

United States Department of State
Bureau of Conflict and Stabilization Operations (CSO)

Notice Funding Opportunity Number SFOP0009856:
Ukraine Integration of Internally Displaced Persons (IDPs)

FUNDING OPPORTUNITY OVERVIEW

Announcement Type: Request for Federal Assistance Awards Applications

Public Opportunity Title: Ukraine Internally Displaced Persons (IDPs) Integration

NOFO Opportunity Number: SFOP0009856

Catalog of Federal Domestic Assistance (CFDA) Number: 19.121

Funding Amount: Not to exceed the total amount of \$3,950,617 U.S. Dollars

NOFO Issuance Date: June 12, 2023

Deadline for Receipt of Questions: August 7, 2023 5:00 p.m. Eastern Daylight Time

Closing Date and Time for Submission of Applications: August 14, 2023, 11:59 p.m. Eastern Daylight Time via www.grants.gov

Program Type: CSO/EUR

Anticipated Number of Awards: One

Type of Award: Cooperative Agreement

Anticipated Period of Performance: 12 months

Est. Program Start Date: Friday, September 29, 2023

Est. Program End Date: Friday, September 27, 2024

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|-----------------------------|---|
| Eligibility Category: | U.S.-based non-profit/non-governmental organizations (NGOs) or education institutions having a 501(c) (3) status with the IRS; commercial entities; for profit organizations; overseas non-governmental organizations; Foreign Public Entities and Public International Organizations (PIOs). |
| Type of Applicant: | Organizations only. |
| Number of Applications: | One (1) per applicant organization [NOTE: Organizations may form consortia and submit a combined proposal. However, only one organization must be designated as the lead applicant. The lead applicant must meet the eligibility criteria listed above.] |
| Electronic Requirement: | Yes. All applications must be submitted through SAMS Domestic or grants.gov. E-mailed or faxed proposal packages will not be considered . |
| Submission of Applications: | For more information, see the instructions listed below. |
| Anticipated Award Date: | Within approximately nine to twelve weeks of the closing of this announcement. The successful applicant will receive notification. The U.S. Department of State is under no obligation to fund any of the proposals submitted under this funding opportunity. |
| Award Ceiling: | \$3,950,617 |
| Award Floor: | \$3,900,000 |
| Cost-Sharing: | Recommended but not required. |
| CSO Point of Contact: | George Mesthos, MesthosG@state.gov |

This funding opportunity is posted on SAMS Domestic and may be amended. Answers to questions from potential applicants will be posted as an attachment to this NOFO. Applicants should regularly check the websites for the most recent information pertaining to this NOFO. **Department of State bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic**

submissions Incomplete application packages will not be considered. E-mailed, faxed or mailed documents will NOT be considered.

It is the responsibility of the applicant to ensure that the application package has been received in SAMS Domestic or grants.gov in its entirety. Incomplete applications will be considered ineligible. Individual e-mailed or faxed documents will not be considered.

Other Submission Requirements

All application submissions must be made electronically via www.grants.gov or [SAMS Domestic \(https://mygrants.servicenowservices.com\)](https://mygrants.servicenowservices.com). Both systems require registration by the applying organization. Please note that the Grants.gov registration process can take ten (10) business days or longer, even if all registration steps are completed in a timely manner.

It is the responsibility of the applicant to ensure that it has an active registration in SAMS Domestic or Grants.gov. Applicants are required to document that the application has been received by SAMS Domestic or Grants.gov in its entirety. CSO bears no responsibility for disqualification that result from applicants not being registered before the due date, for system errors in either SAMS Domestic or Grants.gov, or other errors in the application process. Additionally, applicants must save a screen shot of the checklist showing all documents submitted in case any document fails to upload successfully.

Faxed, couriered, or emailed documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons.

Applicants must follow all formatting instructions in the applicable NOFO and these instructions.

CSO encourages organizations to **submit applications during normal business hours** (Monday – Friday, 9:00 a.m. - 5:00 p.m. Eastern Daylight Time (EDT)). If an applicant experiences technical difficulties and has contacted the appropriate helpdesk but is not receiving timely assistance (e.g., if you have not received a response within 48 hours of contacting the helpdesk), you may contact the CSO's point of contact listed in the NOFO in [Section VII](#). The point of contact may assist in contacting the appropriate helpdesk.

Note: The Grants Officer will determine technical eligibility of all applications.

The decision for the final eligibility and award determination rests with the Grants Officer.

EXECUTIVE SUMMARY

The Bureau of Conflict and Stabilization Operations (CSO) is charged with leading the formulation and implementation of U.S. conflict prevention and stabilization strategies, policies, and programs. It provides the secretariat for the U.S. government’s multi-agency Atrocity Prevention Task Force and is the State Department’s lead implementer of the U.S. Strategy to Prevent Conflict and Promote Stability. At the end of 2021, CSO also stood up the Negotiations Support Unit to assist U.S. diplomats and other officials to resolve some of the thorniest and most intractable disputes. CSO’s efforts to reduce fragility, strengthen democratic institutions, and increase social cohesion with and within priority partner countries directly advance U.S. foreign policy objectives.

