

**ORIGINAL**  
UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

P.D. AISE-295  
83207  
OCT 15 1982

SEP 14 1982

Mr. Arthur Simon  
Executive Director  
Bread for the World Educational Fund  
6411 Chillum Place, N.W.  
Washington, D.C. 20012

Subject: Grant No. PDC-0230-G-SS-2184-00

Dear Mr. Simon:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to Bread for the World Educational Fund, Inc. (hereinafter referred to as "BFWEF" or "Grantee") the sum of \$75,000 to provide support for a Development Education (Biden-Pell) Project grant as described in the Schedule of this Grant and Attachment 2 entitled "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period July 1, 1982 through June 30, 1983.

This Grant is made to BFWEF on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", and Attachment 3 entitled "Standard Provisions", which have been agreed to by your organization.

Please sign the original and seven copies of this letter to acknowledge your receipt of the Grant, and return the original and six copies to the

FOR THE DIRECTOR  
AGENCY FOR INTERNATIONAL DEVELOPMENT

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Office of Contract Management, including all copies stamped "Funds Available".

Sincerely yours,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

Attachments:

- 1. Schedule
- 2. Program Description
- 3. Standard Provisions

ACKNOWLEDGED:

BREAD FOR THE WORLD EDUCATIONAL FUND, INC.

BY

*Arthur Simon*

TYPED NAME Arthur Simon

TITLE Executive Director

DATE 6 Oct 82

Fiscal Data

Appropriation	72-1121021.3
Budget Plan Code	EDAA82 13800 AG11 (243-38-099-00-69-21)
PIO/T	382310
Project	938-0230
Total estimated amount	\$75,000
Total obligated amount	\$75,000
Funding source	AID/W

01C 4190  
FUNDS AVAILABLE

SEP 25 1982

Program Receipts Division  
OFFICE OF FINANCIAL MANAGEMENT

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SCHEDULEA. Purpose of Grant

The purpose of this Grant is to provide support for a Development Education (Biden-Pell) Project grant, as more specifically described in Attachment 2 to this Grant entitled "Program Description".

B. Period of Grant

The effective date of this Grant is July 1, 1982. The expiration date of this grant is June 30, 1983.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$75,000 for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision 7B. Payment - Periodic Advances.

D. Financial Plan

The following is the Financial Plan for this Grant. Revisions of the Plan shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Financial Plan".

	<u>A .I.D.</u>	<u>Grantee</u>
Seminars	\$27,500	\$27,500
Project staff and consultants	30,500	37,500
Resources and materials	3,500	3,500
Other direct costs	4,500	4,500
Administrative costs	<u>9,000</u>	<u>12,000</u>
	\$75,000	\$85,000

E. Reporting and Evaluation

The Grantee will prepare and submit to the grant manager quarterly program reports reflecting the progress made in achieving stated goals and objectives as specified in the Program Description. These quarterly reports will include: a narrative description of the work undertaken in the quarter and the successes and/or shortcomings of the plan to date; revised work plans when appropriate; a list of materials produced or collected for use in the course of the project; and a detailed expenditure report of A.J.D. and private matching funds, identifying disbursements by program activity. Further guidance on the content and preparation of these reports will be furnished by the grant manager.

The first of these progress reports will be submitted not later than four months from the date of initiation of this grant, to be followed by three more reports filed at three-month intervals. The fourth quarter report, to be submitted not later than 13 months from the date of this notice of grant award, will include fourth quarter accomplishments and a summary of activities for the grant year.

Evaluation

An evaluation of the project will be submitted by the Grantee not later than two months after the first year of this grant.

F. Standard Provisions

1. Delete 7A. Payment - Federal Reserve Letter of Credit (FRLC) Advance
2. Delete 7C. Payment - Reimbursement
3. Delete 10B. Procurement of Goods and Services over \$250,000
4. Delete 13B. Title to and Care of Property (U.S. Government Title)
5. Delete 13C. Title to and Care of Property (Cooperating Country Title)
6. Add "Alterations in Grant" dated July 1982, attached hereto.

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## WORK PLAN

**Project Goal:** To recruit, train, and deploy roughly 4,000 volunteer development educators to engage one-half million U.S. citizens in dialogue on hunger and development issues over the next three years.

### YEAR 1

<u>Month</u>	<u>Objective</u>
July	<ul style="list-style-type: none"><li>- Engage staff and provide orientation</li><li>- Set weekly goals for next three months</li><li>- Select and contact advisory council members</li><li>- Prepare agenda for advisory council meeting</li><li>- Recruit chairpersons for the five working committees</li><li>- Outline tasks for committees</li><li>- Draft tentative seminar agenda</li></ul>
August	<ul style="list-style-type: none"><li>- Conduct advisory council meeting</li><li>- Select seminar sites</li><li>- Design recruitment procedures</li><li>- Work on seminar design</li><li>- Identify and design volunteer support mechanisms</li><li>- Design evaluation procedures</li><li>- Begin selection of available resource materials</li><li>- Initiate promotional process with denominations, agencies, and grassroots groups</li><li>- Prepare seminar announcement brochures and publicity pieces</li><li>- Select/prepare materials for seminar background packet</li></ul>
September	<ul style="list-style-type: none"><li>- Consult local hunger activists about seminar facilities</li><li>- Arrange for and confirm facilities</li><li>- Distribute seminar announcement brochures and publicity</li><li>- Develop invitation lists for fall seminars</li></ul>
October	<ul style="list-style-type: none"><li>- Set weekly goals for next three months</li><li>- Discuss programming and local staff possibilities with grassroots hunger activists.</li><li>- Send out invitations to fall seminars</li><li>- Arrange procedures for accepting registrations</li><li>- Prepare materials for participants skills packet</li></ul>
November and December	<ul style="list-style-type: none"><li>- Line up staff for fall seminars, including local resource persons</li><li>- Arrange food and equipment needs at seminar facilities</li><li>- Assemble seminar background packets</li><li>- Confirm registrations</li><li>- Prepare local resource listings for areas around fall seminar sites, including regional denominational hunger task forces, hunger study groups, BFW leaders, and secular hunger groups.</li><li>- Mail out seminar background packets for fall seminars</li></ul>

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- January**
- Set weekly goals for next three months
  - CONDUCT TWO SEMINARS
  - Get specific task commitments and timelines from participants in both seminars, and provide skills resource packets
  - Confirm reservations for November seminars
  - Do immediate follow-up for October seminars
- February**
- CONDUCT TWO SEMINARS
  - Get commitments and provide skills packets
  - Do immediate follow-up for November seminars
  - Compile and analyze participant seminar evaluation forms
  - Send invitations for spring seminars
  - Conduct advisory council meeting to evaluate fall & plan spring
  - Make application for year two funding
- March**
- Prepare recommendations on changes for the spring, based on fall experience and participants' evaluation forms
  - Send press releases to papers recommended by seminar participants
  - Report to denominational offices about people from their denominations who participated in fall seminars
  - Link fall seminar participants into existing hunger networks in their communities
- April**
- Set weekly goals for the next three months
  - Implement changes indicated by the evaluations
  - Repeat September objectives in relation to spring seminars
- May**
- CONDUCT THREE SEMINARS
  - Confirm registrations for March seminars
  - Do immediate follow-up for February seminars
  - Get commitments and provide skills packets
- June**
- HOLD THREE SEMINARS
  - Do immediate follow-up for March seminars
  - Compile evaluation results
  - Get commitments and distribute skills packets
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