

**U.S. DEPARTMENT OF STATE  
U.S. EMBASSY JAKARTA, PUBLIC AFFAIRS SECTION  
Notice of Funding Opportunity  
Annual Program Statement**

**Funding Opportunity Title:** U.S. Embassy Jakarta PAS Annual Program Statement  
**Funding Opportunity Number:** PAS-Jakarta-FY20-02  
**Deadline for Applications:** July 31, 2020  
**CFDA Number:** 19.040 – Public Diplomacy Programs  
**Total Amount Available:** \$600,000.00  
**Maximum for Each Award:** \$100,000.00  
**Average Award Amount:** \$10,000 - \$30,000  
**Period of Performance:** 12 months  
**Anticipated Time to Award (pending availability of funds):** 3-8 months

**A. PROGRAM DESCRIPTION \*Priority Program Areas Updated on 4/27/20**

The U.S. Embassy Jakarta Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below. **This notice is subject to availability of funding.**

**Purpose of Small Grants:** PAS Jakarta invites proposals for projects that **strengthen public diplomacy activities and people-to-people ties between the U.S. and Indonesia** through **educational, cultural, media, and informational** programming that highlights shared values and promotes bilateral cooperation. All programs must include an American cultural or media-related element, or a connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of U.S. policy and perspectives.

**Priority Program Areas may include, but are not limited to:**

**I. U.S. – INDONESIA BILATERAL RELATIONSHIP**

Projects that seek to explain U.S. policies, culture, and values to Indonesian audiences, resulting in a positive impact on the bilateral relationship, and build people-to-people ties.

**II. REGIONAL SECURITY**

Projects that address issues of regional security, non-proliferation, and countering violent extremism, as well as exchanges that promote multilateral cooperation and enhance stability in the Asia-Pacific region.

**III. HUMAN CAPITAL DEVELOPMENT & ECONOMIC GROWTH**

Projects related to developing human capital, bilateral trade, investment, economic integration, entrepreneurship, innovation, intellectual property rights, Women's empowerment, or environmental issues and sustainability/sustainable development.

**IV. DEMOCRACY AND GOOD GOVERNANCE**

Projects that promote good governance in public services, public policy, and legal/regulatory

frameworks (e.g. Smart Cities, cybersecurity, etc.), seek to promote civic engagement including by women and minority or underserved groups, or to further understanding of topics related to democracy and democratic values, including pluralism and tolerance.

#### V. EDUCATION and DIGITAL LITERACY

Projects that increase access to education and economic opportunity, promote and enhance English Language learning, digital literacy, or critical thinking; provide professional development opportunities for teachers; promote study in the United States; or increase or expand partnerships between American and Indonesian institutions of higher learning.

#### VI. RESEARCH SCIENCE, TECHNOLOGY, ENGINEERING, ARTS AND MATHS (STEAM)

Projects related to institutions' increasing their capacity and interest in partnering with U.S. institutions to provide support and/or collaboration in STEAM fields.

#### VII. JOURNALISM and COUNTERING DISINFORMATION

Projects that support capacity-building for Indonesian journalists as well as programs that provide direct access to authoritative American information sources to promote depth, accuracy, and balance of foreign reporting from the U.S. to deepen understanding of U.S. policy and American values.

#### VIII. COVID-19 PANDEMIC RESPONSE

Projects to address the current realities of COVID-19 and future COVID-19 recovery efforts. Projects related to COVID-19 response should serve to bolster democratic principles while addressing the needs that have arisen due to the current global health crisis including, but not limited to, media literacy, access to education, economic empowerment, and community resilience.

#### **Participants and Audiences: \*UPDATED 4/27/20**

PAS is only able to consider grants that will take place in Indonesia or online (ie, virtual programming) for primarily Indonesian audiences. Regional programming that includes audiences in Southeast Asia (ASEAN countries and Timor Leste) can be facilitated in partnership with the @america American Space in Pacific Place, South Jakarta and other American Corners in the region and will be strongly considered.

#### **The following types of projects are not eligible for funding:**

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or projects
- Scientific research;
- Projects intended primarily for the growth or institutional development of the organization;
- Projects to create or develop web-based applications or any type of publication; or
- Projects seeking funds for personal use

- Projects providing direct support to health organizations (ie. Donating facemasks and medicine).

**Authorizing legislation, type and year of funding:**

Funding authority rests in the Fulbright-Hays, and Smith-Mundt act. The source of funding is Fiscal Year 2020 Public Diplomacy Funding.

