

**Department of State – Embassy of the United States, Bishkek,
The Kyrgyz Republic
Notice of Funding Opportunity (NOFO)**

Program Office: Public Diplomacy Section, U.S. Embassy, Bishkek

Funding Opportunity Title: Book Translation Program

Announcement Type: Fixed Amount Award Cooperative Agreement

Funding Opportunity Number: STATE-BISHKEK-PDS-24-0004

Deadline for Applications: April 30, 2024 (16:59 P.M. Bishkek Time)

Assistance Listing: 19.900 – Assistance to Eastern Europe, Eurasia, and Central Asia

CONTACT INFORMATION

- For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 (U.S. toll-free number) or for international callers, 1-606-545-5035. Support may also be available at <https://www.grants.gov/support.html> or via email at support@grants.gov for technical assistance.
- For assistance with the requirements of this solicitation, contact the Book Translation Program Team at the U.S. Embassy in Bishkek by email at BishkekProjectProposals@state.gov.
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

One option to submit proposals is through www.Grants.gov. Authorization to submit proposals through www.Grants.gov is a multi-step process that requires prior successful registration with two separate sites: Sam.gov and www.Grants.gov. Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline. The process can require up to six weeks for the registrations to be validated and confirmed. See *Section D: Statement of Interest Submission Information* for further details.

Due to the volume of applicants and inquiries, the Public Diplomacy Section (PDS) does not accept letters of intent or concept papers. A virtual information session for interested applicants will be offered and will be announced on our website.

It is the responsibility of the applicant to ensure that the application package has been received in its entirety. Incomplete applications will be considered ineligible. Applicants are urged to begin the application process well before the submission deadline. No exceptions will be made for organizations that have not completed the necessary steps.

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A. FUNDING OPPORTUNITY DESCRIPTION SUMMARY

Executive Summary:

The U.S. Embassy Bishkek Public Diplomacy Section (PDS) of the U.S. Department of State is pleased to announce that funding is available through the Embassy's Book Translation Program (BTP). The BTP focuses on the translation and distribution of American books or books in English that share information on American social, educational, and cultural values in the Kyrgyz language and offers a unique and popular way to connect with Kyrgyz audiences, particularly rural youth, while supporting the growth of the Kyrgyz language across the country. The program helps strengthen relations with local ministries and officials by providing high-quality books in Kyrgyz and helps facilitate outreach to Kyrgyz speaking audiences, which is a mission priority.

Background:

PDS is soliciting **Statements of Interest** for grants from publishing houses, academic institutions, and nongovernmental organizations to publish books by American authors and/or books reflecting U.S. values, translated into the Kyrgyz language or jointly into Kyrgyz and English languages (side-by-side bilingual editions). The program provides funding for copyright acquisition (if required), translation, printing, and distribution of the title, along with follow-up programming, such as workshops, master classes, website creation, and contests. PDS expects to fund two to three projects with an average award amount of \$30,000 to \$45,000 per title and a minimum print run of 7,000 copies. Books will be distributed by the grantee, the U.S. Embassy, and other partners to educational institutions, public libraries, and American Spaces throughout the Kyrgyz Republic. The BTP will fund awards on a competitive basis conducted by a panel review.

Applicants should pay close attention to the stated goals, priorities, and target audiences when developing their proposals. **Applicants are also encouraged to check the list of previously translated titles and may not propose titles already included in the list attached, unless they propose translation into a new format, such as Kyrgyz Braille.**

Due to the volume of applicants and inquiries, PDS does not accept letters of intent or concept papers. PDS is soliciting project proposals that focus on **two** priority areas specified below. **Statements of Interest, including the short budget proposal, cannot exceed three pages. Proposals with Statements of Interest exceeding three pages will be disqualified.**

Program Goal: Increase access to diverse sources of information on themes of civic engagement, economic development and entrepreneurship, environmental/climate issues, and STEM education and digital development in the Kyrgyz language, including recent research, analysis, and popular contemporary literature by American authors and/or about American social, educational, or cultural values, for at least 15,000 Kyrgyz speakers.

Increase access to diverse sources of information on themes of civic engagement, economic development, climate change, and STEM education in the Kyrgyz language for at least 15,000 Kyrgyz speakers.

This may include recent research, analysis, and popular contemporary literature by American authors or literature depicting American social, educational, or cultural values.

Priority Audience:

- Kyrgyz-language speaking youth aged 13-20, including underrepresented or marginalized groups, whose access to information and diverse perspectives is limited by the scarcity of Kyrgyz translations of international publications.
- Educators and librarians working with secondary students.

Priority Themes:

FY2024 proposals may include fiction or nonfiction titles and must focus on one or more of the following themes:

1. Civic Engagement: Books that raise awareness of the importance of civic engagement and getting involved in activities that can improve the quality of life and living conditions for residents of local, and especially rural, communities.