CSO announces an open competition for organizations interested in submitting applications for programs addressing the following policy objective in Ukraine.

Pending availability of funds and satisfactory performance, including compliance with the award’s terms and conditions CSO may consider adding funds to the award. CSO intends to support one (1) award as a result of this NOFO.

The Department of State reserves the right to fund any or none of the proposals submitted and reserves the right to reduce, revise, or increase the budget in accordance with the needs of the project and the availability of funds. This notice is subject to the availability of funding.

The Federal award signed by the State Department Grants Officer is the only authorizing document.

This NOFO consists of the Overview and Executive Summary, plus the following sections:

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I. FUNDING OPPORTUNITY SYNOPSIS

The Department of State's Bureau of Conflict and Stabilization Operations (CSO) aims to support a program to integrate IDPs in Ukraine.

Russia's unprovoked aggression since 2014 has forced millions of people in Ukraine to leave their homes and find shelter in other parts of the country, becoming internally displaced persons (IDPs). The number of IDPs rose exponentially after Russia's full-scale invasion began in February 2022. As of May 2023, more than 5 million people are considered IDPs in Ukraine, according to the International Organization for Migration (IOM). CSO's programming support to IDPs since 2020 has focused on local conflict resolution between IDPs and their host communities, integrating the perspectives of IDPs into local government planning, and developing the advocacy and leadership skills of IDPs, particularly youth and women.

The goal of this program is to support IDPs while guiding capable and responsive support structures in Ukraine that can increase IDP resilience and support Ukraine's national recovery. This program will support IDPs with integrating into their host communities through building government capacity, increasing engagement and conflict resolution skills between IDPs and their hosts, and training media to decrease bias. Furthermore, the program will support emerging leaders among both IDPs and their host communities and align with Ukraine's national recovery efforts.

ILLUSTRATIVE PROGRAM ACTIVITIES

This program will be implemented over a 12-month period. Below are illustrative objectives and corresponding activities.

Note: CSO would like to benefit from the applicant's knowledge, experience, and creativity in determining how to meet the goal

Initial Phase: Applicants must provide a plan for how they will conduct an initial analysis to guide new interventions under this program to support IDPs based on evidence appropriate to the post February 2022 context.

Note: Applicants should have sufficient experience working in Ukraine to begin some program activities at or near program launch.

Activities during the Initial Phase could include but are not limited to:

- An inclusive baseline assessment for monitoring, evaluation, and learning (MEL) that identifies gaps and opportunities in the current response and in Ukraine's national recovery.
- Roundtables and/or focus groups with IDPs, host community members, government, and civil society on current and expected needs for IDPs.

- A mapping exercise of relevant government, non-government, and international stakeholders.

Objective 1: Engage planning processes so that Government of Ukraine - at all levels – provides resources to integrate IDPs with their host communities and to prevent exploitation, including human trafficking.

Activities under Objective 1 could include but are not limited to:

- Conducting workshops that connect IDPs to integration and counter-exploitation resources.
- Facilitating capacity building for Ukraine’s policymakers, at local and national levels, to incorporate and advance IDP reintegration into their host communities or in returns to their original communities as applicable.
- Convening groups that incorporate government, non-government, IDP and host community members for developing and monitoring local integration plans.
- Supporting initiatives that build the capacity of the Government of Ukraine – at all levels – to support, for example, target groups facing intersectional challenges on the bases of ethnicity, gender, sexual orientation, disability.

Objective 2: Support IDPs and host communities achieve and sustain integration, by incorporating IDP and host community input and – where appropriate – prioritizing conflict resolution and mitigation goals.

Activities under Objective 2 could include but are not limited to:

- Workshops that develop conflict resolution skills among IDPs and host communities at the local level.
- Small grants that address gaps and opportunities identified in objective 1.
- Activities that build social cohesion and provide mental health/psychosocial support for IDPs and host community members.
- Training of trainers and leadership development programs for IDPs and host community members who have demonstrated experience in conflict resolution, particularly since the beginning of Russia’s invasion in 2014.
- Information campaigns to mobilize public opinion in favor of support for IDPs and host communities and to inform IDPs of their rights.
- Support to entrepreneurial ventures that incorporate IDPs with their host communities and provide benefits to IDPs and host communities.
- Interventions that build understanding of IDPs facing intersectional challenges on the basis gender, ethnicity, sexual orientation, and disability.