**B. FEDERAL AWARD INFORMATION**

**This notice is subject to availability of funding.**

Length of performance period: Up to 12 months

Number of awards anticipated: 10 awards Award amounts: awards may range from a minimum of \$1,000.00 to a maximum of \$100,000.00 Total available funding: \$600,000.00

Type of Funding: Fiscal Year 2020 Public Diplomacy Funding

Anticipated project start date: Projects may begin no sooner than May 1, 2020 and no later than Dec 31, 2020. Application must be submitted at least 2 months before project start date.

Primary organizations can submit up to two (2) number of applications in response to the NOFO. If an applicant chooses to submit multiple applications to this NOFO, it is the responsibility of the applicant to demonstrate the competitiveness and uniqueness of each application.

The U.S. government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, and (d) irregularities in applications received.

The U.S. government may make award(s) on the basis of initial applications received, without discussions or negotiations. Therefore, each initial application should contain the applicant's best terms from a cost and technical standpoint. The U.S. government reserves the right (though it is under no obligation to do so), however, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the project description, budget, or other aspects of an application.

Embassy Jakarta anticipates awarding either a grant or cooperative agreement depending on the needs and risk factors of the program. The final determination on award mechanism will be made by the Grants Officer. The distinction between grants and cooperative agreements revolves around the existence of "substantial involvement." Cooperative agreements require greater Federal government participation in the project. If a cooperative agreement is awarded, Embassy Jakarta will undertake reasonable and programmatically necessary substantial involvement.

Examples of substantial involvement can include, but are not limited to:

- 1) Active participation or collaboration with the recipient in the implementation of the award.
- 2) Review and approval of one stage of work before another can begin.
- 3) Review and approval of substantive provisions of proposed subawards or contracts.
- 4) Approval of the recipient's budget or plan of work prior to the award.
- 5) Approval of all messaging content before it is used.

The authority for this funding opportunity is found in the Fulbright-Hays, and Smith-Mundt Act.

To maximize the impact and sustainability of the award(s) that result from this NOFO, Embassy Jakarta retains the right to execute non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 60 months or five years. Any non-competitive continuation is contingent on performance and **pending availability of funds**. A non-competitive continuation is not guaranteed and the Department of State reserves the right to exercise or not to exercise this option.

## **C. ELIGIBILITY INFORMATION**

### ***C.1 Eligible Applicants***

Embassy Jakarta welcomes applications from

- U.S.-based and Indonesian-based non-profit organizations/nongovernment organizations (NGO)
- Government Institutions / Public Entity / Public International Organization;
- Non-profit U.S.-based and Indonesian-based private, or public institutions of higher education; and
- Individuals or Group of Individuals

**For-profit or commercial entities are not eligible to apply.**

### ***C.2 Cost Sharing or Matching***

Providing cost sharing, matching, or cost participation is **not** an eligibility factor or requirement for this NOFO and providing cost share will **not** result in a more favorable competitive ranking.

### ***C.3 Other***

Embassy Jakarta is committed to an anti-discrimination policy in all of its projects and activities and welcomes applications irrespective of race, ethnicity, color, creed, national origin, gender, sexual orientation, gender identity, disability, or other status.

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM)([www.sam.gov](http://www.sam.gov)) and/or has a current debt to the United States Government is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR,1986 Comp., p. 189) and 12689 (3 CFR,1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity or person listed on the Excluded Parties List System in SAM.gov can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM.gov to ensure that no ineligible entity or person is included in their application.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **D.1 Content and Form of Application Submission**

Complete applications must include the following:

- 1) Mandatory Forms:

- Completed and signed **SF-424, or SF-424-I** (Application for Federal Assistance -- individuals)
  - **SF-424A** (Budget Information for Non-Construction programs).
  - **SF424B** (Assurances for Non-Construction programs) For individuals or organization not required to register in SAM.gov (document the SAM.gov exception.)
- 2) All mandatory forms must be submitted in English
  - 3) All budgets are in U.S. dollars (for planning purposes only, please use an exchange rate of \$1 = Rp.14,000.)
  - 4) A proposal narrative (**three pages maximum**). The proposal must be submitted in either English **or Bahasa Indonesia**. The proposal must clearly address the goals and objectives of this funding opportunity. You may use your own format but ensure proposal include the following information:
    - **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
    - **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed.
    - **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Indonesia will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
    - **Program Activities:** Describe the program activities and how they will help achieve the objectives.
    - **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.
    - **Proposed Program Schedule:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
    - **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
    - **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees. Include letters of support/commitment.
    - **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
    - **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.
    - **Budget** (preferably as an Excel workbook see attached template) that includes three [3] columns containing the request Please see *Budget Guidelines* Section 2F below for more information.
    - **Budget Narrative** (preferably as a Word Document) that includes substantive explanations and justifications for each line-item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. Please see *Budget Guidelines* Section H.2 below for more information.

