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**IME Fellowship Program
REQUEST FOR PROPOSALS 2008-2009**

**Program Year, August 15, 2008 thru August 4, 2009
Date of Publication: August 15, 2008**

ATTENTION APPLICANTS: Please read this document carefully. The guidelines for the IME Fellowship Program have been revised.

**THE INSTITUTE FOR MEXICANS ABROAD (IME)
AND THE UNIVERSITY OF CALIFORNIA,
BINATIONAL EDUCATION INITIATIVE (UC BEI)**

Supporting Mexican and U.S. efforts to raise the educational levels of the Mexican population living in the United States,

INVITE

Educational Institutions and Non-profit Social Organizations to submit an application to receive a grant from the following source:

IME FELLOWSHIP PROGRAM (IME Becas)

Grants ranging from \$5,000 up to \$25,000 will be provided for adult education programs subsidizing the studies of adult immigrants (15 years of age or older) living in the United States and who are interested in continuing their education. Funding must be budgeted and distributed using the following formula:

- A minimum of **70%** of budget funds must be allocated either to **scholarships** for students or **stipends** for tutors, advisors and a project coordinator. Scholarships may include stipends for students, tuition money or testing fees. (IME Fellowship funds should not be used for salaries or benefits).

- A maximum of **30% of budget funds could be allocated for educational materials.**

Funding will be available to those institutions that fulfill the application requirements and program guidelines described in this announcement and that merit an award based on a competitive review by a Binational Selection Committee¹

Each ***Educational Institution and Non-profit Social Organization*** receiving a grant from the IME Fellowship Program will be able to distribute the award based on the needs and characteristics of the population being served; assuring that the funding is used for the following purposes:

- a) Grants for **adult students** or stipends in support of **educational advisors (minimum 70% of budget funds).**

Student grants for a **maximum of \$200.00** per individual must subsidize courses, units, or modules completed, under the following programs:

- Literacy programs, elementary or middle school, including distance learning
- High School via distance learning (Mexico's *bachillerato a distancia*)
- Spanish or English GED training
- English courses for Spanish Speakers
- Computer Training
- Vocational / Career Development Courses
- Preparatory courses for standardized tests for admission to institutions of higher learning (Community Colleges and Universities)

Stipends for educational advisors may include tutors, advisors or a coordinator who offer their services in any of the above-described programs, for a **maximum of \$1,200.00** per educational advisor per funding cycle. Funds shall not be used for salaries and benefits.

- b) For **educational materials and other supplies (maximum of 30% of budget funds)** to support adult education, including books, print materials, notebooks and CDs. See note 1 below for detailed fund restrictions.

¹ **Note:** Funding from the IME Fellowship Program **cannot** be used for:

- Any type of administrative costs, such as salaries, benefits, food, advertising, rent, transportation, travel expenses, or equipment purchases, including computers or computer accessories.
- Gift certificates CAN NOT be given instead of a scholarship or stipend.
- Any unspent funds must be returned to UC BEI at the end of the funding cycle for which the grant was awarded. Requests for calendar and budget extensions must be made in writing and addressed to the UC BEI no later than **June 30, 2009**. Requests for budget extensions must be authorized by UC BEI before changes or revisions to the budget can be made.
- Funds spent on child care must be specified as of amount, and a brief explanation of the reason why the use of this funds are important to your organization. Please submit this information with your appendix titled "budget" and listed in the section "educational materials and other supplies" in the Application format.

APPLICATION GUIDELINES

1. Educational Institutions and Social Organizations interested in applying for a grant from the IME Fellowship Program should submit the application materials and agree to comply with the grant requirements described below. The program year for the IME Fellowship Program is August 15, 2008 thru August 4, 2009.
2. Complete application forms on line at www.imebecas.org. Send required appendices and documents to the corresponding Mexican Consulate no later than **September 26, 2008**. For information finding your corresponding Mexican consulates in the U.S, please visit: <http://www.sre.gob.mx/acerca/directorio/consulados/dirconsulados.htm>
3. Late applications will not be considered for funding.