GEOGRAPHIC REGIONS/POPULATIONS

- **Geographic Focus** - The program must be implemented in Ukraine, specifically government-held areas. CSO and the implementer will determine target geographic areas in coordination with other U.S. government agencies and partners, including humanitarian organizations providing similar assistance to support and reintegrate IDPs. Areas may be changed in consultation with the Grants Officer based on conditions in-country.
- **Target groups** - Beneficiaries should include both IDPs and host community members who are adults and children; the implementer should determine the appropriate minimum age, consistent with do no harm principles and parental consent. Beneficiaries' diversity should be representative of the IDP population displaced by Russia's aggression in Ukraine, and their host communities. Special considerations should be made to ensure women and girls meaningfully participate in program activities. Implementers should take into consideration potential language barriers and means to mitigate them.

OTHER CONSIDERATIONS

- **Women, Peace, and Security** – Per the Women, Peace, and Security Act of 2017, the United States is committed to the meaningful participation of women in conflict prevention, management, and resolution which is critical to the long-term stability of countries and regions. This includes promoting the physical safety of women and girls, collecting and analyzing sex-disaggregated data to improve inclusion in interventions, such as for the purpose of developing and enhancing early warning systems for conflict and violence, and integrating the leadership, perspectives, and interests of women into conflict-prevention, mitigation, and response activities and strategies. At the same time, under the National Gender Equity and Equality Strategy, U.S. government programs should improve outcomes in gender equality and the empowerment of women. Past experience has demonstrated that women not only meaningfully participate in matters of concern to IDPs in Ukraine, but are often leaders. Proposals should incorporate activities that further advance women's leadership in partnership, or in ways that complement, other similar initiatives (see also "partnerships" below).
- **Gender Analysis of Conflict (GAOC)** – Proposals must also include a gender analysis of conflict to assess how program activities will affect and be affected by the gendered structures, gender norms, and power relations in Ukraine. This should go beyond simply disaggregating data or assessing the gendered impacts of conflict to provide a comprehensive understanding of institutional practices, cultural norms, gender roles, access to and control over assets and resources, and patterns of decision-making in peace and security. The gender analysis of conflict should analyze how gender norms interact with other factors to drive or mitigate conflict, the differential impact of conflict on women and men, and an

understanding of the roles of women and men in conflict and peacebuilding. The findings of the gender analysis of conflict should be reflected in program design, including the MEL plan, risk assessment and mitigation Plan, and an inclusive, consultative approach. It is encouraged to take an intersectional and/or gender-responsive approach. Refer to the CSO Gender Analysis of Conflict template for sample questions.

- **Trafficking in Persons (TIP)**- Ukrainian refugees in Europe and internally displaced persons in Ukraine are at risk of human trafficking. All applicants must demonstrate consideration of these risks of trafficking and as well as plans to collaborate with International Organizations and other service providers currently providing protection services. for IDPs.
- **Gender Equity and Social Inclusion (GESI)** – All applicants must provide a robust explanation of their gender equity and social inclusion (GESI) capacity, past performance, and intentions for this program. All applicants must also explain in their application and attach relevant organization policies regarding the prevention of sexual exploitation, abuse, and harassment (PSEAH). All applicants must include a Gender Analysis of Conflict and explain in their application how they will integrate a gender-responsive approach throughout activities.
- **Coordination and Partnerships** - The implementing partner must demonstrate extensive contacts within Ukraine’s civil society and throughout Ukraine, to include communities in the Russia-controlled areas. Applicants should partner with local organizations as sub-grantees. As humanitarian assistance inside Ukraine has increased considerably since February 2022, the implementing partner must coordinate closely with the UN and other humanitarian organizations supporting assistance for and reintegration of IDPs in Ukraine. The implementing partner will be expected to coordinate with other U.S. government agencies and partners, relevant offices in the Government of Ukraine (e.g., the Ministry of Reintegration and Temporarily Occupied Territories and the Ministry of Social Policy), and other donors. A successful applicant will detail its plan to coordinate with these stakeholders and how its project will build on the work of existing USG-funded IDP programs, including humanitarian assistance and projects aimed at preventing and responding to gender-based violence.
- **Security** – Ukraine is at war. This program intends to engage with stakeholders throughout Ukraine. Special consideration must be given to the security environment and feasibility of access for the program to be successful.

II. FEDERAL AWARD INFORMATION

CSO expects to award one (1) cooperative agreement based on this NOFO and in an amount not to exceed the total ceiling amount of \$3,950,617. The period of performance is 12 months with an anticipated start date of September 2023. CSO may extend the award up to 48 month(s) or 4 year(s) contingent on CSO priorities, good performance of the recipient, Department of State management approval, and funding availability.

This notice is subject to the availability of funding.

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) waive irregularities in applications received.

The U.S. government may make award 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.

CSO anticipates awarding either a grant or cooperative agreement depending on the needs and risk factors of the program. 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, CSO will undertake reasonable and programmatically necessary substantial involvement. For example, CSO will work closely with successful applicants to advise on revisions to the theory-of-change (TOC), design, indicators, and data collection instruments, working to ensure an approach that benefits the wider conflict community. Additionally, CSO seeks to ensure that qualitative and quantitative information from the program is shared with CSO in ways that can feed into the broader analysis of conflict dynamics at subnational, national, and regional levels. As a result, CSO may work with the Recipient to develop a documentation and reporting plan that meets those needs.

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

- Active participation or collaboration with the recipient in the implementation of the award;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-awards or contracts beyond existing Federal policy;
- Approval of the recipient's budget or plan of work prior to the award.

Due to security sensitivities in Ukraine, including changes in government-controlled areas, any decisions to change the scope or purpose of activities in the statement of work, to bring in other organizations to assist with activities and to engage with media will be made in consultation with CSO, U.S. Embassy Kyiv, and with Host Nation authorities as appropriate. CSO also expects to assist with the development of in-country partners who would be interested and capable of continuing this effort beyond the duration of the cooperative agreement.

The authority for this funding opportunity is found in the Foreign Assistance Act of 1961, as amended (FAA).

Issuance of the solicitation does not constitute an award commitment on the part of the U.S. government. CSO reserves the right to reduce, revise, or increase application budgets in accordance with program evaluation requirements. In the event of an award, CSO reserves the right to terminate the agreement in accordance with 2 CFR 200 and the Department of State Standard Terms and Conditions. Specifically, an award may be terminated if the Recipient is not meeting the objectives of the program or if the program no longer is consistent with the national security or foreign policy interest of the United States.

All applicants should be familiar with OMB Circular 2 CFR Part 200.

III. ELIGIBILITY INFORMATION

Eligible Applicants

CSO welcomes applications from U.S.-based non-profit/non-governmental organizations (NGOs) or education institutions having a 501(c) (3) status with the IRS; commercial entities; for profit organizations; overseas non-governmental organizations; Foreign Public Entities and Public International Organizations (PIOs).

Applications submitted by for-profit entities may be subject to additional review following the panel selection process. Additionally, the Department of State prohibits profit to for-profit or commercial organizations under its assistance awards. Profit is defined as any amount in excess of allowable direct and indirect costs. The allowability of costs incurred by commercial organizations is determined in accordance with the provisions of the Federal Acquisition Regulation (FAR) at 48 CFR 30, Cost Accounting Standards Administration, and 48 CFR 31 Contract Cost Principles and Procedures.

Please see 2 CFR 200.307 for regulations regarding program income.

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. Applicants may offer cost share, but cost share will not be considered or factored in when proposals are reviewed.

Other Eligibility Requirements

Applicants must have existing, or the capacity to develop, active partnerships local in-country partners, entities, and relevant stakeholders and have demonstrable experience in administering successful and preferably similar projects.

Any applicant listed on the Excluded Parties List System in the [System for Award Management \(SAM.gov\)](#) (www.sam.gov) and/or has a current debt to the U.S. 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.

In order to be eligible to receive an award, all organizations must have a valid registration on www.sam.gov and a unique entity identifier (UEI). Please see Section V for information on how to obtain these registrations.

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.

IV. APPLICATION AND SUBMISSION INFORMATION

Please contact the CSO point of contact listed in Section VII if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note that reasonable accommodations do not include deadline extensions.

Please refer to the Proposal Submission Instructions (PSI) for more information and complete instructions on how to apply to this NOFO, including information on proposal’s content and formatting. Please use both the PSI and the NOFO to ensure that the proposal submission is in full compliance with the requirements. Proposal submissions that do not meet all of the requirements outlined in the NOFO and PSI will NOT be considered.

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
- Limited to 10 pages in length
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are required:

- **SF-424 (*Application for Federal Assistance – organizations*) or SF-424-I (*Application for Federal Assistance --individuals*)**
- **SF-424A (*Budget Information for Non-Construction programs*)**
- **SF-424B (*Assurances for Non-Construction programs*) (*note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov*)**
- **Summary Page- *Cover sheet stating the applicants name, organization, proposal date, program title, program period with a start and end date, and brief purpose of the program.***

FUNDING RESTRICTIONS

PROPOSAL NARRATIVE

The Proposal Narrative must be single-spaced, 12-point Calibri font in Microsoft Word, at least one-inch margins, and **should not exceed ten pages**. Please note the ten-page limit **does not include** the Cover Page, Executive Summary, Table of Contents, Attachments, Detailed Budget, Budget Narrative, Audit, or NICRA. Applicants are encouraged to combine multiple documents into a single Word Document or PDF (i.e., Cover Page, Table of Contents, Executive Summary, and Proposal Narrative in one file). Please see Proposal Narrative Guidelines in Section 2F below for more details. should be organized into the following five components:

- **Executive Summary (*not included in the ten-page limit*):**
 - A succinct one-page summary containing information that the applicant believes best represents its proposed program and includes: the name and contact information for the program's main point of contact; the program's

goal and objectives; program's approach and methodology; and program's expected outcomes.

