

## REQUEST FOR ASSISTANCE INSTRUCTIONS

Submit original and one copy by November 1.

Sections I through IV of this form should normally be prepared by the chief administrative official of the school in consultation with the school board. Section V should be prepared by the Foreign Service Post. In order to provide proper information on page 3 of this form, please note that funds being requested in November of any given year are from current U.S. Government Fiscal Year funds. If granted, the funds would be spent by the school during the next school year.

**I. BACKGROUND AND OBJECTIVES:** This section should provide:

- (1) A summary statement describing the extent to which the school now meets the dual objectives of the overseas schools program as stated in 2 FAM 611.2 of (a) providing educational facilities for U.S. Government dependents overseas, and (b) demonstrating U.S. education abroad and otherwise increasing mutual understanding.
- (2) A brief general statement of the school's long-range objectives and development plans and the measures being taken to realize the plans, including efforts to obtain material support from sources other than the U.S. Government.

**II. ENROLLMENT/STAFF/TUITION PROJECTION DATA:**

The purpose of this section is to secure quantitative projections of key educational data for the next school year. The data should reflect the development and improvements which are feasible and necessary for the school to undertake in that school year. The projected budget, Form DS574, should contain fiscal information consistent with the information provided in this section.

**III. TYPES AND ESTIMATED COST OF NEW ASSISTANCE REQUESTED:**

This section should be used to summarize the types and estimated costs in dollars of new assistance requested by the school according to the categories shown, including the dollar equivalent of such costs which can be expended in local currency. Note also that when grant funds have been made available in category 5, a form JF-45, Special Educational Projects, must be submitted to the Department, A/OS for approval.

**IV. DISCUSSION AND JUSTIFICATION:** Describe the essential details (number, quantities, types, duration, etc.) of the project to be financed under each of the categories of assistance listed in Section III and state how each item of requested assistance fits into the school's development plans and advances the objectives of the overseas schools program. This discussion should be organized in the sequence of the categories shown in Section III. Following the discussion of each item of requested assistance, designate the rating it should be accorded in terms of the school's development program by designating it "Priority 1, 2, etc." Brief reference should be made to any previous grants made for the same purpose and to future grants which may be requested for the same purpose.

The discussion should conclude with a brief statement of the nature and purpose of the balance of school reserve funds, excluding undrawn U.S. grants. It is understood that sound administrative practice requires independent schools to establish reserve funds adequate to maintain orderly operations and to meet unforeseen contingencies.

The chief administrative official of the school and the chairman of the school's governing board should sign the request at the places indicated.

**V. POST RECOMMENDATION:** Pursuant to 2 FAM 613 and 622, the principal officer responsible for coordinating school activities at the Foreign Service Post should ensure that the request for assistance is carefully reviewed in light of the policies and criteria for granting assistance set forth in 2 FAM 600 and is justifiable in terms of these policies and criteria. The appropriate officer should prepare and sign the recommendation at the place indicated. No request for assistance will be considered unless Section V is properly completed.

Completion of this form is voluntary.

\*Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to



U.S. Department of State  
**OVERSEAS SCHOOLS PROGRAM  
REQUEST FOR ASSISTANCE**

*(Submit original and one copy)  
(Please read instructions on page 1 before completing form)*

Name of Foreign Service Post

Name of School

**REQUEST FOR U.S GOVERNMENT FISCAL YEAR \_\_\_\_\_ FUNDS (See instructions, page 1)**

TO BE EXPENDED DURING THE SCHOOL FISCAL YEAR EXTENDING FROM \_\_\_\_\_ TO \_\_\_\_\_  
Date (mm-dd-yyyy) Date (mm-dd-yyyy)

**I. BACKGROUND AND OBJECTIVES**

*(If additional space is required, continue on separate sheet and attach to this form.)*

**II. ENROLLMENT/STAFF/TUITION PROJECTION DATA (See instructions, page 1 and below.)**

1. Enrollment of regular students *(exclude adult program)* \_\_\_\_\_
2. Pupil-teacher ratio \_\_\_\_\_
3. Number of teachers *(include rounded sum of fractions representing part-time teachers)* \_\_\_\_\_
4. Number of other professional instructional and administrative staff *(superintendents, principals, guidance counselors, librarians, business manager. Include rounded sum of fractions as in 3. Avoid double counting as between 3 and 4)* \_\_\_\_\_
5. Total professional staff *(sum of 3 and 4)* \_\_\_\_\_
6. Project **annual** tuition rate(s) by grade group *(show full rates only)* \_\_\_\_\_

**PLEASE NOTE:** The information provided in this section should reflect your best estimate of the next school year, the year for which assistance is being requested. This should not repeat information concerning the current school year.

**III. TYPES AND ESTIMATED COSTS OF NEW ASSISTANCE REQUESTED**

TYPES OF ASSISTANCE	ESTIMATED COSTS	
	(In terms of U.S. dollars)	(Dollar amount which can be expended in local currency)
1. Support of salary and related costs for professional staff		
2. Educational materials and equipment		
3. Scholarships for host country nationals		
4. Construction and equipment <i>(before assistance for construction can be made available, architectural and engineering plans, specifications and cost estimates must be submitted. These should be submitted at a later date upon request by the Department of State. Note that per 2 FAM 614, assistance in this category will be made available only in special circumstances.)</i>		
5. Special educational projects		
A. School-to-school and university-to-school projects		
B. Other <i>(including consultants, workshops, community relations projects, special English programs, area studies, in-service training)</i>		
TOTAL AMOUNT OF NEW ASSISTANCE REQUESTED	( _____ )	( _____ )

**IV. DISCUSSION AND JUSTIFICATION**

**(Section IV continued)**

***(If additional space is required, continue on separate sheet and attach to this form.)***

CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL

CHAIRMAN OF THE SCHOOL GOVERNING BOARD

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

Date (mm-dd-yyyy) \_\_\_\_\_

**V. POST RECOMMENDATION**

***(If additional space is required, continue on separate sheet and attach to this form.)***

POST PRINCIPAL OFFICER OR OTHER AUTHORIZED  
OFFICER MAKING RECOMMENDATION

Signature \_\_\_\_\_

Date (mm-dd-yyyy) \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_