**Proposal Narrative**

Your Organization Name

Please indicate Sport, Theme, Country

Detailed Narrative

1. **Vision** Please this take this opportunity to discuss your organization’s mission and how it relates to the SVSEP goals and theme that you are applying for.
2. **Organizational Capacity**
   1. **Country expertise:** Please describe your organization’s in-country capacity for managing sports specific activities with an existing sports camp and identify a local organization to help manage exchange logistics and cultural/off-the-field programming.
   2. **Thematic expertise** Please describe your organization’s programs as they relate to the theme and the staff that will participate in the facilitation of the exchange. Feel free to include a list of programs, locations, and staff that can provide relevant expertise to the exchange (i.e. Country Expertise, Number of Exchanges Administered, Sport Expertise, Leadership Development Programs, etc.) Bullets are suggested to provide comprehensive presentation of information.
   3. **Sports Expertise/High School Aged Students:** Please describe your organization’s ability to represent the theme through the athletes, representing diversity. Please also describe in detail your recruitment plan and selection process for the participants. Participants should have strong leadership and academic skills, social/emotional maturity, flexibility and adaptability, international/cultural curiosity, community engagement, and foundational experience in sport. Coach/chaperones may be teachers, coaches, sport for development organizational representatives, or similar. Participants do not speak the host country language and the applicant should plan and budget for appropriate interpretation and translation services and equipment.
   4. **Administrative expertise** Please describe services that will be available for participants during the program whether that be support staff or sporting facilities Bullets are suggested to provide comprehensive presentation of information.
   5. Feel free to include additional information about experience as it relates to the host country, sport, and theme, conducting international exchanges, data about previous programs, etc.
   6. Please describe and include a diversity, equity inclusion and accessibility framework that will lead into all aspects of the program.
3. **Program Content and Design**

In this section, please describe each exchange in detail.

* 1. **Sports training and thematic development** Please describe the types of sport sessions/training the participants will partake in and describe how the theme will be imbedded throughout the exchange.
  2. **Leadership development** Please briefly describe the leadership training sessions and themes that will be provided to both develop and enhance the participants’ leadership and collective problem-solving skills (ex. Action-plan workshop, public speaking workshops, coaching opportunities, networking etc.)
  3. **Local site visits, sporting events and cultural travel sites** Please briefly describe the type of activities that the participants would be able to participate in. These do not have to be solidified at this stage.
  4. **Opportunities for cultural exchange and exploration** Please briefly describe if opportunities are available for host country peer interaction, hosted dinners, camp activities that will facilitate integration of U.S. participants into the community.

1. **Program Administration**
   1. **Essential staff and their roles** Please be sure to designate a **Program Director** and an **Administrative Coordinator** that would oversee all participant support services for the duration of the exchange. We ask that staff members’ experience be described in two to three sentences.
   2. **Logistical arrangements** Please describe the following in this section:
      1. **Sports Camp Housing, Post Camp Housing & Meal Plan** When feasible, it is encouraged to host participants with host country roommates. If possible, participants will have access to kitchen facilities, either in their own rooms or in a common room. A camp meal plan combined with a cash allowance for food that will permit participants to cook or eat at local restaurants is strongly recommended.
      2. **Pre-departure Materials and Welcome Orientations** should be organized in such a way that information cascades contemporaneously so that participants have enough time to absorb the information. Please make a plan to include the participants’ parents/guardians in the pre-departure orientation or providing them with separate materials including protocols for COVID-19 and in emergency situations. FHI 360 will be part of the orientations and will invite the U.S. embassy and ECA to participate in the pre-departure orientations. Welcome Orientations for the host country and sports camp for the participants should address administrative details of the program, identify camp and local resources, review safety and security procedures, including COVID-19 protocols and quarantine procedures, and provide general information that will facilitate the participants’ adjustment to daily life in a new cultural environment. Important topics will be security, religion, medical problems, and availability of foods to which participants are accustomed, or which meet specific dietary requirements.
      3. **Safeguarding Protocols, Harassment Policies and Procedures** should include plans, code of conducts and reporting mechanisms for safeguarding.
2. **Program Evaluation** Please describe how questionnaires/surveys will be used to ensure that participants’ needs both personally and thematically are being met. Include your organization’s plan for facilitating dialogue as it relates to assessing satisfaction. Will online questionnaires be available? Will they be provided on a weekly or daily basis depending on activity/session/workshop? Is the program effective? Any examples would be greatly appreciated. Evaluations should be conducted on a regular basis to ensure that programmatic, administrative, and personal problems are acted upon promptly. Copies of surveys and data should be available to FHI 360 upon request and included in formal reporting. At the conclusion of the exchange, a formal evaluation session should permit participants to comment on all aspects of the program.
3. **Virtual Exchange.** The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange.