

2 FAM 620 EDUCATIONAL FACILITY REPORTING REQUIREMENTS

(TL:GEN-299; 05-30-2000)

2 FAM 621 PURPOSE

(TL:GEN-299; 05-30-2000)

In order for a school *abroad* to be considered for assistance, A/OPR/OS must receive certain comprehensive information, *including, but not limited to the school bylaws, school charter, articles of association and school board membership*. The school must complete a request for assistance, and the post must submit it on behalf of the school, *along with a post recommendation (see 2 FAM 622.2)*. Schools that have received awards must submit semi-annual financial status reports (*for Form DS-2028, Overseas Schools Grant Status Report, see 2 FAM 623*).

2 FAM 622 REQUESTING ASSISTANCE UNDER CONSOLIDATED OVERSEAS SCHOOLS ASSISTANCE PROGRAM

(TL:GEN-299; 05-30-2000)

a. Generally, assistance which may be provided falls into several broad categories:

- (1) Support of salary and related costs for *U.S. citizen* professional staff;
- (2) *U.S.* educational materials and equipment;
- (3) Scholarships for host-country nationals;
- (4) Construction and equipment; and
- (5) Special educational programs.

b. Each school is to submit requests in November for the following school year.

2 FAM 622.1 Grant Request Annual Submissions Program (GRASP)

(TL:GEN-299; 05-30-2000)

a. *Schools request assistance by utilizing GRASP (Grant Request Annual Submissions Program). GRASP is a software program which allows a school to:*

(1) Provide information concerning the school and its staff, student body, governing board and finances which necessarily change from year to year; and

(2) Request financial assistance needed over and above normal school operating budgets that reflect long-term projects, offer special benefit, and keep the school's programs consistent with U.S. educational methods.

b. *GRASP is completed by the chief administrative officer of the school, and reviewed by the school's governing board and by the responsible post official. The post submits the GRASP package along with its recommendation to A/OPR/OS.*

2FAM 622.2 Post Recommendation (GRASPOST)

(TL:GEN-299; 05-30-2000)

All requests for assistance submitted to A/OPR/OS must be reviewed by and reflect the recommendations of the post, including a statement concerning the school's ability to continue to meet the needs of U.S. citizens engaged in carrying out U.S. Government activities at post. Posts are to utilize a computerized program, called GRASPOST, to review information submitted by schools in GRASP format and prepare recommendations.

2FAM 622.3 Requesting GRASP/GRASPOST Software

(TL:GEN-299; 05-30-2000)

Upon request from first-time users of GRASP, A/OPR/OS will forward a package which contains the installation disk, the user's guide and a list of helpful hints/reminders for the school. At the same time, a GRASPOST package will be forwarded to the post, containing installation disks and GRASPOST user's guide, in addition to copies of the items contained in the school's GRASP package.

2 FAM 623 OVERSEAS SCHOOLS GRANT STATUS REPORT (FORM DS-2028)

(TL:GEN-299; 05-30-2000)

For each *award*, the *recipient* shall submit to the post *the* annual *Form JF-61, Overseas Schools Grant Status Report* (see 2 FAM 616), and Article IV, paragraph *K*, of the standard provisions to the *award*.

2 FAM 624 FUNDING TO SUPPORT SPECIAL EDUCATIONAL PROJECTS (FORM JF-45)

(TL:GEN-299; 05-30-2000)

For each *purpose* within an *award* that contains language requiring the submission of a *Form JF-45, Funding to Support Special Educational Projects*, the *recipient* shall submit to the post a completed *JF-45* for review, signature, and submission to *A/OPR/OS* for approval. No funds for such purposes may be expended until the school and post have received *A/OPR/OS* approval for activities described therein.

2 FAM 625 THROUGH 629 UNASSIGNED