

English Access Microscholarship Program (Access) Application

Introduction to the Access Program

The English Access Microscholarship Program “Access” provides a foundation of English language skills to bright, economically disadvantaged 13-20 year-olds through two years of After-School Instruction and Intensive Sessions. Access students also gain an appreciation for U.S. culture and democratic values through enhancement activities. A greater sensitivity to cultural differences, coupled with the acquired English language skills, will enable the participants to take advantage of opportunities that had previously been unavailable to them.

The potential in-country educational service provider “Provider” should demonstrate the ability to meet all program requirements prior to submitting an application to administer a local Access Program.

Provider Points of Contact

In-Country Educational Service Provider

Name of Provider Institution:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
Province:	<input type="text"/>
Country:	<input type="text"/>

Provider Contact

Job Title:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

In-Country Educational Service Provider

In-Country Educational Service Provider

History of the Grantee: Please provide a brief overview of your organization's history, philosophy, and capabilities. Please also include why you are interested in implementing the English Access Microscholarship program including brief reference to your goals, objectives, and expected outcomes. **Note: Also provide an overview of the teachers' qualifications who will be instructing Access students (for example, degree requirements, minimum years of teaching experience, etc.).**

Provider Facility

Please choose one of the following options:

- Classes take place at the provider's facilities
- Classes take place at a location other than the provider's facilities

List the names and description of each facility where Access classes will be take place, include the description of space, city, address, and authorization to use the space identified below.

(Type up to 1,000 characters)

Teachers and Speakers

Please include detailed information on the pool of English teachers and invited speakers that will be involved in this program. Please include native/non-native, information about their educational and professional background, and other relevant information. If applicable you may also include the recruitment strategy.

Staff

Please include information about the staff members of your organization who will be working on this program.

Distinguishing features:

Please describe in bullet points the features of your proposed program, e.g.

- *Classes will be made up of only Access students.*
- *Varied class formats including: face-to-face classes, virtual classes, conversation club, cultural and community service activities.*
- *Extension activities at least once a month to familiarize students with major aspects of U.S. culture.*

General Objectives (This program addresses three main areas).

English language acquisition:

Please specify the expected outcome.

Exposure to U.S. Culture:

Please specify the expected outcome.

Personal Development:

Please specify the expected outcome.

Implementation

Please provide detailed implementation strategy either below or in an appendix.

Minimum Entrance Requirements and Recruitment

The program is designed for public and subsidized school students, between 13 to 20 years of age, who have a beginning level knowledge of English. This program is exclusively directed at economically disadvantaged youth from families who cannot afford private English tutoring. The following is a list of minimum requirements:

Students' Educational Establishment	Public or subsidized school
Age	13 – 20 years old (each class should be within a couple years age difference)
Entry Requirement	Beginning level of English
Socio-Economic status	Lower to lower-middle class
Academic Performance (not in English)	Final GPA for previous year at least 7.5 (on 1-10 scale)

You may add other entrance requirements/details.

Recruitment Strategy

Please describe how you will recruit students for this program.

Official Start and End Dates of English Access Microscholarship Program:

Notification: Successful applicants will receive written notification of their acceptance at least one week before the start of the program. This letter will congratulate them on their acceptance and provide general program information.

Opening Ceremony: At the beginning of the program, the students and their teacher(s) will be invited to a welcome ceremony. The U.S. Embassy representative will present each scholarship recipient with a certificate that confirms their status as a recipient of a two-year scholarship to study at the [Grantee's Name] as part of the English Access Microscholarship Program.

Closing Ceremony and Graduation: At the culmination of the program ([month] [year]), participants will be invited to attend a graduation ceremony. The U.S. Embassy representative will award certificates of completion to the students.

Program Overview

Required Hours

The Access Program is a two-year program that provides **at least 360 hours** of English language instruction over the course of the program, reasonably distributed over the two year period, and includes an introduction to U.S. culture and values. These **hours of instruction can be provided during After-School Instruction and Intensive Sessions.**

See the Access Handbook for a description of what constitutes After-School Instruction and Intensive Sessions.

Semester Course Components

Please describe the structure and methodology of the core course (after-school program). Please include the program syllabus in an appendix.

After School Instruction

Complete the chart below showing the breakdown of the number of hours per week for After-School Instruction.

Note: The hours of the After-School Instruction indicated below must match the hours indicated on the proposal budget. If a component of After-School Instruction does not take place every week, estimate the hours per week based on the total number of hours.

After-School Instruction	Number of hours per week
General Classroom Instruction	
Computer Instruction	
Enhancement Activities	
Total hours of After-School Instruction per week	0.00

Check all that apply. Classes will be held:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Intensive Sessions

Please describe the content, structure and methodology of the intensive session(s). Please include anticipated dates and where each intensive session will take place during the first and second year of study.

