IATEFL Projects

The aim of this scheme is to offer you the opportunity to bid for small grants that will enable you to make a difference to language learning in your local context that would not be possible without this support.

This is part of IATEFL's mission to link, develop and support English language teaching professionals worldwide. It is expected that a project will reach a broad community of English language teachers and give the opportunity for less experienced teachers to take an active role. As a part of the proposal it must be made clear how the outcomes will be evaluated and disseminated.

Projects might be of a whole variety of types, but should demonstrate sustainable outcomes. Example projects might include:
● developing a course to upgrade teachers' language or methodological skills, or other areas of teaching practice; this course might be a mixture of online and face to face;
● running a teachers' conference that addresses a particular issue within the local context, out of which comes a set of solutions that would then be implemented and monitored;
● exploring the current needs of the learners and developing materials or practices to meet these needs;
● collaboratively producing: a bank of new teaching materials, a coursebook, online homework activities, a communicative assessment process, listening materials, some radio programmes to improve countrywide language skills;
● developing a leadership skills course for young teachers wanting to progress in their careers;
● looking at the introduction of mobile technologies to support language development.

We would hope in addition that this would provide an opportunity for TAs in the developing world to work with IATEFL's Special Interest Groups and other TAs in the developing or developed world. In the initial pilot phase we would not be looking for such a complex organization, but if this can be achieved, so much the better. We would like to see some evidence that you have approached other parts of the IATEFL community.

Eligibility
It is expected that Teacher Associations applying for project funds will typically be those that currently apply for Wider Membership Scheme funding, or would be eligible for such funding. These TAs would be from countries that would be listed in the Human Development Index (UNDP) as being from High/ Medium/ Low Human Development. If in doubt, please contact the IATEFL team for guidance.

Application process
Applicants will need to complete the Project Application Form and the budget and return them to IATEFL Head office by 31st May 2017.

In order to be considered for a project you will need to fill in the Project application form, which will expect a number of elements:

1. The description of the project showing clearly what the project's aims are, how these will be met, who will be involved, who will benefit, why this project is important, how it will make a difference for language teaching and learning in the target community, what the outcomes will be and how these might be measured and evaluated. You should also say why this is not possible to achieve locally without these funds and whether funding can be supplemented to from the local community, education ministry, or other charitable sources. Even if there are no other local funding sources, you should show how you will match the IATEFL funding with contributions from the project team.
2. A timeline showing when activity will occur and who will be responsible for taking it forward.
3. A list of the people who will be directly involved in the project giving a short description of their roles, their background and experience, the contribution that they will make. Not everyone who is a key player in the project will need to show that they have relevant experience, as it would be good to see less experienced people brought in to engage with the project and learn from the experience. You need to show your rationale for the people included and if they are less experienced how they will be mentored and supported.
4. A budget, showing how much funding you are seeking up to a limit of £3000. It is not expected that you should seek the maximum amount for the project and you should show how you will also make a matched contribution in terms of time and local resources, the use of rooms for meetings, local access to technology and so forth. It is not normally expected that the budget will be used to bring in experts from overseas.
5. A concrete plan for measuring and evaluating the impact and outcome of the project e.g. through surveys, feedback forms, focus groups etc.
6. A concrete plan for dissemination is also expected, including how you will showcase your activity to the IATEFL community. This might include a physical or virtual presentation at an IATEFL conference, a webinar, an article in Voices or in a SIG newsletter.
7. It would also be good to hear that you have approached the IATEFL SIGs or other TAs for support in your project; however, this is not a requirement for acceptance. Even if SIGs or other TAs cannot offer financial support they may be able to offer advice, or guidance on the project, or ongoing support during its roll out.

Criteria for acceptance

The key criteria for acceptance will be:

1. That the project has a clear aim and that it will benefit a broad community of language teachers.
2. That the project is 'doable' and not over ambitious. Simple ideas that will improve teaching and learning broadly are just as good as more complex schemes.
3. That the budget shows clearly how the funds will be spent and who will benefit.
4. That a range of people are involved in the setting up and managing of the project.
5. That the broader community of IATEFL is shown to be involved.
6. That there are clear plans in place to evaluate the project outcomes and disseminate the results.

Monitoring

Each project will be assigned a 'manager' who will be an IATEFL volunteer with experience of overseeing development projects. The project team will be expected to report regularly on activity to the manager and to show how funds are being spent. Funds will be released on the receipt of the reports. The managers will report to a working party of the Membership and Teacher Association Committees who will provide overall oversight in conjunction with IATEFL Board of Trustees. A final report on the outcomes of the project will need to be submitted.

Dissemination

All of the projects will need to report on their activity to the local and wider IATEFL community. As a minimum we would expect to see reports of activity in Voices, but where possible you should aim to disseminate the projects at a SIG event or an annual conference. Other options might be a report on the IATEFL website, or a blog that is run throughout the project and beyond.