- Your organization's most recent audit, if applicable. This should be a single audit, program-specific audit, or other audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Please see *Audit* Section 2G below for more information.
- Optional: Other Attachments (suggested examples only)
  - **1-page CV** or resume of key personnel who are proposed for the program
  - **Official permission letters**, if required for program activities
  - **Lessons Learned** from past programs (insert program) that demonstrate how the implementer has safely operated and responded to programmatic challenges, learning from both successes and failures, in the operating environment.

**Applications that do not include the elements listed above, as mandatory, will be deemed technically ineligible.**

Embassy Jakarta reserves the right to request additional documents not included in this NOFO. Additionally, to ensure that all applications receive a balanced evaluation, Embassy Jakarta's Review Panel will review from the first page up to the page limit and no further.

Note: If ultimately provided with a notification of non-binding intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

## **D.2 Additional Information Requested For Those Receiving Notification of Intent**

Successful applicants must submit after notification of intent to make a Federal award, but prior to issuance of a Federal award:

- Written responses and revised application documents addressing conditions and recommendations from Embassy Jakarta's Review Panel;
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA as a PDF file;
- Completion of the Department's Financial Management Survey, if receiving Embassy Jakarta funding for the first time; (OPTIONAL)
- Submission of direct deposit form to allow grant payments to be processed.

## **D.3 Unique Entity Identifier and System for Award Management (SAM)**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI), formerly referred to as DUNS, and an active registration with the SAM.gov **before submitting an application.**

Embassy Jakarta may **not** review applications from or make awards to applicants that have not completed all applicable UEI and SAM.gov requirements. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

***Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

- If you are based **in the United States** or pay employees within the United States, prior to registering in SAM.gov you will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a Commercial and Government Entity (CAGE) code.
- If you are based **in Indonesia**, you do not need an EIN from the IRS. However, you will need a NATO CAGE (NCAGE) code before you can have an active registration in SAM.gov.

All organizations must also continue to maintain active SAM.gov registration with current information at all times during which they have an active Federal award or application under consideration by a Federal award agency. SAM.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov and to maintain that active registration. If an applicant has not fully complied with the requirements at the time of application, the applicant may be deemed unqualified to receive an award and use that determination as a basis for making an award to another applicant.

For further guidance on the registration process, please see the SAM.gov Registration Guide on Embassy Jakarta website: [http://www.state.gov/j/Embassy Jakarta/p/c72333.htm](http://www.state.gov/j/Embassy%20Jakarta/p/c72333.htm). Please refer to 2 CFR 25.200 for additional information.

**Note: SAM.gov is free to register. Information is available on [www.SAM.gov](http://www.SAM.gov) website to help international registrations, including “Quick Start Guide for International Registrations” and “Helpful Hints.” Navigate to SAM.gov, click HELP in the top navigation bar, then click International Registrants in the left navigation panel.**

#### **D.4 Exemptions**

An exemption from these requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.

**\*\* Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grant Officer before the application can be deemed eligible for review. \*\***

*Note: Foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NCAGE code in order to register in SAM.gov. NSPA will forward your registration request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. As of March 2016, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America; and Tier 2 nations included Australia, Austria, Brazil, Finland, Israel, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, and Singapore.*

*NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee*

135 (AC/135) nations, which as of March 2016 also included Afghanistan, Argentina, Belarus, Bosnia & Herzegovina, Brunei Darussalam, Chile, Colombia, Egypt, Georgia, India, **Indonesia**, Japan, Jordan, Montenegro, Oman, Papua New Guinea, Peru, Saudi Arabia, South Africa, Sweden, Thailand, Republic of Macedonia, Ukraine, and the United Arab Emirates. **All organizations are strongly advised to take this into consideration when assessing whether registration may result in possible endangerment.**

## **D.5 Submission Dates and Times**

Applications are accepted on a rolling basis between OPEN DATE and no later than 11.59 p.m (WIB), on July 31, 2020 to [JakartaPASGrants@state.gov](mailto:JakartaPASGrants@state.gov) under the announcement title “U.S. Embassy Jakarta PAS Annual Program Statement” funding opportunity number “PAS-Jakarta-FY20-02.” Applications must be submitted three months prior to the project’s start date.

