

Technical Instructions for Completing the International Project Grant Application:

1. First, save the application form to your desktop or other personal folder. **It is crucial that you save the file to your computer PRIOR to beginning to fill in the form.** Your changes will not be saved if you do not save the file to your computer first.

2. Open Adobe Acrobat Reader (version 8.0 or higher).

The PDF can **only** successfully be filled out using **Adobe Acrobat Reader version 8.0 or higher**. Your computer may have a default PDF viewer and your file may automatically open using your default program. Please be careful and make sure that you are using Adobe Acrobat reader version 8.0 or higher to complete the application.

You can download the current version of Adobe Acrobat at the following website for free:

<http://get.adobe.com/reader/otherversions/>

Once you follow this link you will be presented with a drop-down menu so that you may choose your operating system. Adobe Acrobat Reader is compatible with PC, Apple, and Linux systems.

3. From within Adobe Acrobat Reader, go to “File” in the toolbar and select “open.” Select and open the saved **International Project Grant Application Form** file that you saved to your computer in step 1.

4. Complete the application form and save it by using the “SAVE” button (**not** the “SAVE AS” button.)

5. Once you have completed the application, **e-mail the file as an attachment** to:

fellowships@aauw.org by the extended deadline of **January 15, 2012**.

Please **DO NOT** use the “SUBMIT FORM” button at the top of the page.

AAUW 2012-2013 International Fellowships INTERNATIONAL PROJECT GRANT APPLICATION

Applications and supplemental documents must be emailed as one set of materials to fellowships@aauw.org. Note: All documents including the application, project proposal narrative, budget, and budget narrative, must be emailed as one set of materials. Incomplete applications will not be considered. Online submission deadline is extended to January 15, 2012.

1. PERSONAL INFORMATION		
First Name:	Last Name:	
Home Telephone:	Office Telephone:	
Email Address:		
Present Address		
Street Address:		
City:	Country	Postal Code:
Permanent Address in Home Country (if different from above)		
Street Address:		
City:	Country:	Postal Code:
Emergency Contact		
Please provide the contact information of an individual to be notified in case of an emergency		
First Name:	Last Name:	
Home Telephone:	Work Telephone:	
Street Address:		
City:	Country:	Postal Code:
Relation to Applicant:		

2. ACADEMIC INFORMATION	
Name under which AAUW fellowship was awarded:	
Institution attended during AAUW fellowship:	
Year Fellowship was held:	
Highest degree obtained:	Field:
Date of Graduation:	

3. COMMUNITY AND PROFESSIONAL DEVELOPMENT

List the organizations and clubs to which you belong:

Please describe your civic and community service activities:

4. EMPLOYMENT HISTORY

Starting with your most recent position, please list your employment history for the last eight years, including teaching and research assistantships:

A. Employer:

Employer Address:

Position Title:

Start and End Date of Employment:

Responsibilities:

B. Employer:	
Employer Address:	
Position Title:	Start and End Date of Employment:
Responsibilities:	
C. Employer:	
Employer Address:	
Position Title:	Start and End Date of Employment:
Responsibilities:	
D. Employer:	
Employer Address:	
Position Title:	Start and End Date of Employment:
Responsibilities:	
E. Employer:	
Employer Address:	
Position Title:	Start and End Date of Employment:
Responsibilities:	
If additional space is required, please attach extra sheets along with application. Please include applicant's full name on all attached sheets.	

5. PROJECT PROPOSAL

On separate sheets of paper, please answer all of the following questions. **Proposals that exceed five pages in 12-point font will be disqualified.**

- (1) **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.
- (2) **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.
- (3) **Project Description (Anticipated Outcomes)** – identify the goal and anticipated outcomes of the project. The outcomes should be **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imely. 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.
- (4) **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.
- (5) **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.
- (6) **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.
- (7) **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 resume or curriculum vita of the Primary Project Director, maximum two pages.**
- (8) **Organizational Capacity** – briefly describe the organization's track record of sound fiscal management of resources from external sources. What other projects have the organization planned and implemented that have prepared it to implement this project?

6. PROJECT BUDGET

All expenses must be incurred during the grant year (July 1, 2012 – June 30, 2013). The stipend range for International Project Grants is \$5,000 - \$7,000. If the total cost is greater than \$7,000, please indicate additional income sources and the amount of each.

ACTIVITY	COST
a.	a. \$
b.	b. \$
c.	c. \$
d.	d. \$
e.	e. \$
TOTAL COST for Project Year: \$	
Budget Narrative:	
IPG Funds May be used for:	IPG Funds may NOT be used for:
<ul style="list-style-type: none"> • 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 total award) 	<ul style="list-style-type: none"> • Salaries or stipends for primary director, project directors, or permanent positions, or to reimburse employers • Tuition • Higher education scholarships for students and participants • Personal expenses (shelter, vehicle, insurance) • Purchase of equipment • Building funds, construction or renovations • Overhead or general operating expenses for any organization or nonprofit organization • Previous expenditures, deficits or loans (in existence at time of grant award) • Entertainment • Creating or providing grants to other organizations • Travel expenses (unless directly related to project activities) • Copyright or attorney fees • Fundraising activities

7. 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 separately by the recommender to fellowships@aauw.org on or before January 15, 2012. **Each recommender must include the applicant's full name AND International Project Grant Application in the subject line.**

A. First Recommender Name:

Email Address:

Title:

Number of Years Known:

B. Second Recommender Name:

Email Address:

Title:

Number of Years Known:

C. Third Recommender Name:

Email Address:

Title:

Number of Years Known:

IMPORTANT INFORMATION:

- Incomplete applications will not be reviewed.
- Applications must be submitted electronically on or before **January 15, 2012**.
- Each of the three (3) Recommendation Letters **must include the full name of the applicant, and must be emailed to fellowships@aauw.org on or before January 15, 2012.**
- **The application and all supporting documents (the project proposal narrative, budget, and budget narrative) must be emailed as one set of materials to: fellowships@aauw.org** Please include the following in your subject line: International Project Grant Application.

CERTIFICATION

By entering my name below, I certify that to the best of my knowledge the information provided in my application is accurate and complete.

Signature _____

Date _____