▪ **Approach and Methodology:**

- *Conflict/Context Analysis:* Successful applications under this funding opportunity will describe an approach based on a context and conflict analysis that leads to a concrete program change hypothesis. In this section, please provide background on the conflict/context in which the proposed program will be operating, including the gender analysis of conflict
- *Program Goal and Objectives:* In this section, please fully explain the program's goal and objectives. The overarching goal statement should be visionary in nature, and outline what the overall activities and objectives should be building towards. It is important that the program goal aligns with (CSO/Department/U.S. government) policy. The objectives of the program should describe where you expect to be by the end of your program. The objectives should be measurable, results-focused, and achievable in within the timeframe of the program.
- *Activities:* All activities should be clearly developed and sufficiently detailed to understand the resource and time requirements, and how they contribute to the objectives and goal. Please identify: target areas for activities; target participant groups or selection criteria for participants; how the program will engage relevant stakeholders, including women; and local partners as appropriate, among other pertinent details. If partners are included, the narrative should clearly describe the division of labor between the direct applicant and partners.
- *Research Methodology:* The implementing partner(s) will need to outline a research plan as a part of the application, to be approved by the U.S. Government. This plan would be essential for enabling the organization(s) to track progress and adapt practices. Throughout the research process, the implementing partner(s) will regularly report research progress to the USG. The methodology may include surveys, focus group discussions (FGDs), and key informant interview questions and indicators, which need to be compatible and complementary to other CSO-supported research initiatives.
- *Theory of Change:* Provide a theory of change for your program that elaborates explicit causal connections between the program's activities, key intermediate outcomes, objectives, and the long-term goal. Generally, this should involve a chain of "if...then...because..." statements, or something similar. The program theory of change should apply and contextualize any relevant general theory about how this type of intervention works, and how to avoid negative outcomes. It should specify any key assumptions about the

context (including relevant gender dynamics), the program design, or companion interventions that are required for success. It should cogently establish that the activities can reasonably be expected to be sufficient in kind, amount and timing with the resources applied, in this context. In addition, briefly explain how the program theory of change interacts with the broader system of conflict interventions by the U.S. government and others. A useful resource for guidance on developing theories of change is [USAID's Theories and Indicators of Change \(THINC\)](#).

- *Integration of Target Groups:* It is likely that you will identify groups of individuals who will need special consideration as you develop your program. Please address how you will incorporate these target groups in your planned activities. These groups may include at-risk populations, such as women, ethnic and/or religious minorities, persons with disabilities, or youth.

- **Implementation Plan**

- *Resources, Key Steps and Timeline for Activities (including sequential logic):* Describe the proposed activities and how they will achieve the objectives and goal of this program. In doing so, this section should demonstrate how the proposed activities build upon one another and are logically sequenced to achieve the desired outcomes, based on the proposed approach and methodology. The application must identify and address gaps in current responses to the conflict (as identified in the context and conflict analysis), including any gender dynamics that currently, or have the potential to, exacerbate or mitigate conflict. The applicant must submit an illustrative first year activity plan, which sets out a realistic outline of tasks and deliverables, anticipated time frames, challenges, opportunities and due dates, and persons responsible for achieving each task. This narrative description will be complemented by a Gantt chart in the Additional Attachments.
- *Do No Harm:* List any significant risks of harm to implementers, participants, beneficiaries or their communities, or of exacerbating conflict or creating new conflicts, which may result from this program. Based on your gender analysis, include specific risks to women and girls. Consider how resources or skills provided might be misused, create grievances among non-recipients, or cause key actors to react in harmful ways. Explain how these risks will be minimized.
- *Protection from Sexual Exploitation and Abuse (PSEA):* U.S. government partners are responsible for ensuring that comprehensive protection measures are in place for preventing and addressing sexual exploitation and abuse of persons of concern and that allegations of sexual exploitation and abuse by Recipient staff are reported to CSO in a timely manner. Applicants should submit copies of any organization-wide policies and procedures on Do

No Harm and PSEA, or explain how the applicant organization plans to develop such policies. If not already explained in its policies and procedures, the Applicant must outline in its proposal how it will work with any sub-grantees to develop and apply PSEA policies and procedures over the course of the program.