Email submissions will have a date and time registered when it was received. Late applications are neither reviewed nor considered.

## **D.6 Funding Restrictions**

Embassy Jakarta will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. Please refer the link for Foreign Terrorist Organizations: <https://www.state.gov/j/ct/rls/other/des/123085.htm>

Project activities whose direct beneficiaries are foreign militaries or paramilitary groups or individuals will not be considered for funding given purpose limitations on funding.

Federal awards generally will not allow reimbursement of pre-award costs; however, the Grants Officer may approve pre-award costs on a case-by-case basis.

Generally, construction costs are not allowed under awards.

## **E. APPLICATION REVIEW INFORMATION**

### ***E.1 Proposal Review Criteria***

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

1. **Organizational capacity and record on previous grants:** The organization has expertise in its stated field and PAS is confident of its ability to undertake the program. This includes a financial management system and a bank account.
2. **Quality and Feasibility of the Program Idea** – The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.



3. **Goals and objectives:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.
4. **Embassy priorities:** Applicant has clearly described how stated goals are related to and support U.S. Embassy Jakarta's priority areas or target audiences.
5. **Budget:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
6. **Monitoring and evaluation plan:** Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.
7. **Sustainability:** Program activities will continue to have positive impact after the end of the program.

## **E.2 Review and Selection Process**

Embassy Jakarta strives to ensure that each application receives a balanced evaluation by a Review Panel. An Embassy Jakarta Grants Officer will determine eligibility of each submitted proposal. All technically eligible applications for a given NOFO are reviewed against the same seven criteria, which include quality of project idea, project planning/ability to achieve objectives, institutional record and capacity, inclusive programming, cost effectiveness, multiplier effect/sustainability, and project monitoring and evaluation.

Additionally, the Review Panel will evaluate how the application addresses the NOFO request, U.S. foreign policy goals, and the priority needs of the Embassy's overall.

The Review Panels may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of the funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

## **E.3 Anticipated Announcement and Federal Award Dates**

Applications will be received and evaluated on a "rolling" basis beginning February 2020 until the deadline for applications on July 31, 2020 (EST). Unsuccessful applicants will be notified within 30 business days of application submission. Applicants selected for further consideration will be contacted within 30 business days and asked to submit all remaining mandatory documents. Applicants should submit their applications at least three months prior to the proposed project's start date. Please note we do not accept ongoing projects.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1 Federal Award Notices**

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient

for review and signature by email.

The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If a proposal is selected for funding, Embassy Jakarta has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Embassy.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

**Payment Method:** Payments will be made in at least installments, as needed to carry out the program activities.

## **F.2 Administrative and National Policy and Legal Requirements**

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- 2 CFR 200,
- 2 CFR 600,
- Certifications and Assurances, and
- the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/o/e/index.htm>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

## **F.3 Reporting**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. The award document will specify how often these reports must be submitted and what information the narrative report should contain.

The Embassy reserves the right to request any additional programmatic and/or financial project information during the award period.

A final narrative and financial report must also be submitted within 90 days after the expiration of the award.

Please note: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipient's' ability to receive future U.S. government funds.

## **G. CONTACT INFORMATION**

For technical submission questions related to this NOFO, please contact [JakartaPASGrants@state.gov](mailto:JakartaPASGrants@state.gov)

## **H. OTHER INFORMATION**

### **H.1 Privacy**

Applicants should be aware that EMBASSY JAKARTA understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that EMBASSY JAKARTA cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes

### **H.2 Detailed Guidelines for**

#### **Budget Justification**

**Personnel:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project, and the percentage of their time that will be spent on the project.

**Fringe Benefits:** Fringe benefits include costs items such as pension plans, health benefits, or other benefits that conform to an organization established policy. The fringe benefits would be for personnel directly working on the project. Often, this is shown as a percentage of salary or wages and would conform to the organizations established policy.

**Travel:** Estimate the costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

**Other Direct Costs:** Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:** These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Alcoholic Beverages:** Please note that award funds cannot be used for alcoholic beverages.