



# 2010 Project Smile

**Deadline: October 18, 2010**

## Program Overview

Project Smile, a program of the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State and implemented by IREX, provides grants to alumni of selected ECA-sponsored programs to implement community service activities that will benefit an underprivileged group in their local community such as children at an orphanage, the disabled or the elderly.

## Program Timeline

- ◆ **Application Deadline:** October 18, 2010
- ◆ **Grant Award Recipients Announced:** Mid-November
- ◆ **Grant Period:** November 22, 2010 – February 1, 2011
- ◆ **Final Report Due:** February 1, 2011

## Technical Eligibility Requirements

Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply. Project Smile is a merit-based competition open to:

- ◆ Alumni of the:
  - ✓ Edmund S. Muskie Graduate Fellowship Program (Muskie); or
  - ✓ Global Undergraduate Exchange Program for Eurasia and Central Asia (Global UGRAD) (Formerly known as the Eurasian Undergraduate Exchange Program and the FREEDOM Support Act Undergraduate Program);
- ◆ Alumni in good standing;
- ◆ Citizens of Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, or Ukraine who are currently residing in one of these countries at the time of application;
- ◆ Individuals who have successfully fulfilled all requirements of previously awarded alumni grants; and
- ◆ Individuals who submit a complete application.

Individuals in the following circumstances are **NOT** eligible for Project Smile:

- ◆ Individuals currently residing or working outside of one of the Eurasian countries listed above;
- ◆ Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible for grants during the period of their employment and for one year following the termination of employment;
- ◆ Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings); or

IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible. Incomplete applications will not be considered.

Name: \_\_\_\_\_

Project Smile  
Country: \_\_\_\_\_

### Financial Provisions of the Grant

**Maximum Grant Award:** \$250

**Minimum Grant Award:** \$100

### Disbursement of Funds

Some Project Smile grantees will receive their grant funds as a wire to their personal bank accounts. Consequently, these grantees will be asked to supply bank information in their Terms & Conditions document. For any non-U.S. based account, grantees must provide corresponding bank information (the bank holding your account can provide you with this information.)

### Allowable Costs

Project Smile funds **may** be used to purchase materials for the activity or to implement the activity, including:

- ◆ Trash bags for a park clean-up
- ◆ Transportation to a hospital, orphanage, or historical location
- ◆ Ads to recruit volunteers
- ◆ Materials to create costumes for a performance
- ◆ Art supplies
- ◆ Food or snacks for participants and volunteers, etc.

### Unallowable Costs

Project Smile funds **may not** be used for the following:

- ◆ To purchase computer hardware or office equipment (i.e. printers, photocopiers, fax machines, webcams, software, etc.)
- ◆ To purchase construction and/or building materials (i.e. lumber, hardware, flooring, siding, lighting, plumbing fixtures, etc.)
- ◆ To purchase furniture
- ◆ To create organizational or personal web sites
- ◆ To purchase alcohol
- ◆ To give gifts or donations
- ◆ To provide honorarium or salaries to ECA alumni, including the grant recipient

### General Application Instructions

- ◆ Please answer all questions in English;
- ◆ Please provide English translations for all documents in local language (reference letters, cost-share letters, etc);
- ◆ Please complete your project budget in U.S. dollars **and** your local currency;
- ◆ Include your full, legal name as it is spelled in your international passport. Do not translate name spellings (for example, write Mariya and not Mary);
- ◆ Provide complete contact information, including postal index codes for all address and country and city codes for telephone and fax numbers. Do not translate street or city names into English (for example, write Prospekt Mira not Peace Avenue);
- ◆ Do not leave any space blank. If a question does not apply to you, write N/A (not applicable); and
- ◆ All forms and supporting materials should be typewritten (if possible) and submitted with the complete application

### Submission Guidelines

- ◆ Applications must be received no later than 17:00 on the date the applications are due;
- ◆ Applications may be emailed to [epletneva@irex.ru](mailto:epletneva@irex.ru) and [smile@irex.org](mailto:smile@irex.org). When emailing applications, **please send all attachments in one email message and include your last name in the subject line of the email.**
- ◆ Submit one hard copy of the application to the IREX representative office in your home country. Please be sure to keep a copy of your completed application.

Only one application per deadline for any individual alumnus/alumna will be considered.

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**State Alumni**

All ECA alumni are encouraged to register and use the State Alumni Web site, at <https://alumni.state.gov>. State Alumni is a Web-based interactive directory for alumni of Department of State exchange programs. It extends the exchange experience for alumni after they return home from the U.S. This site also allows alumni to stay in contact with one another-and with the Bureau of Educational and Cultural Affairs-through networking and the sharing of useful information about professional opportunities. State Alumni may help Project Smile applicants when formulating a project idea or disseminating information about your project to other alumni. ECA alumni are strongly encouraged to register.

