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FAOA Spouse Shine Grant

Professional Development & Community-Building Grant — Application

Complete this application by typing your answers directly into the fields below. When you are finished, save the file and submit it as directed in the published instructions. We recommend saving frequently as you work.

A note on AI use. Please do not use AI tools to generate your application answers. We are interested in your thoughts and answers, as they connect to your FAO spouse journey. AI tools may be used to check grammar, spelling, and copy editing. The FAOA may use an advanced AI-detection platform designed to determine whether a piece of text was written by a human or generated by artificial intelligence.

Key deadlines and limits

- **Application deadline:** 12:00 PM Eastern Time, 15 July 2026
- **Activity must begin:** on or after 15 August 2026
- **Award range:** $500 – $3,000 per applicant
- **Applicant cost share:** 15% of total program cost (paid by applicant)
- **Disbursement:** The remaining 85% is paid upon proof of completion and submission of a brief one-page summary.

Submission. When you have completed every section, save this file and submit it by sending an email link to jwilhelm@faoa.org no later than **12:00 PM Eastern Time on 15 July 2026**. Keep a copy for your records. Contact jwilhelm@faoa.org with any questions.

Eligibility at a glance

You are eligible to apply if, at the time of application, you are the spouse of a U.S. Active Duty or Reserve FAO who is a FAOA member, and you are a current FAOA Spouse member. Both CONUS and OCONUS spouses may apply.

How your application will be scored

Criterion	Points
Alignment with program purpose	25
Expected impact	25
Feasibility and execution plan	20
Clarity and quality of application	15
Value relative to cost	15
Total	**100**

The strongest applications speak directly to these criteria. As you draft, ask yourself: does each answer give a reviewer evidence to score me well on the relevant criterion?

Section 1 — Applicant Information

This section is used only for eligibility verification and contact. It will be removed before your application is scored by the Selection Committee.

1.1 Applicant full name

[Type your answer here]

1.2 Preferred email address

[Type your answer here]

1.3 Best phone number (with country code if OCONUS) — optional

[Type your answer here]

1.4 Current city and country

[Type your answer here]

1.5 Sponsoring FAO's full name

[Type your answer here]

1.6 Sponsoring FAO's status

Mark one. To check a box, replace ☐ with ☒.

- ☐ Active Duty
- ☐ Reserve

1.7 Sponsoring FAO's service branch

Mark one.

- ☐ Army
- ☐ Navy
- ☐ Air Force
- ☐ Marines
- ☐ Space Force

1.8 FAOA membership confirmation

Confirm both of the following are true at the time of submission.

- ☐ I am a current FAOA Spouse member.
- ☐ My sponsoring FAO is a current FAOA member.

FAOs and FAO Spouses must be members of the FAOA to be eligible for the grant. Both can join prior to applying for the grant by visiting faoa.org.

Section 2 — Project Overview

2.1 Project title

A short, descriptive title (10 words or fewer).

[Type your answer here]

2.2 Project category

Mark one. If both apply, choose the primary focus.

- ☐ Professional Development
- ☐ Community Building

2.3 One- or two-sentence summary of your project

[Type your answer here]

2.4 Planned start and end dates

Activity must begin on or after 15 August 2026.

Start date: *[Type date here]*
End date: *[Type date here]*

2.5 Location of activity

City and country, or note if the activity is online/remote.

[Type your answer here]

Section 3 — Alignment with Program Purpose

Scored out of 25 points. Strong answers show a direct, meaningful link between your project and FAOA's mission to support FAO spouses and families.

3.1 How does your project support your professional development, fill a résumé gap, address a licensing or certification barrier, or build community in a way that reflects positively on you?

Suggested length: 200–400 words.

[Type your answer here]

3.2 What challenge or opportunity unique to FAO spouse life does this project address?

Examples: overseas employment restrictions, frequent moves, lapsed credentials, post-isolation. Suggested length: 100–250 words.

[Type your answer here]

Section 4 — Expected Impact

Scored out of 25 points. Reviewers look for clearly defined outcomes, scope, and whether the benefit will last beyond the funded activity.

4.1 What specific outcomes do you expect from this project?

Be concrete. If possible, describe what success looks like in measurable terms. Examples: certification earned, skill acquired, community event delivered, network established.

[Type your answer here]

4.2 Who benefits, and how? If your project is community-building, estimate the number of people reached.

[Type your answer here]

4.3 How will this project continue to benefit you (or your community) after the grant funds are spent?

[Type your answer here]

4.4 Draft a one-line résumé bullet that reflects what you will have accomplished.

Example: "Coordinated with the U.S. Embassy Community Liaison Office to plan and execute a community-building cultural trip for Embassy children, funded by a non-profit grant."

[Type your answer here]

Section 5 — Feasibility and Execution Plan

Scored out of 20 points. Reviewers want confidence that you can deliver what you propose, within the time and resources described.

5.1 Describe your plan and timeline. What are the major steps from start to completion?

[Type your answer here]

5.2 Have you already identified the program, instructor, vendor, or partner organization? If so, name them and note any relevant credentials or registration status.

[Type your answer here]

5.3 What are the main risks to completion (scheduling, PCS moves, child care, visa, etc.), and how will you manage them?

[Type your answer here]

Section 6 — Budget and Value Relative to Cost

Scored out of 15 points. Reviewers assess whether the requested amount is reasonable for the outcomes described, and whether your numbers add up.

6.1 Total project cost (USD)

[Type your answer here]

6.2 Requested grant amount (USD)

Must be between $500 and $3,000, and must equal 85% of your total project cost. The remaining 15% is your cost share.

[Type your answer here]

6.3 Your 15% cost share (USD)

[Type your answer here]

6.4 Budget breakdown

Itemize the major expenses your grant will fund (tuition, materials, venue rental, transportation, exam fees, etc.). Round to the nearest dollar.

[Type your answer here]

6.5 Why is this the right cost for the outcomes you expect? What makes this a good value?

[Type your answer here]

Section 7 — Completion Documentation and Acknowledgments

7.1 How will you document completion?

Examples: certificate of completion, transcript, photographs of the event, attendance roster, published portfolio. Reviewers and the FAOA finance process need a clear way to verify that the funded activity actually happened.

[Type your answer here]

7.2 Acknowledgments

Check each box to confirm. To check a box, replace ☐ with ☒.

☐ I understand that I am responsible for 15% of the project cost up front.

☐ I understand that the FAOA's 85% share is disbursed upon proof of completion and submission of a one-page summary.

☐ I understand that submission of an application does not guarantee funding and that all decisions of the Executive Board are final.

☐ I confirm I did not use AI tools to generate my application answers (AI tools may be used to check grammar, spelling, and copy editing).

Section 8 — Optional

8.1 Is there anything else the Selection Committee should know about you or this project?

Optional. Examples: this is your first overseas tour; the activity is tied to a specific post-PCS opportunity; a credential expires on a particular date.

[Type your answer here]

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