NWP AIS Process: Letter of Intent to Apply

The National Writing Project (NWP) maintains active relationships with associated sites that operate on the NWP model in international locations. Like NWP local sites, associated international sites run invitational institutes where teachers examine their classroom practice, study theory and research, and learn to teach writing by writing themselves and studying the process. During the school year, these teachers, professors and education professionals provide professional development workshops in their schools and communities for teachers, administrators, and parents, and conduct research on literacy learning and professional development.

How to Prepare the Letter of Intent

The first step in the process of officially applying to the NWP to become an AIS is for the sponsoring agency (university, Education Ministry, U.S. embassy, or other sanctioned education agency) to submit a Letter of Intent to Apply. This letter should be addressed to: Dr. Elyse Eidman-Aadahl, Executive Director, National Writing Project and signed by an official at the sponsoring agency. Please send the letter via email to support@nwp.org.

The purpose of the Letter of Intent is to demonstrate the agency's interest in hosting the AIS and to explain briefly how the work of an NWP AIS fits into the sponsoring organization's vision and mission. The letter is typically two to three paragraphs in length and includes the following information:

- The reason(s) the sponsoring agency is interested in hosting an NWP AIS
- Who at the sponsoring agency will direct and oversee the work of the AIS
- Where at the sponsoring agency the AIS will be located (e.g., division or academic department)
- Who will be served by the programming of the AIS
- Any connections to existing interests or initiatives within the agency or with other partners, such as schools
- Any other information the sponsoring agency would like to provide

Upon approval of the Letter of Intent, NWP will send an AIS application to the sponsoring agency. Note: See “NWP Associated International Site Process” for additional information about becoming an NWP AIS.