

THE CALOUSTE GULBENKIAN FOUNDATION
ARMENIAN COMMUNITIES DEPARTMENT

**ARMENIAN SCHOOLS GRANT PROGRAM
IN LEBANON**

2022

FREQUENTLY ASKED QUESTIONS

How should we submit an application?

Applications should be submitted via the candidate's "MyGulbenkian" portal. CGF only accepts applications **ONLINE** and not via email.

Do we need to create a new account if we had applied during the previous cycle of the *Armenian Schools Grant Program in Lebanon* (or for other projects to CGF) ?

NO. The same account can be used to submit a new application if the school has applied for a grant during the previous cycle of the *Armenian Schools Grant Program in Lebanon* (2020). If the school does not have an account on CGF's website, it must create one and then apply.

Is this year's *Armenian Schools Grant Program in Lebanon* application process different from the previous cycle?

YES. In 2020, CGF required a double-tiered application process. Short concept notes were submitted first, and only those who moved to the second round submitted detailed proposals. This year, CGF only requests one application form. All schools applying should submit a **SINGLE** detailed proposal. Short-listed applicants will be invited for an interview about their projects.

What language should the application be written in?

Proposals can be submitted in Armenian and English.

Does the language of the application matter during the evaluation process?

The choice of the application's language does **NOT** matter during the evaluation process. However, it is essential for the proposal to be written in concise and precise wording.

Is the principal of the school supposed to be the project manager?

NO. The project can have a separate manager from the school principal such as a department coordinator, teacher, board member, or a hired professional. However, the

letter of agreement will be between CGF and the school, represented by its principal, who will be responsible for the timely implementation of the project.

Can the grant be used to reward people from within the school for participating in the project?

The grant can be used to reward **ANY** individual within or from outside the school who participates in the development and implementation of the various tasks in the project through services they provide.

Can we purchase materials with the CGF funds?

YES. The grants received through the *Armenian Schools Grant Program in Lebanon* can be used to purchase materials, and funds can go towards human resource remuneration costs pertaining **ONLY** to the approved project.

Can we include school renovation as part of the project?

In general, **NO**. However, small-scale school renovations can be considered **ONLY** when the proposed renovation represents an integral part of the approved project.

Can we use the funds for other purposes?

NO. Any amount approved for a grant should be used toward the approved project.

What kind of projects qualify for the Armenian Schools Grant Program in Lebanon?

Schools can develop projects targetting, but not limited to, the following categories, including the adaptation of suitable internationally recognized educational programs:

- Reform in the teaching of Western Armenian.
- Early childhood programs.
- Special education programs.
- Increase in-service teacher and school leader effectiveness.
- Comprehensive instructional reform strategies.
- Establish an inclusive school culture.

Can we present a collaborative project between two or more schools?

YES. Such collaboration is encouraged. Projects that can be broadened to other diasporan schools are particularly welcomed.

In what currency should we present the budget?

CGF can make transfers to Lebanon only in Euros. To minimize confusion, it is advisable to present the project budget in **EUROS**.

How do we write the budget?

Make sure to consider all costs and provide justifications for them (e.g., salaries, equipment, communications, IT services, etc.). You should indicate the overall cost of the project. If you already have a project budget as a separate document, you may upload it on the main application webpage (under "Supporting Documents"). If you do not have a detailed budget, it is advisable to use the budget template available in "MyGulbenkian."

With the currency fluctuation in Lebanon, how can we include estimates in Euros when we will be paying in LBP?

The amounts included in the budget must represent all costs based on the exchange rate during the time of the proposal. In case of further fluctuation of the LBP, school accountants can adopt a mean value for the LBP exchange rate during the reporting phase.

How detailed should the timeline be?

The timeline presented should reflect the detailed workflow expected. It could be drafted on a month-to-month basis or on specific output dates.

Can we send samples and additional documents along with the application?

YES. The more grounded the application is with existing samples and documents, the more convincing it would be. You can upload them on the main application webpage (under "Supporting Documents").

How and where should we upload additional documents?

The budget and additional documents should be uploaded after the online form is submitted by clicking on the application file in your "MyGulbenkian" profile and opening the "documents section".

Do applicants receive a confirmation after the submission of their application?

NO. Applicants do not receive a confirmation. After completing the online form and uploading the application documents through the "MyGulbenkian" portal, the application submission process is concluded.

How will the projects be selected?

An internal CGF jury will select the successful applications. The jury might also seek the advice of external experts in the selection process. Final approval is granted by the Foundation's Board of Trustees.

Can the submission deadline be flexible?

NO. The application deadline cannot be changed. Applications must be submitted by 11:59 pm Lisbon time on 20 September 2022. It is strongly advisable not to leave submissions to the last day.

Will all the applicants be invited for interviews?

NO. Only short-listed proposals will be invited for interviews with the evaluation team of CGF.

Who should attend the interview?

Short-listed schools invited for an interview (by Zoom) should attend the meeting with the following team: a) the school principal, b) the project manager (if different), c) a school board member and d) the accountant who will be responsible for the project.

How will the schools be communicated about CGF's decision?

Each school will receive a personalized letter by email from CGF. For the accepted projects, a representative from CGF will be assigned to manage the grant (prepare a letter of agreement, follow up on timeline and reports, conduct on-site visits, etc.). For projects that were not successful, a letter will be sent by email outlining the main points of the evaluation.

How many grants will be given?

Up to three grants of up to 50.000 Euros each will be given. Based on the budget and the quality of the applications, CGF reserves the right to offer fewer grants and lesser amounts.

Can we contact anyone for additional information?

Kayane Madzounian, the focal point of CGF in Lebanon, will answer your queries from Monday to Friday, 9:00 am-2:00 pm.

Upon your requests, she will also consult the project teams and advise necessary alterations to improve proposals before submission between 1-9 September 2022.

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