APPLICATION PROCESS

1. Consulates may review applications for completeness and may include in a separated form any comments that may be pertinent for consideration by the Binational Selection Committee.
2. Consulates must send all applications received no later than **October 3, 2008** to the University of California. An electronic mechanism will be set up. If further assistance is needed, please contact:

Perfecto Munoz
IME Fellowship Program, Binational Education Initiative
University of California, Berkeley
1950 Addison Street, Suite 203 Berkeley, CA 94704-2647
Tel: (510) 643-5205 perfecto.munoz@berkeley.edu

3. The UC BEI will administer the review process. Applications that are complete will be submitted to a Binational Selection Committee (BSC) to be read and scored. The BSC will be composed of Mexican Government representatives, UC directives, Mexico and U.S. scholars, members and former members of IME's Advisory Council (*consejeros y ex-consejeros del Consejo Consultivo del IME*). All decisions will be final.
4. Previous recipients of IME Becas Fellowship grants will only be eligible if in addition to complying with the conditions specified in the present guidelines, they have satisfactorily completed the requirements, reports and budget allocations applicable during funding cycles of their previously awarded grants.

AVAILABILITY OF FUNDS

The Mexican Government has committed 10,000.000.00 Mexican pesos to the IME BECAS fellowship program. Additionally, the IME BECAS partners conduct a fundraising campaign to complement and expand funding sources to benefit the greatest number of organizations.

Moneys will be dispersed in two funding cycles. First cycle before **December 31, 2008**; second cycle before **March 30, 2009**.

SELECTION PROCESS

The Binational Selection Committee (BSC) will select the recipients of the 2008-2009 IME Fellowship Grant awards during the month of **October 2008**. Applications should be checked for completeness and adherence to the IME Fellowship guidelines. Peer-reviewed by a BSC will recommend to the UC BEI appropriated applications. Final funding decisions on all applications will be made by UC BEI. The IME Fellowship Program grants will be disbursed based on the competitive merit of applications received and available funds.

UC BEI will notify all applicants in writing about the final decisions for the 2008-09 awards no later than **November 28, 2008**.

Subject to applicants' merits, UC BEI will make every effort to fund a minimum of one applicant per consular jurisdiction. An effort will be made to make funds available commensurate to fundraising efforts of each consular jurisdiction. However, no jurisdiction will receive less than one grant (subject to submission of qualified applicants).

BSC will highly evaluate those organizations applying for IME Fellowship grants that link this program to matching funds efforts or in-kind support from other sources to help accomplish the project tasks and related activities, in order to maximize the positive outcomes of the program.

COMMITMENTS FROM RECIPIENTS

As a condition for receiving funding, the Educational Institutions and Non-profit Social Organizations commit themselves to:

- Assume responsibility for administering the distribution of funds from the IME Fellowship Program according to the approved budget plan.
- Submit an interim progress report due **February 23, 2009**, that includes a socio-demographic profile of the recipients (e.g. place origin, gender, age, accredited courses or units, etc.), a narrative describing up-to-date progress, and an interim budget report of current expenditures. An electronic format will be provided by UC BEI.
- Submit a final report, due **June 30, 2009**, that includes a socio-demographic profile of the recipients, a narrative describing accomplishments, and a final budget report. An electronic format will be provided by UC BEI.
- Participate in the evaluation process and the updating of the IME Fellowship Program when requested.
- Submit a receipt signed by each adult education student beneficiary/ and or tutor, indicating the amount of support received, the course completed, and

the institution providing accreditation.

- Submit a receipt signed by each educational advisor, tutor, or coordinator beneficiary indicating the amount of support received.

PUBLICATION OF GRANTEES AND DISTRIBUTION OF FUNDS

IME and UC BEI will publish the results of the grant selections, on their websites, no later than **November 5th, 2008** (please see section titled "Availability of Funds" for time line distributions). The award check will be sent to the educational institutions and non-profit social organizations receiving grants from this program. The UC BEI will maintain records of the payments and use of funding, and communicate this information to the IME Office staff in Mexico City.

The IME Fellowship program shall reserve the rights to use data from grant recipients to conduct research or other activities related to adult educational programs.

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