Name: \_\_\_\_\_

Project Smile  
Country: \_\_\_\_\_

## 2010 Project Smile Application Form – Fall 2010

A program of the Bureau of Educational and Cultural Affairs of the US Department of State  
Implemented by IREX

### APPLICANT INFORMATION

1. **Name:** \_\_\_\_\_  
(Family Name) (First Name) (Middle or Patronymic)

2. **Citizenship:** \_\_\_\_\_

3. **Country of Legal Residence:** \_\_\_\_\_

4. **Date of Birth (Month/Day/Year):** \_\_\_\_\_

5. **Gender:** ☐ Female ☐ Male

6. **Permanent Home/Mailing Address:**

Street: \_\_\_\_\_ Apartment: \_\_\_\_\_

City: \_\_\_\_\_ Postal Index: \_\_\_\_\_

Country: \_\_\_\_\_ Region/Oblast: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

7. **Institutional Address:**

Institution Name: \_\_\_\_\_

Division/Department: \_\_\_\_\_ Current Position: \_\_\_\_\_

Street and Suite Number: \_\_\_\_\_

City: \_\_\_\_\_ Postal Index: \_\_\_\_\_

Country: \_\_\_\_\_ Region/Oblast: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

8. **How did you first learn about Project Smile? (check one)**

- ☐ Educational/Advising Center
- ☐ Electronic listserv
- ☐ Friend/Colleague
- ☐ IATP site
- ☐ Internet
- ☐ IREX office

- ☐ Lecture/Presentation
- ☐ Newspaper/Advertisement
- ☐ Program brochure/poster
- ☐ Program Alumni: (Please specify) \_\_\_\_\_
- ☐ Radio
- ☐ Television

Name: \_\_\_\_\_

Country: \_\_\_\_\_

☐ US Embassy☐ Other: (please specify) \_\_\_\_\_**ECA Program History**

9. **Alumnus/Alumna of:** ☐ Edmund S. Muskie Graduate Fellowship Program (Muskie)
- ☐ Global Undergraduate Exchange Program in Eurasia and Central Asia (Global UGRAD), formerly FSAU

**Year of Program Participation:** \_\_\_\_\_**Program Administrator** (Please check all that apply): ☐ IREX ☐ American Councils ☐ Other \_\_\_\_\_

10. **Have you previously been awarded an alumni grant (either from IREX or American Councils)? If so, please indicate the program name and year(s) of participation:**

**GRANT INFORMATION**

11. **In the space below, please list names of co-applicant(s), if applicable, and the program name and year of which he/she is an alumnus/alumna:**

12. **Total Grant Requested in USD** (not to exceed \$250): \$ \_\_\_\_\_

13. **Project Title:** \_\_\_\_\_

14. **Proposal:** The goal of Project Smile is to organize and implement an event or activity that is community service-oriented and that will benefit an under-served population, including children, the elderly, or people with disabilities within your community.

Using a separate piece of paper, please include a detailed 1-2 page proposal outlining the project you would like to implement. Be sure to include responses to the following important questions:

- 1) How will the project/event benefit under-served populations in your community?
- 2) What do you expect the outcome of the project/event to be and how many people overall will benefit?
- 3) How many volunteers, both ECA alumni and/or non-alumni, do you expect to participate and how will you recruit them?
- 4) Will you partner with one or more institutions to implement the project/event such as a local NGO, governmental agency, university, and/or orphanage? If yes, please briefly describe.
- 5) How is this project sustainable? (*Note: Those projects that demonstrate lasting impact and sustainability will receive preference.*)

Please sure to include the proposed date of the event, the location (making sure you receive permission locally if required).

Name: \_\_\_\_\_

Country: \_\_\_\_\_

**Examples of Eligible Projects:****Cultural/Recreational**

- ❖ Plan an American holiday celebration or cultural for the elderly
- ❖ Deliver presentations on American cultural traditions and share your experiences in the U.S.
- ❖ Organize a national crafts workshop for children with disabilities

**Educational**

- ❖ Organize a cultural diversity workshop for school children
- ❖ Develop a one-day training on healthy lifestyles for teenagers
- ❖ Organize a series of leadership and team-building activities for children with disabilities
- ❖ Develop a public awareness campaign on a social issues (i.e. Anti-drug campaign)
- ❖ Organize a hands-on life skills workshop for the visually impaired

**Community Service Events**

- ❖ Organize a book drive/ toy drive
- ❖ Organize a volunteer event (i.e. cleaning a schoolyard or a park)
- ❖ Develop a mentoring program at school for children with disabilities

**15. Budget:** Please use this chart to indicate how you plan on spending the \$250 (or less, if appropriate). Please be as specific as possible regarding your expenses.

Type of Expense	Description of the Expense	Cost in Local Currency	Cost in USD
Materials			
Transportation			
Food/Snacks			
Other (Please explain)			

**TOTAL COST**

**16.** Will your project include any cost-share (i.e. donated meeting space, donated materials/supplies, etc)?

☐ Yes    ☐ No

Project Smile

Name: \_\_\_\_\_

Country: \_\_\_\_\_

If yes, please note the total amount of cost-share contributions in US dollars: \$\_\_\_\_\_

Name: \_\_\_\_\_

Country: \_\_\_\_\_

## IREX Privacy Policy Statement and Application Certification

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

### 1. Applicant and Participant Information Content and Storage

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

### 2. Use of Information

Information, which is described above, may be:

- Used by selection committees and interviewers to review applicants;
- Supplied to the program's funding organization;
- Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities;
- Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations;
- Used for notifying program participants/alumni of upcoming events and programs;
- Provided to participants/alumni of this and other US government-sponsored programs for the purpose of fostering alumni networking;
- Provided to non-commercial, nongovernmental organizations for the purposes of promoting professional development among program participants/alumni; and
- Used by IREX for general promotional purposes in written or electronic form, including program directories, newsletters, web sites and other promotional materials.

If the applicant or current/past participant does not want to be included in the points above, it is their responsibility to notify their specific program administrator at IREX/Washington, DC.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

**I certify that I completed this application myself, without assistance, that the information given in this application is complete and accurate and that I have carefully read and understand all notes and disclaimers provided therein.**

**I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from Project Smile.**

Signature \_\_\_\_\_ Date \_\_\_\_\_