(Type up to 1,000 characters)

Computer Instruction

Access programs, whenever possible, should include computer instruction to complement English language instruction and enhancement activities. Indicate if the provider plans to offer computer classes, multimedia learning, or social media activities. **Note: All options for computer instruction are strongly suggested but may not be applicable to the Provider’s Access Program. If possible, please “like” us on <https://www.facebook.com/AccessProgramHQ>.**

Computer Instruction	Check if type of computer instruction will occur
Computer Classes	<input type="checkbox"/>
Multimedia Learning	<input type="checkbox"/>
Social Media Activities	<input type="checkbox"/>

Textbooks

Provide the title and edition of the American English textbook(s) that will be used during the Access Program.

Textbook 1	Example: Title of book, Edition number
Textbook 2	
Textbook 3	
Textbook 4	
Textbook 5	

Provide a brief description of how the selected textbooks contain information to assist in teaching U.S. Culture and Values (e.g. chapter or unit titles, unit activities, etc.) If applicable, list examples of supplemental resources and materials that will be used such as film titles, book titles, and magazine or newspaper titles. For classroom resources please visit the U.S. Department of State website for professionals teaching English as a foreign language: <http://americanenglish.state.gov>

(Type up to 1,000 characters)

Evaluation

Please specify how you plan to evaluate students' knowledge at each stage. Please include all types of assessment that you are planning to use and grading scale.

At the beginning of the process:

During the process:

At the end of the process:

Graduation Requirements

Each academic period (quarter/semester/level), students who pass with a minimum grade of 70% and 80% attendance will continue on to the next level. Students who do not meet these minimum requirements will receive support to complete the objectives as long as they provide timely notice of their situation. The right to continue to the next level will be conditional upon meeting the requirements mentioned above. Students who have a GPA above 70% and more than 80% attendance will graduate at the end of the program.

Conditions for Loss of Scholarship

The English Access Microscholarship Program will be null and void for those students who:

- a. Verbally or physically abuse their peers or staff of the institution.
- b. Wilfully destroy any objects or equipment belonging to the institution.
- c. Refuse to participate in activities that are part of the program.

Voluntary Withdrawal

In the case of a student's voluntary withdrawal from the program, the vacant position will be filled with a student who fulfills the program requirements. During the recruiting process, some students will be selected to join the program from the very beginning, while others will constitute a waiting list. In case one of the Access students leaves a vacant position, this waiting list will be used to fill that vacancy. Additional instruction will be provided to the new student to bring his/her level up to the groups' performance. Gender balance will be maintained throughout duration of the program regardless of waiting list order.

Quality Control

Validate each mandatory quality control requirement the provider will fulfill.

English Language Instruction

- Participants will receive at least 360 hours of instruction over the course of the program, reasonably distributed over the two year period.

Introduction to U.S. Culture and Values

The three main elements of U.S. culture and values will be included in the Access Program through enhancement activities that occur at least once a quarter throughout the two-year program.

- Course topics relating to U.S. Culture and Values.
- Personal Development.
- Community Service.

Program Participants

- All students will be bright, economically-disadvantaged youth.
- The student will not be younger than 13 years old on the first day of class.
- The student will not be older than 20 years old on the first day of class.
- Participants will receive a letter from the U.S. Embassy that confirms their status as a participant of a two-year English Access Microscholarship program.

Class Size and Gender-Balance

- Classes will have between 15 and 25 students per class.
- Classes will be gender-balanced with 50% girls and 50% boys.

Reporting

- The Provider will send written and financial reports to the U.S. Embassy, the recipient organization based in the U.S., and the Office of English Language Programs in Washington D.C., and establish a system and schedule for sending the reports. If reports are not submitted according to the agreed upon schedule, payments will be delayed.
- The Provider will complete the Access Student Enrollment Form. This form must be submitted at the start of the program and then updated at the end of the program.
- The Provider will file completed Access Photo and Video Release forms for all students (pending parent/guardian approval) and teachers at the start of the program.

Evaluation Overview

- In accordance with the Access Program goals, the Provider will establish a system for monitoring and evaluating the progress of Access students.
- The students will be given the same language proficiency test that was used at the beginning of the program (pre-test) at the end of the program (post-test) to accurately track student progress. Results will be shared with the U.S. Embassy.

Graduation Requirements

- Participants will receive a Certificate of Completion signed by U.S. Ambassador or other U.S. Embassy/Consulate Officer.
- The provider acknowledges that the minimum passing grade and minimum passing attendance for Access students is 70%.