- *Local Engagement and Sustainability:* Strong proposals will describe strategies to sustain the outcomes beyond CSO funding and contribute to building the capacity of communities to address their own concerns in the future. This might be done through sub-grants to local organizations, although that is not a requirement; capacity-building and sustainment can be achieved indirectly as well. This section must also demonstrate a clear understanding of the role that local organizations and institutions are playing or can play in conflict mitigation and peacebuilding. The conflict analysis and the program design should reflect local perspectives and explain how the program will engage with local partners, including women-led organizations, throughout its lifecycle. The proposal should describe how the applicant will work with local entities to build their organizational and technical capacities, and/or relationships to mitigate conflict. Applicants may submit signed Letters of Intent from organizations that will participate in the program. Letters of Intent should address the willingness of partner organizations to participate in the effort, and the understanding all parties have as to their unique roles and responsibilities in terms of the proposed program. In cases where an applicant (i.e., non-local) was not able to partner with a local organization or institution, does not consider it feasible to do so, or does not consider it in the program's best interest, the applicant must clearly explain the rationale.

- **Institutional Capabilities and Past Performance**

- *Organization:* Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and programs undertaken.
- *Relevant Programmatic and Thematic Experience:* Applications should demonstrate the ability to develop and implement programs of the kind outlined in this proposal. Previous experience designing and implementing similar programs is highly desirable and should be detailed and documented in the application. Applicants should demonstrate how organizational resources, capabilities, and experience, and lessons learned from literature on this type of endeavor, will enable the applicant to achieve the grant's stated objectives.
- *Regional/Country Experience:* Applicants should specify relevant experience in the country(ies) identified in the proposal, or in similar situations in other countries. Applicants should be able to legally operate in the country where

they propose to work. Identify in-country partners; the successful applicant will already have in place at least one partnership with regional institutions and/or organizations. Specify the expertise that each partner brings.

- *Key Program Staff*: Applications should highlight key staff, their positions, percentage of time devoted to this program, and management structure for the program. The resumes of key staff should highlight relevant educational and field experience and be included as an appendix (see additional attachments below). The person(s) principally responsible for M&E design and technical oversight should be included. The resumes should be no more than two pages and should all follow a consistent format. The applicant should also clarify roles for local partners and staff.
- **Performance Monitoring and Evaluation Plan:**
 - CSO considers monitoring to be essential for responsible program management. Successful applicants will submit a draft monitoring plan within 30 days of award notification. After CSO review, a final monitoring plan must be submitted within 30 days of the award notification.
 - For the purposes of the application, please submit a notional logic model/PMP (use template provided). This must include notional indicators at each of the following levels: objective, intermediate outcome, and output. Provide an explanation if data will not be disaggregated by sex. Describe how any risks of harm listed above will be monitored. In addition, use this section to describe the applicant's approach to monitoring and evaluation and why this approach is appropriate for this program and context. This may include the type of data you may collect (qualitative and/or quantitative). If possible, include applicable State Department standard gender indicators (see attachment). Describe the timing of data collection and analysis and how this information will inform midstream program management decision-making.
 - Please describe the resources needed to implement your M&E plan and address these in your budget. In most cases, CSO will fund program evaluations separately. If you want to propose including specific monitoring and evaluation activities in the program budget (outside of monitoring, which is required), please specify whether you are requesting funds for a baseline, mid-term and/or final evaluation. Additionally, please elaborate on the type of evaluation (quasi-experimental, developmental, outcome harvesting, process tracing, etc.).

V. ADDITIONAL ATTACHMENTS AND BUDGET COMPONENTS

Additional attachments listed below, budget components, and the SF-424s are not part of the proposal narrative and do not count as part of the 10-page limit for the proposal narrative.

- **Additional Attachments:**
 - *Logic Model/PMP:* The logic model/PMP should include theories of change; goal and objectives; activities; output and outcome indicators; data collection tools; key definitions and risks and assumptions.
 - *Timeline:* The timeline of the overall proposal should include activities, evaluation efforts, and program closeout (not to exceed one [1] page). Please use the GANTT chart template provided.
 - *Key Personnel:* Please include CVs of key personnel that highlight relevant professional experience (not to exceed two [2] pages each).
 - *Past Performance References (minimum of 3):* When past performance information is present, applicants shall furnish award numbers and other details with contact information for no more than three similar programs funded over the past three years by the State Department, or any other government entity or third-party source. The details shall include the following: name of the organization or agency which funded the program(s), award number, point of contact's name, mailing address, email address and phone number, and the overall dollar value of the program. The applicant must include information on any problems encountered, and the applicant's corrective action(s). Applicants must not provide general information on their performance. Applicants may describe any quality awards or certificates that indicate exceptional capacity to conduct the program described in this NOFO. Please use the PPR template provided.
 - *Data Collection and Reporting Plan:* Describe how you will collect and share both qualitative and quantitative information from various sources, through your research, activities, and or monitoring efforts. [This is particularly necessary for research and analysis programs but may be relevant for other programs as well. See the attached guidance on data collection and reporting.]
 - *Gender Analysis:* Submissions must include a gender analysis of conflict. Gender is defined as the socially constructed set of roles, responsibilities, entitlements, and behaviors associated with 'masculinity' and 'femininity' as contextually defined. These social definitions, and negative consequences for not adhering to them vary among cultures, change over time, and often intersect with other factors including age, class, disability, sexual orientation, ethnicity, race, religion, and gender identity or expression.