2. Economic Development and Entrepreneurship: Books that promote economic independence, business empowerment, and sustainable development, ideally targeted towards marginalized groups, underrepresented groups, and vulnerable populations

3. Environmental/Climate Issues: Books that are primarily focused on raising awareness of challenges associated with air quality in the region, the need to protect the environment, and strategies for adapting to the effects of climate change.

4. STEM Education and Digital Development: Includes books that support education in the fields of Science, Technology, Engineering, and Math (STEM) and encourage greater digital literacy when accessing online information and technologies.

The program objectives:

By the end of 2026:

1. Increase the number of translated works in the Kyrgyz language focused on one of the priority themes listed above.
2. Increase awareness on the importance of equal opportunity and fair treatment of excluded and marginalized populations through distribution of a minimum of 7,000 copies of contemporary American literature on social issues
3. Increase participation of at least 500 Kyrgyz speakers on at least one of the priority themes

through follow-on workshops or discussion sessions. For example, a follow-on workshop for a translation of an environmentally-focused book could facilitate discussion among students, teachers, NGOs, and government officials to generate ideas for partnership on future ecological and environmental projects.

4. Increase interest in priority themes for academic or professional pursuits for Kyrgyz speaking readers through distribution of a minimum 7,000 copies.
5. Increase awareness of USG-supported programming opportunities, in connection with the following themes as applicable:
 - a. STEAM: STEM programs, Maker Space lab activities, inventors' camps, hackathons, and STEM-themed exchange programs
 - b. Civic Engagement: U.S. government alumni-led and other U.S. government-branded grants that promote civic involvement on environmental issues and/or opportunities for skills development related to online technologies and business growth.

B. FEDERAL AWARD INFORMATION

Funding Instrument Type: Fixed Amount Award Cooperative Agreement

Estimated Award Ceiling: \$45,000

Estimated Award Floor: \$30,000

Length of Project Period: 24 months

Number of Awards Anticipated: Up to 3 awards (pending availability of funds)

Anticipated Program Start Date: August 2024

This notice is subject to availability of funding.

This program will be funded under the Foreign Assistance Act authorization. All programming is subject to the statutory limitations of the funding determined.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation. Under the cooperative agreement, the Public Diplomacy Section will approve the selection of the proposed American or English-language books to be translated into Kyrgyz.

Program Performance Period: Proposed programs should be completed in 24 months or less.

Support for Diversity, Equity, Inclusion, and Accessibility (DEIA): All programs should consider strategies for expanding the pool of individuals/organizations/beneficiaries to afford opportunities for as diverse and inclusive population as is feasible to bring diverse perspectives based on religion, sex, disability, race, ethnicity, sexual orientation, gender identity, gender expression, sex characteristics, national origin, and age to implementation of the program.

The Public Diplomacy Section reserves the right to award less or more than the funds described under circumstances deemed to be in the best interest of the U.S. government, pending the availability of funds and approval of the designated grants officer.

C. ELIGIBILITY INFORMATION

1. The following organizations are eligible to apply:

- *Publishing houses*
- *Academic institutions*
- *Not-for-profit organizations*

Previous grant experience should be documented in the organization's proposal. Organizations should submit a copy of their certificate of registration from the appropriate government organization such as the Ministry of Justice in the Kyrgyz Republic. **Current BTP grantees may only apply if they are in the second phase of their current project.**

For this announcement, only organizations based in the Kyrgyz Republic are eligible to apply. Organizations must be headquartered in the Kyrgyz Republic to be eligible.

2. 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.

3. Cost sharing or matching is not required for this funding opportunity.

4. Pre-award costs are not an allowable expense for this funding opportunity.

5. This award does not allow:

- Projects relating to partisan political activity.
- Conferences abroad or individual trips abroad.
- Charitable or development activities; including direct social services;
- Construction projects.
- Projects that support specific religious activities.
- Fund-raising campaigns.
- Lobbying for specific legislation or programs
- Medical, scientific research or surveys.
- Commercial projects; or
- Projects that duplicate existing projects; or
- Illegal activities.

D. STATEMENT OF INTEREST SUBMISSION INFORMATION: FIRST ROUND

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

Application Deadline: All Statements of Interest must be received by **April 30, 2024, 16:59 p.m.** Bishkek time as determined by the timestamp when received by BishkekProjectProposals@state.gov or, for any submissions by Grants.gov, the timestamp provided by Grants.gov. This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above, their application will be considered ineligible and will not be considered for funding.

Each **Statement of Interest** must:

1. Clearly indicate the priority theme(s) for which the proposed title is being submitted for consideration.
2. Focus on the target audience and how the title would be relevant to the needs of the target audience.
3. Identify specific outcomes to be achieved by the end of the grant period.
4. Provide a plan for program outcomes, including book release, follow-up activities, social media outreach, promotion, and monitoring, where applicable; and
5. Provide an approximate funding amount along with a short budget proposal.

