

**U.S. DEPARTMENT OF STATE
U.S. EMBASSY RIYADH, SAUDI ARABIA
OFFICE OF PUBLIC AFFAIRS (PAS)
Notice of Funding Opportunity**

Funding Opportunity Title: Saudi Young Leaders Exchange Program (SYLEP)

Funding Opportunity Number: DOS-SAU-PD-2207

Deadline for Applications: August 15, 2022

Assistance Listing Number: 19.021

Total Amount Available: \$350,000

A. PROGRAM DESCRIPTION

The U.S. Embassy Riyadh, Saudi Arabia, Office of Public Affairs (PAS) of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to support English-speaking undergraduate students and recent graduates from Saudi Arabia in a three-week U.S.-based exchange program in Summer 2023 that explores the themes of community engagement to promote peace and prosperity, leadership development, respect for diversity, tolerance of religious beliefs, and a mutual cultural understanding. The program should continue after the U.S.-based exchange with follow-on activities in the participants' home communities, including through alumni activities focused on social entrepreneurship and projects promoting peaceful coexistence with other members of society and the world at large. A total of 30 participants would travel to the United States in up to two delegations from Saudi Arabia in the summer of 2023. U.S. Embassy Riyadh funding will support the planning and implementation of U.S.-based programming, including a period of homestays with American families, and participant international travel. The U.S. Embassy Riyadh and the U.S. Consulates in Jeddah and Dhahran will recruit, screen, and select the participants and support program alumni, in coordination with the award recipient. Pending the availability of funds, it is U.S. Embassy Riyadh's intent to award one cooperative agreement for an estimated total amount of \$350,000 for a one-year program. Please follow all instructions below.

Program Objectives:

The U.S. Mission's support of this youth leadership exchange, SYLEP, which seeks to build leadership, civic responsibility, respect for diversity, and community engagement among Saudi university students and recent graduates through a three-week summer exchange started in the summer of 2014. This successful program is being revised to strengthen additional components such as promotion of peace and prosperity, as well as tolerance and cultural understanding.

The goals and objectives of the program are to:

- Promote mutual understanding between the people of the United States and the people of Saudi Arabia.
- Prepare youth leaders to become involved in sowing the seeds of tolerance and cross-cultural understanding in their own communities.

- Inspire youth leaders to become actively engaged in social entrepreneurship programs that help their communities in areas such as addressing the needs of persons with disabilities, developing opportunities for those facing unemployment and underemployment, and assisting the underprivileged in their own society.
- Teach students techniques for conflict analysis and resolution.

Participants and Audiences:

Applicants should propose to implement a three-week U.S.-based exchange for 30 recent graduate and undergraduate students. Applicants may propose a plan to break the delegation into smaller cohorts for some of the exchange activities. This is to ensure all participants benefit from exchange activities and to increase the effectiveness of monitoring and evaluation, including the participants' safety and well-being while on the U.S.-based program.

Participants will be recent graduate and undergraduate university students, who have demonstrated leadership abilities in their schools and/or communities, are able to demonstrate fluency in English, and are Saudi citizens residing in Saudi Arabia.

B. FEDERAL AWARD INFORMATION

Length of performance period: 9 to 12 months

Number of awards anticipated: 1 award. The Public Affairs Section, U.S. Embassy Riyadh reserves the right to award less or more than the amount above in the absence of suitable applications or under such other circumstances as PAS may deem to be in the best interest of the U.S. Government.

Award amounts: awards may range from a minimum of \$300,000 to a maximum of \$350,000

Total available funding: \$350,000

Type of Funding: *FY2022 – Fulbright-Hayes*

Anticipated program start date: June 2023

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative Agreement

Substantial Involvement: The Embassy's involvement with SYLEP will include, but not be limited to:

- Advice and assistance in the design and implementation of program components.
- Participant recruitment and selection.
- Assistance in coordination with the Bureau of Educational and Cultural Affairs, U.S. Department of State for DS-2019 forms and the Embassy Consular Section for J-1 visa appointment and payments.
- Approve all printed or web-based materials, including recruitment materials, applications, other publicity materials, and the final calendar of exchange activities.
- Approve templates of all written correspondence with Saudi participants.