The Gender analysis should address how the program will identify the role gender norms and power relations play in Ukraine. This includes institutional practices, cultural norms, gender roles, access to and control over assets and resources, and patterns of decision-making. The gender analysis should address how gender norms interact with other factors to drive or mitigate conflict, the differential impact of conflict on women and men, and the roles of women and men in conflict and peacebuilding. Refer to the CSO Gender Analysis of Conflict guidance for sample questions. Applicants must submit a gender analysis (separate attachment), up to 3 pages. Proposals may also integrate gender findings into the program narrative, MEL Plan, and risk assessment/mitigation plan, which will count towards the page limit.

▪ **Budget Components:**

- *Budget Narrative: After filling out the SF0424A Budget, use a separate file to describe each of the budget expenses in detail.*
 - The budget narrative must include clear, substantive explanations for each line-item and how the amounts were derived, as well as the source and description of all cost-share offered. Refer to the **Excel Budget Template** for guidance on compiling a budget and associated budget narrative.
- *Budget Appropriateness: Budgeted items are necessary and sufficient to the achievement of the goal, objectives, activities and program monitoring as presented in the proposal. This should consist of both an Excel budget breakdown and a budget narrative attached as an annex. The budget narrative must include clear, substantive explanations for each line-item and how the amounts were derived, as well as the source and description of all cost-share offered. Refer to the **Excel Budget Template** for guidance on compiling a budget and associated budget narrative.*
- *Cost-effectiveness: The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed program 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 Office of Management and Budget (OMB) in 2 CFR 200 (OMB Circular A-122), and if the costs are consistent with the program narrative. Programs should seek to produce innovative and cost-effective outcomes that reach more beneficiaries. As per Section C2 of 2 CFR 200, cost-share is not required, but funding contributed by the applicant and other partners shows a commitment to the success of the program. Applicants may incorporate cost-share through leveraging existing programs, partnering, and/or providing in-kind goods and services.*

Include a **PDF file copy** of your organization's most recent **program (A-133 /2 CFR 200) audit**, if applicable. If not, please include a copy of your most recent independent audit, if available.

Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. 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: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

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

- Organizations based in the United States or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations based outside of the United States and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities. If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

Exemptions

An exemption from the UEI and sam.gov registration 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.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

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 Grants Officer before the application can be deemed eligible for review.

Any applicant listed on the Excluded Parties List System (EPLS) 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." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

VI. APPLICATION EVALUATION AND SCORING

The U.S. government may issue an award resulting from this NOFO to the responsible applicant whose application is the most responsive to the goals and objectives set forth in this NOFO. The U.S. government may (a) reject any or all applications, and/or (b) waive informalities and minor irregularities in applications received.

The U.S. government may make an award on the basis of initial applications received without discussion or negotiations. Therefore, applications should contain the applicant's best terms from a cost and technical standpoint.

U.S. government also reserves the right, but is not obliged, to enter into discussions with an applicant in order to obtain clarification, additional detail, or to suggest refinements in the program's description, budget, or other aspects of an application.

Applicants should note that the following criteria will serve as a standard against which all applications will be evaluated. Department of State will issue an award to the

applicant whose proposal represents the best value to the U.S. Government on the basis of technical merit, efficient use of USG funds, and satisfactory organizational capacity. In addition, each application will be evaluated and scored on the Proposal Components using a 100-point scale by a peer review committee of Department of State.

CSO will conduct a merit review of all *eligible* applications as outlined in this NOFO. Applications will be reviewed by an independent review panel consisting of qualified representatives from other DoS bureaus, offices, and Posts. Final approval resides with the CSO relevant programming office.

The point value for each section outlined below indicates its relative importance in the application review process. Evaluation values are based on five narrative components and two budget components.

