

2013-2014 International Project Grants *Application Instructions*

Deadline: December 15, 2012

INTRODUCTION

AAUW is a community that breaks through educational and economic barriers so that all women have a fair chance. Our commitment to our mission is reflected in everything we do—through advocacy, education, philanthropy, and research, we advance equality for women and girls. AAUW has more than 100,000 members and donors.

AAUW is one of the nation's largest sources of private funding exclusively for educational programs that directly benefit women and girls. Every year AAUW awards fellowships and grants to more than 200 women.

In principle and practice, AAUW values and seeks diversity. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

PROGRAM PURPOSE

International Fellowships are intended to provide fellows the opportunity to develop knowledge and skills that will directly benefit their home countries.

To support the continuation of fellows' work after they return home, AAUW will award a limited number of **International Project Grants** (\$5,000-\$7,000) to International Fellows who have successfully completed the course of study for which they received an International Fellowship.

The grants provide support for community-based projects that benefit women and girls in the fellow's home country. Applications may be submitted online between August 1 and December 15, 2012. Grants are awarded in April 2013. Projects must take place between July 1, 2013 and June 30, 2014.

ELIGIBILITY

To be eligible for an International Project Grant, applications must meet the following requirements:

- Applicants must have completed an AAUW International Fellowship between 2002 and 2011, and must have successfully completed all reporting requirements.
- The academic program for which the applicant received an International Fellowship must be completed prior to July 1, 2011.
- Citizenship in a country other than the United States is required.
- The proposed project must be **implemented in the applicant's home country** and have a direct, positive impact on women and girls.
- The applicant must be the primary director of the project, with controlling programmatic, administrative, fiscal, and editorial responsibility for the project's implementation.
- AAUW boards, committees, panels, task forces, staff and current interns are not eligible to apply for AAUW awards.
- International Project Grants are not available for the development of written work for academic credit or for research that will be used for a degree thesis or dissertation.

AWARD INFORMATION

Grants range from **\$5,000—\$7,000** over **one year**. Funds are available for, but not limited to, project-related expense categories, including:

- Nominal professional fees/honoraria
- Supplies related to the project
- Temporary/hourly clerical help
- Office supplies
- Postage, mailing, shipping
- Photocopying, duplicating
- Lease of equipment or facilities
- Meals, food, beverages, or lodging for camps or related activities
- Advertising/publicity/graphic design
- Transportation (amount cannot exceed 1/3 of grant request; \$.50 per mile for auto expenses)

Funds are **not** available for the following:

- Salaries or stipends for primary director, project directors, or permanent positions, or to reimburse employees
- Tuition
- Higher education scholarships for students and participants
- Personal expenses (shelter, vehicle, insurance)
- Building funds, construction, or renovations
- Previous expenditures, deficits, or loans (in existence at time of grant award)
- Purchase of equipment
- Overhead or general operating expenses for any organization or nonprofit organization
- Creating or providing grants to other organizations
- Entertainment
- Travel expenses (unless directly related to project activities)
- Copyright or attorney fees
- Fundraising activities

With some exceptions based on relevant tax treaties, the fellowship stipend is subject to a 14% tax. AAUW will withhold these funds for payment to the U.S. IRS. Successful applicants who are subject

to the tax will submit updated budgets to reflect the withholding at the start of the grant year.

CRITERIA FOR SELECTION & APPLICATION REVIEW

A panel of esteemed scholars will review all eligible applications for funding. Awards are based on the selection criteria outlined in these instructions. Recommendations by the panel are subject to final approval by the AAUW Board of Directors. Grants are awarded on a competitive basis according to funds available in a given fiscal year.

To ensure a fair and objective review process, it is AAUW policy not to comment on the deliberations of its award panels. No provisions exist for reconsideration of grant proposals after the Board has acted. AAUW does not provide evaluations of successful or unsuccessful applications.

Applications and supporting documents become the sole property of AAUW and will neither be returned nor held for another year. Unsuccessful applications may be updated and resubmitted once for reconsideration the following year.

The following criteria apply to the selection of International Project Grants:

- Relevance of proposed project to the mission of AAUW.
- Applicant's commitment to the social advancement and economic empowerment of women and girls in her home country as demonstrated by her previous work and her proposed project.
- Strength of the project rationale—the project meets a demonstrable, documented local need.
- Clarity and creativity of the project design—(1) the proposed project has clear and specific outcomes, (2) is original and/or innovative in its approach to achieving those outcomes, (3) reflects community/target group participation in the development and design of the project, and (4) is ready for implementation.

- Proposed project organization is well represented by women in leadership positions and project management.
- Feasibility of the project—(1) proposed activities will logically lead to desired outcomes/achievement of goals; (2) the project time frame is realistic; (3) the budget is adequate and expenses are justified in the budget narrative; (4) there is adequate support from collaborative organizations and community partners, if applicable; (5) the project director is qualified to direct the project and the organization has the capacity to carry out the project.
- Strength of the evaluation plan—1) specific evaluation methods are proposed to measure short-term, medium-term, and long-term results; (2) proposed evaluation methods are logical measures of projected outcomes; and (3) resources are adequate to support the proposed evaluation methods.
- Proposed project organization has a track record of sound fiscal management of resources from external sources.
- Proposed project addresses the likelihood that project will continue beyond the funding period.

