

# The Access Dictionary

[After School Instruction \(AS\)](#)

[Budget Line Items](#)

[Economically Disadvantaged](#)

[English Access Microscholarship Program](#) (program title)

[Enhancement Activities](#)

[Facility Contact vs. Provider Contact](#)

[Facility Location vs. Provider Location](#)

[Gender-Balance](#)

[In-Country Educational Service Provider](#)

[Intensive Sessions \(IS\)](#)

[Program Start and End Date](#)

[Public-Private Partnership](#)

## After School Instruction (AS)

Access Programs must cover the span of two years and include at least 360 hours of instruction, reasonably distributed over the two year period. Within the two years, all Access Programs must include After School Instruction. This instruction may encompass classes that occur before school, after school, or on weekends. After School Instruction generally includes classes that occur one to three hours per day for one to five days a week. Providers should take into account the students' school schedules to ensure that Access classes will not interfere with regularly scheduled classes or school events.

After School Instruction should be focused on reaching English language acquisition benchmarks. These benchmarks will likely be guided by the English language materials selected for the program. [Enhancement activities](#) related to U.S. culture and values must occur regularly throughout the two years of the program, including during After School Instruction. This type of instruction should also include frequent opportunities to converse in English and computer instruction, whenever possible.

Costs associated with food and/or accommodation are generally not covered for after school instruction. However, if the provider wishes to request these costs, they will have an opportunity to provide a justification for consideration within the Access proposal.

## Budget Line Items

**Instruction:** Costs pertaining to instruction of Access students, i.e., teacher salary.

**Books and Instructional Materials:** Cost of text books and supplementary instructional materials used by Access students and teachers; cost of Access students' school supplies to be used in the Access class throughout the program.

**Transportation:** Cost of transporting students to and from their Access classes; cost of transporting students to and from Access enhancement activities.

**Enhancement activities:** Cost of implementing enhancement activities that focus on U.S. culture and values; cost of induction and graduation ceremonies.

**Administration:** The administration budget line cannot exceed 10% of the total proposal budget; administrative cost may include staff compensation for work directly related to the Access Program; administrative office supplies, Access classroom rental, office telephone, etc.

**Food and Accommodation:** These costs are generally not covered for after school instruction. However, providers will have an opportunity to request these costs by providing a justification for consideration within the Access proposal; decisions will be made on a case-by-case basis.

## Economically Disadvantaged

It is a program requirement that Access students are economically disadvantaged. There is not a monetary value attached to this definition, as this is a relative term and varies based on local environments. Essentially, students should come from the lowest socio-economic bracket of the country/province. Providers need to indicate how they will verify students' economic status within the Access proposal.

## English Access Microscholarship Program (program title)

The official name of the program, as supported by Congress, is the "English Access Microscholarship Program." The abbreviation, the "Access Program" is also acceptable. These are the only names that should be used when referring to the program. A frequent incorrect reference is ACCESS: the word "access" should never be in all capital letters, as it is not an acronym. Other incorrect references to the program often occur, and we ask that all Posts and providers use due diligence to ensure that the Access Program's name appears correctly in all program documentation.

## Enhancement Activities

Access students must participate in enhancement activities relating to U.S. culture and values throughout the two years of the program. Enhancement activities are critical to a successful Access Program and should enrich English language learning by engaging students in interactive and hands-on experiences. These activities must occur regularly during both After School Instruction and Intensive Sessions.

Note: ***Enhancement activities are more than discussions about a topic – they are activities designed to reinforce a topic by creating a lasting impression and memory for students.***

Access Programs need to include enhancement activities for each of the three elements of the U.S. culture and values component of the Access Program: Course Topics Relating to U.S. Culture and Values, Personal Development, and Community Service.

