



PROPOSAL SUBMISSION INSTRUCTIONS

SUMMER 2023

Proposals for 2023 Projects for Peace are due **February 6, 2023**

Deadlines for individual campuses will be earlier than this date: please see your campus liaison.

Proposals must include a proposal narrative and a budget.

FOR STUDENT PROJECT LEADERS

Student applicants are encouraged to learn about any institution-specific requirements and deadlines by contacting the Projects for Peace campus liaison at their educational institution. Reviewing the Projects for Peace website is recommended to become familiar with the program and past projects. The site is located here: <https://www.middlebury.edu/office/projects-for-peace>.

Proposals should be submitted to your Projects for Peace campus liaison for review by the date determined by your institution. Follow the guidelines outlined in this document. Proposals not in compliance with formatting requirements may not be reviewed. Proposals may be published on our website, and thus available to the public, and cannot be revised.

All questions from students should be addressed to their campus liaison.

FOR CAMPUS LIAISONS

Partner institutions are free to design an application process and proposal outline appropriate for their students, however, formatting instructions must be followed.

Proposals must be submitted by the campus liaison to the Projects for Peace office no later than February 6, 2023. All materials should be reviewed by the campus liaison for accuracy and completeness and named according to the naming conventions below. Projects for Peace staff will provide each campus liaison with a link to upload the materials. If you have not received anything from us, request your link at projectsforpeace@middlebury.edu.

Questions are welcome from campus liaisons anytime.

PROPOSAL MATERIALS

PART A. PROPOSAL NARRATIVE

The ideal length is two pages. It must not exceed three pages. The document may be submitted as a MS Word or PDF document.

Keep in mind that successful proposals (and final reports) may be made publicly available on the Projects for Peace website. Therefore, submitted proposals should not include content that could be perceived as sensitive or private.

Projects for Peace staff take note of the following when reviewing proposals:

- *Project summary:* What issue(s) will be addressed? What approach(es) will be used? With whom will the grantee(s) work? What is the rationale for these choices?
- *Background:* What preceded this proposal in terms of personal experience, forming relationships, developing knowledge, and other preparation?
- *Implementation:* What plans have been made for use of funds, use of time, and contingencies?
- *Anticipated Results:* What are the potential short and long-term outcomes for participants, community collaborators, and grantee(s)? How will progress be monitored?

We particularly welcome proposals that include any, or all, of the following:

- A definition of peace, and an articulation of how the project may contribute to peace;
- An innovative approach to the issue(s);
- Appreciation for and sensitivity to the context, communities, and/or cultures where the project takes place;
- Consideration of the dilemmas, challenges, or conflicts that may underlie the targeted issues or selected approaches;
- Consideration of sustainability and/or scalability of the approach;
- Critical self-awareness by the grantee.

All materials submitted are to be reviewed by the campus liaison prior to submission to Projects for Peace.

Formatting Requirements for Proposal Narrative

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.

Header (should appear on each page)	<ul style="list-style-type: none"> ● Title of Project ● Country/ies and/or tribal or ethnic lands where project will take place ● Nominating College, University, or Institution ● Designated project leader name and all student team member names: For each student, please list their home country and college/university. As a reminder, should the proposal be funded, all listed participants must provide a signed Participating Student Funding Agreement. ● No personal contact information (email addresses, phone numbers) should appear on the proposal.
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PART B. PROPOSAL BUDGET

A proposed budget must accompany the proposal narrative as a separate document. It may be submitted as an MS Excel or Google Sheets document.

The Budget/Expense Form Template and instructions are available on the [Forms](#) page of the Projects for Peace website. All budgeted items are to be reported in U.S. dollars and should be grouped in the categories provided. The submitted budget is an estimate of anticipated costs and it should demonstrate an anticipated full expenditure of grant funds.

FILE NAMING CONVENTIONS

Kindly name the materials according to the following conventions, abbreviating where it is helpful.

Proposal Narrative	ProjectYear_institutionname_projecttitle_proposal example: 2023__MiddColl_PeaceThroughArts_proposal
Proposal Budget	ProjectYear_institutionname_projecttitle_budget example: 2023_MiddColl_PeaceThroughArts_budget