REGULATIONS

AAUW regards the acceptance of a grant as a contract requiring fulfillment of the following terms:

1. All grant recipients are required to sign a contract accepting the award. Applicants should retain these instructions, as they will become part of the grant contract if the applicant is awarded a grant.
2. Grant awards are distributed in three equal payments. Stipend disbursements are made payable to fellows only, not organizations or institutions.
3. The AAUW International Fellow must be the primary director of the project controlling programmatic, fiscal, and editorial responsibility.
4. The applicant must live in her home country full-time throughout the grant year.
5. The primary director of the project cannot be paid with International Project Grant funds for

work on the project and the employer cannot be reimbursed.

6. Projects may be awarded only once. Former International Project Grant applicants may propose new activities for future grants, but cannot reapply for the same project for which they received funding in the past.
7. Grant recipients are expected to pursue the proposed project during the grant period (July 1, 2013-June 30, 2014).
8. Any change in the proposed project must have the prior written approval of AAUW. AAUW must be notified promptly of any changes in the status of an application resulting from acceptance of another award.
9. Receipt of an International Projects Grant is contingent upon the successful completion of the International Fellowship year and upon obtaining the degree for which the International Fellowship was awarded.

APPLICATION PREPARATION

The deadline for International Project Grants is December 15, 2012. All supporting documents (proposal narrative, budget, and budget narrative) must be emailed as one complete set of materials along with the application to fellowships@aauw.org and must be received by the December 15, 2012 deadline. Any separate supporting documents will not be accepted.

The following items constitute a complete application. If any item is missing, the application will be considered incomplete and will be disqualified.

1. **Application** (submitted **electronically** along with proposal narrative, budget, and budget narrative). Incomplete applications will not be considered.
 - a. **Proposal Narrative** — responses must be in narrative form and address the following:
 - i. **Abstract** – briefly describe the proposed project. Identify the target audience, goal of the project, anticipated outcomes, and relevance

- of the project to the mission of AAUW.
- ii. **Project Rationale (Need Statement)** – provide evidence of need for the project. Describe the community served by the project, the problem being addressed, and the reason for initiating the project. Emphasis should be on community needs, not a general research base for need.
 - iii. **Project Description (Anticipated Outcomes)** – identify the goal and anticipated outcomes of the project. The outcomes should be **SMART**—Specific, Measurable, Achievable, Realistic, Timely. Describe the methods you plan to use to achieve those outcomes. Explain how the proposed project will meet the needs of the target audience in an original and/or innovative way.
 - iv. **Implementation Plan**—outline the project timeline and list planned activities and/or events according to the timeline. Explain how the implementation plan will lead to desired outcomes.
 - v. **Evaluation Plan**—Explain how you plan to evaluate the effectiveness of the project. Outline the specific strategies you plan to use (e.g., surveys, interviews, journals) to determine if you have achieved the anticipated outcomes outlined in your proposal. Explain why the method of evaluation you plan to use is appropriate for the project.
 - vi. **Impact/Outreach**—describe the anticipated long-term impact of the project. Explain how the project will help lead to the social advancement and economic empowerment of women and girls. Explain why the project has potential for long-term sustainability after the grant period ends.
 - vii. **Qualifications of the Primary Director and Staff**—identify the Primary Director and other relevant staff or volunteers. Briefly outline how the Primary Director has demonstrated a commitment to the social advancement and economic empowerment of women and girls. Briefly describe the experience, education, and skills of other project staff or volunteers. Send as a supporting document a résumé or curriculum vita of the Primary Project Director, maximum two pages.
 - viii. **Organizational Capacity**—briefly describe the organization’s track record of sound fiscal management of resources from external sources. What other projects has the organization planned and implemented that have prepared it to implement this project?
2. **Project Budget**—An itemized budget for the project must be included. Project budgets should reflect the costs that will be incurred during the grant period. The grant period is July 1, 2013-June 30, 2014.
 3. **Budget Narrative**—Applicants must justify and explain each listed expense item, and explain in-kind support and other sources of funding. Be sure to describe the relationship of the expense to the desired outcome of the project. Strong budget proposals will include in-kind contributions and funds from other sources.
 4. **Recommendation Letters**—Three letters of recommendation are required from professional colleagues. One letter must come from someone the applicant was professionally or academically acquainted with during their fellowship year. One must be submitted by an organization/individual who can attest to the applicant’s qualifications/ability to carry out the project as proposed. Completed recommendation letters must include the full name of the applicant, and must be emailed to fellowships@aauw.org on or before December 15, 2012. Please include the applicant’s name AND International Project Grant Application in the subject line.

CALENDAR

DECEMBER 15, 2012

Online submission deadline for application **AND** supporting documents. **All supporting documents (proposal narrative, budget, and budget narrative) must be emailed as one complete set of materials along with the application.**

Click [here](#) to access the application.

DECEMBER 15, 2012

Online submission deadline for three letters of recommendation (see #4 under **Application Preparation** for details). Applications missing any recommendation will not be considered.

APRIL 15, 2013

Notification of awards mailed to all applicants. Fellows and Grantees posted on the AAUW's website at www.aauw.org. AAUW is not able to honor requests for earlier notification.

JULY 1, 2013—JUNE 30, 2014

Award period. The grant will be disbursed in three equal payments. All grant-funded activities **must** take place during this award period.
