domestic travel expenses may be approved on a case by case basis.

### Can I apply if I will be overseas during the ADF activity period and/or my proposed project is held overseas?

We are happy to support projects that will take place overseas, however ADF funding cannot be used for any international travel expenses. All receipts for foreign transactions must be submitted to CLS staff along with documentation of the exchange rate at the time of purchase. All awardees are expected to commit to regular communication with CLS staff despite any time difference or technological difficulties. Physical receipts are still required to account for purchases made overseas.

### Can I apply for living expenses?

No. The CLS Alumni Development Fund cannot provide funding for living expenses such as room, board, or food for the ADF recipient. The only exception to this rule, which will be reviewed on a case by case basis, is a short stay in a hotel while attending a conference or other activity.

### Can I apply for funding to conduct research?

No. The CLS Alumni Development Fund does not provide funding for research proposals. The CLS Alumni Development Fund is not designed as a grant opportunity for independent research activities. However, alumni may apply for funding that supports a research goal in addition to providing language or professional/academic development opportunities. Examples might include hiring a tutor in the CLS target language to focus on learning and practicing useful phrases for conducting research; the purchase of language-learning materials or materials used for language practice, which might also be used for research purposes (i.e. films, literature, etc.); or the registration fee for a conference to present research conducted in the target language.

### Can I apply for retroactive reimbursement for something that I have already completed?

No. You cannot apply for funding for an activity you have already completed. All funded activities should occur between December 1, 2018 and March 20, 2019.

### Can I apply for funds for an activity that starts before the ADF activity start date of December 1?

The CLS Program cannot provide funds for activities that take place prior to December 1, 2018. However, you may apply for prorated funds for the portion of an activity that will take place between December 1, 2018 and March 20, 2019. For example, if you wish to take a three-month language class that starts September 30 and ends December 30, you may apply for funds to cover a portion of the cost of the class (i.e. December 1 to December 30). The same holds true for activities that start during the allowed ADF activity period but end after March 20, 2019. Please note that if you are not awarded a CLS Alumni Development Fund, the entire cost of any commitment will be your responsibility.

### How much money can I apply for?

Group projects may be funded up to \$2,500. Individual projects may be funded up to \$700. Language tutoring and grants for CLS alumni events are capped at \$300.

Proposed budgets should be detailed and within reason based on the scope and type of the event, project, or activity.

### Can I use my own money, or funds from another source, for a portion of my activity?

Yes. In fact, we highly recommend finding sources for cost-share. You can apply for funding to cover a portion of an activity and pay for the remaining expense yourself or with funds from another source (i.e. outside scholarship). For example, you could apply for \$300 toward the cost of a \$450 language course with the intention to pay the remaining \$150 yourself.

### Will I receive the full amount that I applied for in my ADF application?

All applications for funding will be reviewed and a decision will be made on whether to fully fund, partially fund, or not fund each project, based on the strength of the individual application, the rationale for the proposed budget, and the availability of funding.

### If I receive a CLS Alumni Development Fund award, how long will it take to receive the funds?

You will receive notification via e-mail in November, before December 1. Before receiving the funds, you may be asked to clarify aspects of your proposal. You will also be required to return a signed terms and conditions form before a check is issued. There is a possibility that **checks may not be available until December or later**. If you wish to start your activity after being notified of your award but before receiving your check, you may do so by paying with your own funds and reimbursing yourself when the check arrives, but you must collect and submit all receipts for these expenses.

### What happens if I do not complete all of the activities I proposed in my application?

We understand that circumstances beyond your control may affect proposed activities. In the case that you are unable to complete or must change part of your project, awardees must work with CLS staff to revise their project and/or budget. Any unused funds and/or money that was used for expenses that were not pre-approved by CLS staff must be returned to American Councils by March 30, 2019.