



## Reciprocal Exchange Application

### About the Reciprocal Exchange

The Mandela Washington Fellowship for Young African Leaders—the flagship program of the U.S. Government’s Young African Leaders Initiative (YALI)—was created in 2014 to invest in the next generation of African leaders. The Fellowship’s Reciprocal Exchange component provides Americans with the opportunity to travel to Africa to build upon strategic partnerships and professional connections developed during Fellows’ time in the United States. The Reciprocal Exchange component provides funds for American professionals to travel to sub-Saharan African countries to continue collaborative work with Mandela Washington Fellow Alumni on the continent. American professionals may include those met during the Mandela Washington Fellowship through site visits, networking, the Summit, Professional Development Experiences, or other activities. Through these projects, Americans and young African leaders form lasting partnerships, expand markets and networks, and increase mutual understanding between the United States and countries in Sub-Saharan Africa.

### Award Goal

The goal of the Reciprocal Exchange component of the Mandela Washington Fellowship is to provide opportunities for American professionals and Fellow Alumni to form lasting partnerships, expand markets and networks, and increase mutual understanding between the United States and countries in Sub-Saharan Africa.

### Award Objectives

- The Mandela Washington Fellowship will provide travel grants of up to \$5,000 per selected American Awardee to support travel to Sub-Saharan Africa and other approved program-related costs during the grant period.
- American Awardees and Mandela Washington Fellowship Alumni will implement a short-term project that directly benefits individuals in the project country during their travel.
- American Awardees and Mandela Washington Fellowship Alumni will expand their professional networks, gain new business opportunities, build new knowledge or skills, and expand mutual understanding during their Reciprocal Exchange project planning and implementation periods.
- American Awardees will actively share skills and knowledge gained during their Reciprocal Exchange travel with other Americans in their home communities after returning to the United States.

*The Mandela Washington Fellowship is a program of the U.S. Department of State with funding provided by the U.S. Government and administered by IREX.*



## Reciprocal Exchange Award Timeline

◆ <b>Application Deadline:</b>	February 18, 2020
◆ <b>Notification of Award:</b>	Early April 2020
◆ <b>Grant Period:</b>	May 1 – November 30, 2020

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## Definitions

**American professionals:** American citizens who collaborate with Mandela Washington Fellowship Alumni to apply for a Reciprocal Exchange Award.

**Fellow Alumni:** Mandela Washington Fellowship Alumni who collaborate with American professionals to apply for a Reciprocal Exchange Award.

**Awardees:** American professionals who are selected to receive a Reciprocal Exchange Award.

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## Financial Provisions

**Maximum Grant Award:** \$5,000 per American professional

**Disbursement of Funds:** Up to \$5,000 per Awardee will be provided to travel to Sub-Saharan Africa and to support approved program-related costs. Funds will not be disbursed to Fellow Alumni. Award funds are disbursed in two installments, contingent upon receipt of required deliverables. American Awardees will receive funds as a check or wire transfer to their personal bank accounts; as such, Awardees will be asked to provide IREX with their bank information as well as a signed Terms and Conditions document, which will outline the terms for the Award.

**Procurement of Visa:** Awardees will be provided with optional visa procurement support by an IREX-preferred vendor when visas are required by the project host country.

- For Awardees who use this service: IREX will cover the cost of this visa service as well as the cost of the visa fee itself. If the Awardee(s) plan on utilizing this visa procurement service, visa costs do not need to be included in the project budget.\*
- For Awardees who plan to opt-out: It is not required to work with our preferred visa procurement vendor and Awardees will have the option to opt-out of using this service. If the Awardee(s) plan to opt-out of this service, visa costs must be included as a line item in the project budget.\*

*\*Please note that exceptions apply to travelers to Nigeria. See Guidelines in the Budget Template for details.*

Please note: All other costs associated with the exchange that exceed the \$5,000 limit per Awardee will not be covered under this Award. Other costs must be co-funded by the participating Fellow Alumni and American professionals.

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## Eligibility Requirements

American professionals participating in the Reciprocal Exchange must be U.S. citizens currently living in the United States. American professionals may not be employees or immediate family members of employees of the U.S. Government (including a U.S. Embassy, USAID, and other U.S. Government entities).

Fellow Alumni must be considered alumni of the Fellowship by the Department of State. They may not be employees or immediate family members of employees of the U.S. Government. Fellow Alumni must reside in the proposed project country and be present for the full duration of the project's implementation. Fellow Alumni must also fill out the Fellowship [contact information form](#) if they have not done so in the last four months.

Fellow Alumni from all cohorts are eligible to apply. American professionals who have received two or more Reciprocal Exchange Awards previously are ineligible to apply. Preference will be given to Americans and Fellow Alumni who have not previously participated in the Reciprocal Exchange.