- Monitor and evaluate the program through regular communication with the award recipient and site visits as necessary.

Program Performance Period: Proposed programs should be completed in 12-months or less.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply: public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501 (c)(3).

2. Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition; however, PAS encourages cost sharing, contributions in-kind, and other forms of cost participation.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the U.S. Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised), subpart C.23—Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, the contribution from the Public Affairs Section will be reduced in like proportion.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Organizations should have significant experience working with international audiences, particularly youth. Additionally, they should have a history of successful program implementation and a proven capacity for designing effective exchanges in fields such as economics, entrepreneurship, healthcare, STEAM, volunteer and community services, and capacity-building and fostering leadership skills.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at [grants.gov](https://www.grants.gov). Applicants must submit proposal papers electronically via [grants.gov](https://www.grants.gov).

For assistance with the requirements of this solicitation, contact Brittani DiPaolo, Deputy Cultural Attaché, U.S. Embassy Riyadh at:

Email: dipaolobm@state.gov

Phone: +966-11-835-4000 ext. 4522

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)
- SF-424A (*Budget Information for Non-Construction programs*) in U.S. dollars
- SF-424B (*Assurances for Non-Construction programs*) (Note: The SF-424B is required only for those applicants which have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. Please document the SAM.gov exception.)

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (12 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.

- **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. 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. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** 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.
- **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.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

6. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) 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.”

The Unique Entity Identifier (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. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews its registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at <https://login.gov/>. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: <https://cage.dla.mil/Home/UsageAgree>. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: <https://eportal.nspa.nato.int/AC135Public/CageTool/home> to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization’s best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov . Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization’s legal address in NCAGE/CAGE must mirror www.sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible**. All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

3. Submission Dates and Times

Applications are due no later than midnight Eastern Standard Time on August 15, 2022.

4. Funding Restrictions

Grant funds generally may not be used for the following:

- Long-term infrastructure needs and construction projects.
- Materials and equipment (unless purchased for the purpose of providing training to the participants and contingent on a maintenance plan)
- Provision of direct social services to a population (i.e. food or housing assistance, etc.)
- Partisan political activity (Note: non-partisan election education and public information activities are allowable.)
- Funding of charitable activity and humanitarian aid, commercial projects, or fund-raising campaigns
- Individual scholarships
- Personal development
- Programs that support specific religious activities
- For profit endeavors
- Programs intended primarily for the growth or institutional development of the receiving organization

5. Other Submission Requirements

All application materials must be submitted by email to RiyadhGrants@state.gov and applications may be submitted electronically through www.grants.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The USG will award grants to the applicant whose offers represent the best value to the USG on the basis of technical merit and cost.

The evaluation criteria have been tailored to the requirements of this NOFO:

- **Project Goals/Implementation Plan (70 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting

the goals and objectives, and applicants should include information on how they will measure activities' effectiveness and provide milestones to indicate progress toward NOFO-stipulated goals. The review panel will be viewing the implementation plan in terms of how well it addresses the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.

- **Organizational Capability (15 points):** Proposals should demonstrate the ability to develop and implement youth exchanges. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives.
- **Appendices (15 points):**
 - **Budget:** Costs shall be evaluated for realism, control practices, and efficiency. PAS must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122, and if the costs are consistent with the program narrative.
 - **Resume:** The review panel will consider the appropriateness of the selected project director; in view of the role and responsibility that person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of the resume will be reviewed for the appropriateness of the qualifications and skills identified.

2. Review and Selection Process

A review committee will evaluate all eligible applications. Each application will be evaluated by a peer review committee of Department of State and U.S. Embassy Riyadh and other experts, as deemed appropriate.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates: By September 1, 2022

F. FEDERAL AWARD ADMINISTRATION INFORMATION

a. Federal Award Notices

The grant award or cooperative agreement 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, the Department of State 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 Department of State.

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 two installments, as needed, to carry out the program activities.

b. Administrative and National Policy Requirements

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 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program’s goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

c. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports quarterly. The award document will specify how often these reports must be submitted.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact RiyadhGrants@state.gov.

