

CALL FOR PROPOSALS

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs, is pleased to announce a Call for Proposals for the following program:

- **COMPREHENSIVE IN-SCHOOL CIVIC EDUCATION PROGRAM**

We welcome proposals for a year-long implementation of a civic education program as part of the official school curriculum throughout Bosnia and Herzegovina (BiH) to help educate young Bosnians about the basic concepts of democratic society, justice, human rights, tolerance, the BiH constitution, and the levels of government in the country. Project proposals should not exceed an annual budget of \$400,000, with a start date of early March, 2015, and end date of February 29, 2016. Project proposals will be evaluated by the U.S. Embassy based on compliance with proposal guidelines and mandatory components, evidence of clearly formulated goals and target groups, low project implementation costs, project sustainability, and the ability of the applying organization to carry out the project throughout Bosnia and Herzegovina.

The deadline for submission of proposals/supporting documentation is February 5, 2015.

Proposals should include a plan to implement the following mandatory components:

- **Interdisciplinary civic education curriculum for grades K-4**, with a sample curriculum, student workbooks, and teacher guides in the three official languages of the country.
- **Kindergarten Democracy Project**: Implemented in partnership with local schools and communities, to provide early education to vulnerable populations (e.g., Roma, returnees) who otherwise lack access. Proposal should include a sample curriculum, student workbooks, and teacher guides in the three official languages of the country.
- **Civic education curriculum for elementary schools**, with a sample curriculum and student textbooks, and teacher guides in the three official languages of the country, in accordance with the official BiH Common Core Curriculum.
- **Civic education curriculum for secondary schools**, with a sample curriculum, student textbooks, and teacher guides in the three official languages of the country, in accordance with the official BiH Common Core Curriculum.
- **Country-Wide Student Competition**, with a country-wide team/class exercise to teach students to identify issues in their community and to advocate for a solution. The competition should include teams of students and be organized at school, municipality, district/regional/cantonal, and state levels.
- **Summer Democracy Camp**, a five-day large scale camp on interethnic tolerance and peace building, that gathers winners of the Country-Wide Student Competition (including students and teachers) representing all cantons/regions/districts/entities.
- **Civic Education Teacher Certification Institute**, to support interdisciplinary teacher training based on educational standards, university syllabus development, and the inclusion of civics

and human rights curricula (including specially developed textbooks on the subject) in kindergartens, schools and universities across the country, including medresas and Catholic school centers.

- **Annual Strategic Planning Conference**, to bring together all major stakeholders (representatives of ministries of education, pedagogical institutes, education agencies, teachers, school principals, students and alumni from all parts of the country) to discuss priorities and plans for the next fiscal year.

In addition to the core components listed above, applicants are encouraged to include creative and innovative additional activities in support of the advancement and sustainability of civic education in BiH.

Applicants must be able to demonstrate institutional capacity to operate a large scale civic education program. Proof of past performance in the development of civic education curricula, textbooks, and teacher professional development programs is required. U.S.-based applicants must demonstrate an ability to work in all parts of BiH, whether independently or in cooperation with an in-country partner.

GRANT APPLICATION GUIDELINES

All U.S. and BiH non-profit organizations, independent media, BiH and U.S. institutes of higher learning, schools and cultural institutions are eligible to apply.

IMPORTANT INFORMATION: Funding decisions will be made pending the availability of funds. The U.S. Embassy reserves the right to cancel this public call for proposal at any time without any commitment to any applicant.

- All proposals must be completed in English.
- Proposals are to be submitted on a specified application form only. Potential applicants should request the application form by emailing SarajevoHomestayBiH@state.gov. Please use the same e-mail address to send your completed project proposal by required deadline.
- Proposals may not exceed twelve (12) pages in length (including budget) in Times New Roman Size 12 font. Supporting documentation (curricula, textbooks etc.) should be sent to U.S. Embassy Sarajevo, Roberta Frasuera 1, 71000 Sarajevo, Bosnia and Herzegovina.
- All fields in the grant application form must be filled-in.
- Project duration may not exceed twelve (12) months.
- Present the budget in the form of a spreadsheet, in USD amounts. You must present the budget in the following categories: Salaries, Fringe, Travel, Supplies, Contractual, and Other Direct Costs. Besides these basic categories you may add new ones as well. In case

of cost sharing, clearly separate the costs which will be funded by the U.S. Embassy from those which will be funded by the applicant or other donors.

Budget guidelines:

- **Detailed budget should be expressed in USD, with a maximum amount of \$400,000.**
- **For applicants registered in BiH, budget should NOT include VAT expenses.**
- **Potential applicants are advised to keep administrative costs as low as possible.**
- Funds should not be used for food expenses. When these costs cannot be supported otherwise, they should be clearly justified and limited to a maximum of 10% of the total award amount. This includes expenses associated with individual per diems for grant-related activities.
- Alcohol, entertainment, or “miscellaneous” are not allowable expenses.
- Costs incurred before the grant period start date will not be reimbursed.

All applicants are strongly encouraged to include some type of cost sharing in the budget request. In-kind contributions should be listed in the budget.

Grant funds:

- Should not provide for long term infrastructure needs that are not sustainable once grant funds are depleted.
- Should not be used for any expenses incurred outside of the territory of BiH, such as travel to international conferences, or the purchase of goods or payment of services in other countries.
- Should not be used to provide direct social services to a population.
- Should not be used for partisan political activity. However, non-partisan election education and public information activities are appropriate.
- Should not be used for funding charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns.

ANY APPLICATION NOT MEETING THE ABOVE MENTIONED REQUIREMENTS WILL NOT BE CONSIDERED FOR FUNDING.

In preparing your application, please be aware that you will not receive confirmation of whether your proposal will be selected for funding for several months. We expect to inform applicants of the status of their proposals approximately 1-2 months from the date of closing this Call for Proposals.

For more information, please contact us at SarajevoHomestayBiH@state.gov or by phone: + 387 33 704-344, 704-285 or by fax: + 387 33 704-432.