Projects for Peace

THE VISION OF KATHRYN W. DAVIS

PROPOSAL SUBMISSION INSTRUCTIONS

SUMMER 2027

Proposals for 2026 Projects for Peace are due **February 3, 2027**

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 in order to become familiar with the program and past projects. The site is located here: https://www.middlebury.edu/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 (or proposal excerpts) 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 for the submitted proposal and budget. See also narrative guidance below regarding essential elements of the proposal.

Proposals must be submitted by the campus liaison to the Projects for Peace office no later than the due date (see above). 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 by emailing us 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 PDF document.

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

Projects for Peace staff take note of the following sections when reviewing proposals. In absence of campus-specific guidance from your program, please respond according to the following outline:

- **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 is your working definition of peace? 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? Is there any need for remote management? If so, what plans are in place?
- **Anticipated Results:** What are the potential short and long-term outcomes for participants, community collaborators, and grantee(s)? How will progress be monitored? How will the project contribute to peace?

We particularly welcome proposals that show evidence of the following:

- 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 and how the project engages with it;
- 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. Campus Liaisons will be asked to confirm the following upon submission:

- The project described in this proposal will be student-led, community-engaged/supported, and articulates a relationship to peace-building.
- Participating student(s) are aware that the proposal may be posted on the Projects for Peace website and therefore publically available. The proposal does not include personal contact information.
- The activities described in this proposal and any related travel plans meet our institution's pertinent policies (e.g., safety, health, administration, etc.).
- The content and format conforms with Projects for Peace proposal guidance.
- I have reviewed this budget. It accounts for the full $10,000 in grant funds and the content and format conforms with the budget guidance.

<u>Formatting Requirements for Proposal Narrative</u>

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

Header (should appear each page)	• **Project Year** • **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. Should the proposal be funded, all listed participants must provide a signed Participating Student Funding Agreement. • **Other committed team members or partner organizations**, and their home country and/or location.
	Please do not include anywhere on the proposal: - Logos - Graphs or charts - Personal contact information (email addresses, phone numbers) - Long excerpts from publications. - Photos

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 Summer Grants Guidance page of the Projects for Peace website, here:
https://www.middlebury.edu/projects-for-peace/summer-grants/guidance

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_projectitle_proposal** example: 2027_MiddColl_PeaceThroughArts_proposal
Proposal Budget	**ProjectYear_institutionname_projectitle_budget** example: 2027_MiddColl_PeaceThroughArts_budget