

## Overview

The goal of the project is to assist the Institute for Educational Development in Prague, Czech Republic, to develop up-to-date curriculum units to be taught within existing civic education courses at the ninth and tenth grade levels and to assist in training teachers for the implementation of these units. The rationale for this project is that improving citizenship education at the secondary school level will better prepare Czech students to participate actively in building a pluralistic, democratic society, and will promote democratic relations among members of the school community, including students, teachers, school administrators, and parents. Applicants may suggest topics to be developed by the curriculum team in their proposals; however, final determination of appropriate topics will be made by the curriculum development team and the Institute for Educational Development in cooperation with the grantee organization during the first phase of the project.

## Program Description

A curriculum development team of five practitioners (e.g., classroom teachers, curriculum specialists, and Ministry officials) selected by the Institute of Educational Development in consultation with USIS Prague, will undertake preliminary work in Prague over a period of 3-6 months (Phase I). In this phase, members of the curriculum development team, in consultation with a specialist from the grantee organization, will familiarize themselves with civics curricula and teaching materials used in the U.S. and will select the topics to be explored in the draft curriculum units. In the second phase, members of the curriculum development team will spend approximately three months in a highly structured U.S.-based workshop sponsored and organized by the U.S. grantee organization, attending focused seminars, observing relevant aspects of the U.S. educational system, and drafting teacher and student materials for the curriculum units in consultation with U.S. specialists. The grantee organization will be responsible for introducing the Czech team to leading U.S. civic educators and to a broad range of relevant resources. The workshop schedule should incorporate time for individual and group work on materials as well as intensive training on specific approaches to the teaching of civics topics. In addition, the workshop should include field experiences which are relevant to the

materials being produced (such as visits to schools and professional associations). In the third phase, the curriculum development team will work in the Czech Republic with Czech teacher trainers and U.S. specialists from the grantee organization to provide introductory training for a larger group of practitioners in methods for implementing and reviewing the draft curriculum units in the civics classroom.

## Visa/Insurance/Tax Requirements

U.S. lecturers and consultants participating in the project must be U.S. citizens. Programs must comply with J-1 visa regulations. Please refer to program specific guidelines in the Solicitation Package for further details. Administration of the program must be in compliance with reporting and withholding regulations for federal, state, and local taxes as applicable. Recipient organizations should demonstrate tax regulation adherence in the proposal narrative and budget.

## Proposed Budget

Applicants must submit a comprehensive budget for the program, the award for which will not exceed \$150,000. Applicants should note that Phase II (curriculum development workshop) is the key element of this program; proposed budgets should allocate resources accordingly. The budget submission should include summary budget, in addition to separate administrative and program budgets. For further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity. Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs will be limited to \$60,000, and budget submissions from such organizations should not exceed this amount. Please refer to the Solicitation Package for complete budget guidelines and formatting instruction.

## Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the Agency contracts office, as well as the USIA Office of East European and NIS Affairs and USIS Prague. Proposals may also be reviewed by the Office of the General Counsel or by other Agency

elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for grant awards resides with the USIA grants officer.

## Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and carry equal weight in the proposal evaluation:

1. Quality of the program idea. Proposals should exhibit originality, substance, precision, and relevance to Agency mission. Proposals should reflect an advanced, current understanding of relevant scholarly fields and disciplines;
2. Program planning. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity and should provide a clear picture of the program. Agenda and plan should adhere to the program overview and guidelines described above.
3. Ability to achieve program objectives. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
4. Multiplier effect/impact. Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.
5. Support of Diversity. Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity.
6. Institutional Capacity. Proposed personnel and institutional resources should be articulated clearly and should be adequate and appropriate to achieve the program or project's goals. The applicant organization should demonstrate a capacity to work cooperatively with Czech organizations and with USIA.
7. Institution's Record/Ability. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.
8. Follow-on Activities. Proposals should provide a plan for continued follow-on activity (without USIA