H. OTHER INFORMATION

U.S. Embassy and Consulates Involvement

The U.S. Embassy in Riyadh and the U.S. Consulates in Jeddah and Dhahran will help recruit, screen, and nominate participants beginning in early 2023. The award recipient will conduct an initial screening of applications and recommend approximately 50-75 top candidates for consideration to the Public Affairs Sections of the U.S. Embassy and Consulates in Saudi Arabia. The Embassy and Consulates will select the final participants for the exchange. In addition to recruitment, the U.S. Embassy in Riyadh and the U.S. Consulates in Jeddah and Dhahran will provide pre-departure briefings, facilitate visa application processes, and oversee follow-on alumni projects. The award recipient must consult regularly with the Public Affairs Section at the U.S. Embassy to implement the project and coordinate participants' international travel. The award recipients will also be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants.

The award recipient will be responsible for the following, which should be described in detail in the proposal:

Recruitment and Screening: Create a secure application portal for candidates to submit their information and applications. Conduct an initial screening of applications to send to the U.S. Embassy and Consulates in Saudi Arabia.

Orientations: Provide pre-departure materials and information about the U.S. program to assist the U.S. Embassy and Consulates in Saudi Arabia, participants, and their families in preparation for the exchange. Conduct orientations for those participating from the host communities, including host families. Additionally, conduct a welcome orientation upon arrival to the United States.

Logistics: Manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, group meals, and disbursement of pocket money. Coordinate with the Bureau of Education and Cultural Affairs (ECA), Office of Private Sector Programs, regarding issuance of DS-2019 forms. Arrange homestays with properly screened and briefed host families for a significant portion of the exchange period. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for host families and other members of household who are more than 18 years of age. Work with the U.S. Mission to organize visa interviews. Secure health insurance for participants.

Exchange Activities: Design and plan three weeks of exchange activities that provide a creative and substantive program that develops the youth participants' knowledge and skill base in civic education, diversity sensitivity, community service, and leadership development. The exchanges will take place in no more than two or three locations so that the participants have time to familiarize themselves with a community. The academic and extracurricular components will focus primarily on interactive activities, practical experiences, and other hands-on opportunities that provide a substantive project on the specified program themes. Some activities should be university and/or community-based, and the projects should involve as much sustained interaction with American peers as possible. Participants will explore leadership through activities such as project planning, team building, public speaking, and social media skills. Cultural, social, and recreational activities will balance the schedule.

Applicants should arrange a short visit to Washington, D.C. during the exchange, so that participants can gain an understanding of the U.S. Capital and American government institutions. The Washington, D.C. visit must include substantive exchange activities (such as site visits to youth or community organizations and/or interactive workshops), in addition to cultural and recreational activities. The visit should also provide participants with an opportunity to meet Department of State representatives.

Media Content: Applicants should have a plan to capture and publicize the exchange through video, photos, and text utilizing traditional and social media channels.

Monitoring: Develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipients will be required to provide proper staff supervision and facilitation to ensure that the participants have safe and pedagogically rich programs. Staff,

along with the adult participants, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff

Follow-on Activities: Applicants should also provide a closing session to summarize and evaluate the delegation's activities, prepare participants for their return home, and further prepare them for follow-on activities and alumni programs, particularly by facilitating continued engagement among the participants, advising and supporting them in the implementation of community service projects, and offering opportunities to reinforce the ideas, values and skills imparted during the exchange. Exchange participants should return home from the exchange prepared to develop and conduct projects in their communities in accordance with the themes of this program.

The U.S. Embassy Riyadh and the U.S. Consulates in Jeddah and Dhahran will assist award recipients in overseeing follow-on activities and may arrange occasional in-person alumni gatherings, where possible. However, the award recipient should be prepared to take the lead on maintaining on-going correspondence with participants, monitoring program activities, and providing guidance to participants as they conduct their follow-on projects.

Evaluation: Design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on host and home communities.

Guidelines for Budget Justification

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

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program 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 program, which has a useful life of more than one year (or a life longer than the duration of the program), 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 program. 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 program activities.

Other Direct Costs: Describe other costs directly associated with the program, 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 program 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.