

U.S. Embassy Kyiv
English Access Microscholarship Program
Application Form

SECTION ONE: Organization

Applicant organization name Enter the organization's name exactly as it is listed in your DUNS registration or on the SAM.gov website
Click or tap here to enter text.

Full mailing address, including postal index
Click or tap here to enter text.

Full name of the organization's head
Click or tap here to enter text.

Project manager or contact person for this proposal, if different from organization's head
Click or tap here to enter text.

Contact telephone number for this proposal
Click or tap here to enter text.

Contact email for this proposal
Click or tap here to enter text.

Number of full-time employees of the organization
Click or tap here to enter text.

DUNS number
Click or tap here to enter text.

SAM.gov registration expiration date
Click or tap to enter a date.

Organization Portfolio Please, provide brief information about the organization, including year founded, website, social media pages.
Click or tap here to enter text.

Describe your experience managing English language educational programs. Include the English language programs managed in the past and current programs with number of students, teachers, and cities
Click or tap to enter a date.

If there will be partner organization(s), please name the organization(s), describe their role in the Access program, their capacity, and how they were selected
Click or tap here to enter text.

Provide the number of Administration Staff for each site, describe their job responsibilities and estimated number of hours per week and total number of work hours.

Click or tap here to enter text.

SECTION TWO: Project Description

Describe proposed Access locations:

Click or tap here to enter text.

Program Start date Click or tap to enter a date.

Instruction Start date Click or tap to enter a date.

Intensive Session(s) dates Click or tap to enter a date.

Exit Test date Click or tap to enter a date.

Program End date Click or tap to enter a date.

Project objectives and expected outcomes Up to 250 words. Provide a list of specific objectives and describe how they will be achieved. Identify the results you expect to attain and how they will change your institution, field, community, and/or society

Click or tap here to enter text.

Describe the process for recruiting and selecting teachers and required qualifications for teachers. Include number of teachers per each location:

Click or tap here to enter text.

Project description:

A) After School Program (typically lasts for 1-2 hours per day after school or on weekends)

For the duration of the program, how many after school hours will each student receive? (Do not include hours for Enhancement Activities and Intensive Sessions)

Click or tap here to enter text.

Describe a typical after school instruction schedule:

Click or tap here to enter text.

Describe the pedagogical approach that will be used to teach Access students:

Click or tap here to enter text.

Describe student selection criteria and process:

Click or tap here to enter text.

Number of students to be enrolled in the program:

Click or tap here to enter text.

Age range of students:

Click or tap here to enter text.

Describe how students of different ages and language levels will be organized in the program:

Click or tap here to enter text.

Describe how students will be motivated to attend all Access sessions:

Click or tap here to enter text.

Describe how parents/community will be informed and involved in the program:

Click or tap here to enter text.

Describe how Access classes will be monitored and observed for quality assurance (include how often the observations will happen and how feedback will be shared with teachers and administrators):

Click or tap here to enter text.

What curriculum and teaching resources that will be used:

Click or tap here to enter text.

Where will the textbooks be purchased? (*Photocopied textbooks are not allowed in the Access Program*)

Click or tap here to enter text.

Access program is required to have pre-test (initial) and the same post-test (exit) to measure students' progress. Provide the name of the test, its structure and contest, and explain why this test is chosen:

Click or tap here to enter text.

Describe how students will be assessed and provide frequency and types of assessment tools that will be used

Click or tap here to enter text.

Describe the methods that will be used for tracking and recording students' scores (examples may include gradebook, an online platform, spreadsheets, etc.):

Click or tap here to enter text.

B) Enhancement Activities are in addition to after school instruction and include experiential learning activities that focus on U.S. culture and values, technology, personal development, or community service.

For the duration of the program, how many enhancement activity hours will each student receive? Click or tap here to enter text.

Describe the proposed topics, skills, and types of activities per category and how the proposed activities contribute to Access goals:

U.S. culture and values Click or tap here to enter text.

Computer/ technology Click or tap here to enter text.

Personal development Click or tap here to enter text.

Community service Click or tap here to enter text.

Will any of the proposed activities include field trips that require travel and accommodation? Include the number of trips and how travel and medical emergency will be addressed: Click or tap here to enter text.

C) Intensive Sessions are typically held during winter or summer breaks, often 1-4 week long events, 3-8 hours per day

For the duration of the program, how many Intensive Session hours will each student receive? Click or tap here to enter text.

Describe Intensive Session(s) that will be conducted during the program, include information about activities, language goals, and how you will prepare students linguistically for the activity and the follow-up activities.

Click or tap here to enter text.

Explain how intensive sessions will contribute to Access goals.

Click or tap here to enter text.

Will any of the proposed intensive sessions include field trips that require travel and accommodation? Include the number of trips and how travel and medical emergency will be addressed:

Click or tap here to enter text.

Describe intensive session(s) locations, anticipated dates, and number of days/hours per each session:

Click or tap here to enter text.

SECTION THREE: Budget

Program Costs:

Cost category	After School	Enhancement	Intensive Sessions	Total amount, USD	Amount requested from the U.S. Embassy, USD	Amount from other sources, USD
Salaries and Wages						
Benefits						
Books and Instructional Materials						
Travel						

Food and beverages						
Other Costs						
Total Program Costs						

Administration Costs:

Cost category	After School	Enhancement	Intensive Sessions	Total amount, USD	Amount requested from the U.S. Embassy, USD	Amount from other sources, USD
Salaries and Wages						
Benefits						
Travel						
Food and beverages						
Other Costs						
Total Administration Costs						

SECTION FOUR: Attachments

- In addition to the simple budget above, attach a **separate budget spreadsheet** (in Microsoft Excel) that outlines in detail your proposed project expenditures. It should include the same major categories as in the simple budget (divided into subcategories where necessary) with detailed explanations of the planned costs. In salaries and wages category, please provide the number of hours the staff members in each position will work (number of hours per person and hourly pay per person)
Please make sure that the total amount is calculated automatically. You can find the budget template and a sample (in one document) on the Embassy website.
- CVs/resumes of organization's head and project managers.

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