Examples of Enhancement activities:

- Course Topics Relating to U.S. Culture and Values
  - Celebrations of U.S. holidays such as hosting a Thanksgiving dinner or a Fourth of July picnic
  - Writing and producing skits about key events in U.S. History
  - Talent shows in which Access students perform songs by U.S. musicians
  - Science-themed activities relating to environmental issues

- Inviting guest speakers to discuss aspects of life in the U.S. such as ethnic diversity and tolerance
- Personal Development
  - Visits to local colleges and universities to explore opportunities for higher education or other exchange programs
  - Visits by guest speakers from the private sector to discuss career opportunities
  - Career development activities that practice such skills as resume writing, application writing, and interviewing
  - Visits by guest speakers from the U.S. Embassy and American Language Center to discuss ways in which Access alumni can stay connected to the U.S. Embassy
  - Visits by participants or alumni of programs such as Fulbright, the Peace Corps, the English Language Fellow Program, or the English Language Specialists Program
- Community Service
  - Planting and maintaining community gardens
  - Cleaning school or community grounds
  - Volunteering at a local orphanage or shelter
  - Visiting the sick or elderly
  - Raising awareness for a community cause or event

### **Facility Contact vs. Provider Contact**

***Facility contact:*** This is the person responsible for the Access Program who can be reached at the location where the Access classes are taking place.

***Provider Contact:*** This is the person responsible for the Access Program at provider headquarters.

\* These may be (but are often not) the same contact.

### **Facility Location vs. Provider Location**

***Facility:*** For the purposes of the Access Program proposal, a facility is considered to be the building in which Access classes will take place.

***Provider Location and Address:*** For the purposes of the Access Program proposal, the provider's location is the address of the provider's headquarters.

\* These may be (but are often not) the same location.

## Gender-Balance

All Access Programs must be gender-balanced. In other words, there needs to be at least 50% girls enrolled in the provider's program. If classes cannot be gender-mixed, the provider must describe how gender-balance will be achieved across the entirety of their Access Program.

## In-Country Educational Service Provider

More commonly referred to as "the provider," this is the organization (often an NGO or local university) that implements the Access Program.

## Intensive Sessions (IS)

Providers are encouraged to include Intensive Sessions in addition to the mandatory After School Instruction. These sessions are often one to four-week long summer programs but may also occur over consecutive weekends or between semesters. They should include more instruction hours per week than the After School Instruction the students receive throughout the two years. Intensive Sessions can supplement, initiate, or conclude a student's two-year English language programming. These sessions are included in the 360 hours of required instruction. Hours of instruction during Intensive Sessions may not exceed 8 hours per day or 40 hours per week.

Intensive Sessions should combine English language instruction with [enhancement activities](#). As much as possible, enhancement activities should incorporate ECA exchange alumni, American ECA exchange program participants, Embassy personnel, and other native and non-native English speaking partners.

**Note: *While Intensive Sessions should include enhancement activities, enhancement activities alone do not constitute an intensive session.***

Costs associated with food and/or accommodation may be covered for Intensive Sessions. If the provider wishes to request these costs, they will have an opportunity to provide a justification for consideration within the Access proposal.

## Program Start and End Date

Proposals need to include the program start and end date. This may encompass any activities that occur prior to the start of classes (advertising, recruitment, etc) or following the completion of classes (certificate ceremonies, wrap-up activities, etc). The Access Program can only reimburse costs that are incurred within the approved program start and end dates. Keep in mind that students must receive two years and at least 360 hours of instruction while in the Access Program.

## **Public-Private Partnership**

A Public-Private Partnership (PPP) is a collaborative working relationship with non-governmental partners in which the goals, structure, and governance, as well as roles and responsibilities, are mutually determined and decision-making is shared. PPPs have the potential to increase mutual understanding, build human potential, and develop talented future leaders on a larger scale than could be achieved alone. Some PPPs involve funding (although fundraising alone or grants are not PPPs) and most are based upon shared interests. For additional information please visit the [Office of Public-Private Partnership's website](#). If an Access Program includes a PPP, the Access Team needs to immediately be informed of the partnership: [accessprogram@state.gov](mailto:accessprogram@state.gov).