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## Selection Criteria

Eligible applications will be reviewed using the following selection criteria:

- Demonstrate impact on the Fellow Alumni's home organization, community, and/or country;
- Demonstrate impact on the American professional's home organization and community;
- Demonstrate joint engagement between the Fellow Alumni and American professional in project design and implementation;
- Articulate clearly the need for travel by the American professional to support the project;
- Provide measurable goals and specific project activities during travel; and
- Demonstrate continued impact of project after the American professional has returned to the United States.

Preference will be given to applications that also demonstrate or reflect some of the following:

- Concrete benefit to U.S. companies, communities, or organizations (e.g. identification of new business markets or export opportunities, development of institutional partnerships or student/scholar exchanges, presentation of findings to American professional, community, or academic audiences, etc.).

- A history of collaboration between the American professional and the Alumni as a result of the Mandela Washington Fellowship.
- Proposals for the implementation phase of project execution.
- Project teams with professional expertise relevant to the proposed activities.
- Interest in both the cultural and professional exchange aspects of the collaboration.
- Contribution to furthering a pre-existing project or initiative.
- Budget cost-sharing.
- Engagement of Mandela Washington Fellowship Alumni networks.
- Awardees, Fellow Alumni, and/or project beneficiaries who represent traditionally underrepresented groups or communities.

Restrictions:

- Reciprocal Exchange-funded project components may not charge a participation fee to intended beneficiaries.
- Proposed activities must not involve direct clinical patient contact, which may include, but is not limited to, contact with human or animal patients; human or animal remains; corpses; cadavers; or carcasses; and/or the practice of medicine or other licensed health sciences including practical exposure to the fields of Medical and Veterinary Sciences, Nursing, Dentistry, Psychological Counseling or any other field that requires direct clinical patient contact and/or prescribing or administering medication.
- Alumni may apply for both Reciprocal Exchange and LINC grants, but may only receive one type of award per application cycle.
- American professionals may only travel on one Reciprocal Exchange Award per calendar year (i.e. travel dates between January 1 – December 31 of a given year).

All completed applications received by **11:59 pm EST, February 18, 2020** will be evaluated competitively against the eligibility requirements and selection criteria.

IREX reserves the right to verify all the information included in the application. In the event of a discrepancy, or if information is found to be false, the application will be declared invalid and the applicant ineligible. Incomplete applications will not be considered.

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## Reporting Requirements

All Reciprocal Exchange Awardees and Fellow Alumni will be required to submit a final report to IREX following the completion of their activity. More information about reporting requirements will be included in the Terms and Conditions documents signed by Awardees and Fellow Alumni.

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## General Application Instructions

Reciprocal Exchange Applications must include the following attachments. Applications missing any attachment will be considered incomplete and therefore ineligible.

- ✓ **Two Completed Application Forms:** One from the American professional, one from the Fellow Alumni
  - Both the American professional and the Fellow Alumni must each complete the application form for the proposal to be considered complete. Both applications are available at the link below.
  - All responses must be in English.
  - Include your full, legal name as it is spelled in your international passport.
  - Provide complete contact information, including postal index codes for all addresses, and country and area codes for telephone numbers.
  - Answers to essay questions should not exceed 300 words (approximately 2000 characters) per question.
  
- ✓ **Completed Work Plan:** American professionals and Fellow Alumni must collaborate on the submitted work plan. Please include as much detail as possible.
  - Eligible work plans must use the provided template and comply with the requirements outlined in the template's *Guidelines* tab.
  
- ✓ **Completed Budget Form:** All costs should be in U.S. dollars.
  - Eligible budgets must use the provided template and comply with the requirements outlined in the template's *Guidelines* tab.
  - Budgets should reflect total estimated costs of project implementation and Awardee travel, inclusive of expenses that will be provided in-kind and/or through cost-share.
  - See budget template for important details on [Fly America Compliance](#) and [visa requirements for travelers to Nigeria](#).
  
- ✓ **Professional Resume:** Resumes should demonstrate that the applicants are well-qualified to implement the proposed project. They must be submitted in English and may be no longer than two pages.

Please keep in mind the following:

- Applications must be received on or before the due date. Applications received after the deadline may not be considered.
  
- Fellow Alumni and American professionals are strongly encouraged to collaborate on creating the work plan and budget but must submit individual applications. Questions in the applications are similar, but require individual answers from the Fellow Alumni and American professional.

- For projects with multiple Americans or Fellow Alumni, only one online application should be submitted for each (i.e. one American application and one Alumni application).
- Please do not leave any space blank. If a question does not apply to you, write N/A (not applicable).