Based on eligible applications that are responsive to the requirements outlined above, the review panel will use the following criteria when rating proposals:

1. Evaluation Criteria

Quality of Program Idea

Total Possible = 30 points

- Responsive to the solicitation and appropriate in the country context (6 points)
- Objectives are clear, specific, attainable, measurable results-focused and placed in a reasonable time frame. (6)
- Objectives are necessary and collectively sufficient to place the effort on a sustainable path to achieving the goal by the end of the project. (6)
- Clearly states theory of change with the required properties (6)
- Exhibits originality, prioritizes innovation, but is feasible (6)

Program Planning / Ability to Achieve Objectives

Total Possible = 30 points

- Activities are sufficiently detailed to understand time and resource implications. (4)
- Activities are clearly related to the objectives and goals, and collectively sufficient to achieve the objectives. (5)
- Addresses need for flexibility and ability to adapt (4)
- Provides a comprehensive quarterly work plan for program activities (3)
- Describes the division of labor among the direct applicant, any partners, and any potential sub-grantees; addresses how the program will engage or obtain support from relevant stakeholders; and identifies local partners where appropriate (3)
- Includes contingency plans for potential difficulties in executing the original work plan (3)

- Demonstrates an institutional record of successful programs in the target country or content area (4)
- Provides a thoughtful and appropriately detailed Gender Analysis of Conflict, and the identified dynamics are considered and integrated across activities and indicators (4)

Cost Effectiveness

Total Possible = 15 points

- Explains and justifies overhead and administration costs of the proposal, including salaries and honoraria. (5)
- All budget items are reasonable, appropriate and linked to program objectives and demonstrate efficient use of U.S. Government funds (10)
- **Note:** Cost share is not required. Applicants may offer cost share, but cost share will not be considered or factored in when proposals are reviewed.

Program Monitoring and Evaluation

Total Possible = 15 points

The Monitoring and Evaluation (M&E) Plan includes:

- Explains how monitoring and evaluation will be carried out and who will be responsible for monitoring and evaluation activities (5)
- Robust M&E framework includes output- and outcome-based performance indicators for each program objective with baselines and (yearly and cumulative) targets; data collection tools; data sources; types of data disaggregation, including by sex, if applicable; and frequency of monitoring and evaluation (10)

Multiplier Effect / Sustainability of Impact

Total Possible = 10 points

- Clearly delineates how elements of the program will have a multiplier effect (5)
- Clearly delineates how lasting impact will be sustainable beyond the life of the grant (5)

2. Review and Selection Process

A review committee will evaluate all eligible applications.

3. Responsibility/Qualification Information in SAM.gov (formerly, 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 over the period of performance (see §200.01 Simplified Acquisition Threshold), this section must also inform applicants that:

- i. 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 U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);
- ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;
- iii. 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. 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.

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:

- o 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),
- o 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),
- o 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),
- o 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
- o 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. If using this text, revise one or more of the review criteria in section E.1. above to include mention of it.

c. Reporting Requirements

Recipients will, at a minimum, be required to submit Quarterly Progress Reports and Quarterly Financial Reports (SF-425) describing key activities undertaken during the preceding month towards accomplishment of the stated objectives. Progress Reports will compare actual to planned performance and indicate the progress made in accomplishing each assistance award task/goal noted in the grant agreement and will contain analysis and summary of findings, both quantitative and qualitative, for key indicators. Financial Reports will provide a means of monitoring expenditures and comparing costs incurred with progress. In difficult environments, CSO may require additional reporting and briefings in order to monitor program developments. Applicants should account for this in their M&E staffing plans.

NOTE: It is Department of State policy that English is the official language of all documents. If reports or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the **English language version is the controlling version.**

U.S. dollar is the controlling currency.

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.

If the federal share of the award will include more than \$500,000 over the period of performance, insert the following language:

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.

d. Mandatory Disclosures (2 CFR 200.113)

The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a Federal award including the term and condition outlined in Appendix XII of the 2 CFR 200 – Award Terms and

Conditions for Recipient Integrity and Performance Matters – are required to report certain civil, criminal, or administrative proceedings to SAM (www.sam.gov). Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for Noncompliance, including suspension or debarment.

e. Additional Information

Applicant organizations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation. Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with or support to individuals or organizations associated with terrorism.

Proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization or narcotics trafficker, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

VII. AGENCY CONTACT INFORMATION

Any prospective applicant desiring an explanation or interpretation of this NOFO must request it in writing by the *deadline for questions* specified in the cover letter to allow a reply to reach all prospective applicants before the submission of their applications. Any information given to a prospective applicant concerning this NOFO will be furnished promptly to all other prospective applicants as a Questions and Answers attachment to this NOFO, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

Any questions concerning this NOFO must be submitted in writing by email to:

U.S. Department of State Bureau of Conflict and Stabilization Operations (CSO)

c/o George Mesthos
MesthosG@state.gov

CONTACT INFORMATION

For technical submission questions related to this NOFO, please contact the agency PoC listed in section VII.

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS help desk by phone at +1 (888) 313-4567 (toll charges apply for international callers) or through the Self Service online portal that can be accessed from <https://afsism.service-now.com/ilms/home>. Customer support is available 24/7.

For assistance with Grants.gov accounts and technical issues related to using the system, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

For a list of federal holidays visit:

<https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/>

Except for technical submission questions, during the NOFO period U.S. Department of State staff in Washington and overseas shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

OTHER INFORMATION

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.