Content and Form of Statement of Interest Submission

Please ensure:

1. The Statement of Interest clearly addresses the goals, audiences, and objectives of this notice. Applicants may choose to use the attached Statement of Interest template (Attachment 1) to submit their concept paper application.
2. All documents are in English.
3. All budgets are in U.S. dollars. Applicants **are encouraged to** use the Budget Proposal template in Attachment 1 to submit the short budget proposal.
4. All applicant authorized signatures are provided where indicated on the various required forms.
5. The Statement of Interest, including the short budget proposal, does not exceed three pages.

All Statements of Interest should address the following areas:

1. Explain why the proposed book was chosen and how it is relevant to Kyrgyz youth.
2. List your project goal and objectives. The “goal” describes what the project is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

3. Describe a sample follow-up activity based on the proposed title and how it will help achieve the objectives.
4. Describe the expected results of the program.
5. Provide a short, but clear overview of expected costs/expenses associated with the project activities.

Application Submission Process: There are two application submission methods available to applicants. Applicants may submit their application using Submission Method A or Submission Method B outlined below.

- **Submission Method A:** Submitting all application materials directly to the following email address: BishkekProjectProposals@state.gov. Applicants opting to submit applications via email to BishkekProjectProposals@state.gov **must** include the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.
- **Submission Method B:** Submitting all application materials through Grants.gov. For those opting to apply through Grants.gov, thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726 (U.S. toll-free number) or for international callers: 1-606-545-5035. Technical support may also be available at <https://www.grants.gov/support.html> or via email at support@grants.gov. Please note that BishkekProjectProposals@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov.

E. TECHNICAL REQUIREMENTS FOR APPLICATION: SECOND ROUND

U.S. Embassy Bishkek will review all **Statements of Interest** and invite shortlisted projects to submit full grant applications as below:

Technical Requirements for the Second Round (if the applicant is shortlisted):

When submitting a second-round proposal, applicants are required to include the following documents and information from Sections 1–6 below, as applicable:

Section 1—Required Registrations

Applicants selected to submit full applications for the second round must begin registration in SAM.gov. **Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued an award from the U.S. government.

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. Organizations can create an account at <https://login.gov/>. As a reminder, organizations need to renew its SAM.gov registration annually.

Applicants must acquire all required registrations and rights in the United States and the Kyrgyz Republic. All intellectual property considerations and rights must be fully met in the United States and the Kyrgyz Republic.

Any sub-recipient organization must also meet all the U.S. and Kyrgyz Republic requirements described above.

Section 2—Standard Form 424 Family

All submissions must include the SF-424 Application for Federal Assistance (Attachment 2) and the SF-424A Budget Information—Non-Construction (Attachment 3). These forms and the instructions for completing them are available at <http://www.grants.gov/web/grants/forms.html> under the heading “SF-424 Family.” NOTE: The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019, and completed the online representations and certifications. An authorized signature by the applicant must be provided on this form.

Please note:

1. Other items NOT required/requested for submission, but which *may* be requested if your application is approved for funding include:
 - a. Copies of an organization or program audit within the last two (2) years, b. Copies of relevant human resources, financial, or procurement policies, and/or c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.
2. The Embassy reserves the right to request any additional programmatic and/or financial information regarding the proposal.

Section 3—Organization Information

- **Applicant Organizational Information Sheet:** Applicants are encouraged to complete and submit the form provided (Attachment 4). While this form is not required, the information requested must be provided in some format. An authorized signature by

the applicant should be provided on this form.

- **Proof of Registration:** A copy of the organization’s registration from the Ministry of Justice of the Kyrgyz Republic should be provided with the proposal application.

Section 4—Technical Proposal

Applicants must submit a complete narrative proposal in the attached application template (Attachment 5). The proposal cannot exceed twelve (12) pages. Refer to the evaluation criteria in Part G below for further detail about what makes a strong proposal. All proposals must address the following areas:

- Organizational Description and Capacity.
- Project Justification, Sustainability, and Impact.
- Project Goals, Audiences, Objectives, Activities, and Deliverables.
- Implementation Timeline; and,
- Monitoring and Evaluation (see note below.)

Monitoring & Evaluation:

Proposals must include a draft Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP). The M&E PMP should show how applicants intend to measure and demonstrate progress towards the project’s objectives and goals. Using the provided PMP template (Attachment 7), applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. The PMP should also contain If-Then statements to illustrate how project activities will lead to intended outcomes. In addition, the applicant must complete a short table outlining their proposed activities and chosen indicators. Please select indicators under your topic of choice from the list of suggested indicators on the Standard Indicator Sheet (Attachment 8).

- The selected applicant(s) will be required to obtain approval on their M&E PMP before an award is signed.

Section 5—Budget

- **Budget and Budget Detail:** Applicants must submit a detailed budget and budget narrative justification. Applicants are encouraged to utilize the template provided with the Notice of Funding Opportunity (Attachment 6.) Line-item expenditures should be listed in the greatest possible detail. Personnel salaries should include the level of effort and the rate of pay, which should cover the percentage of time each staff member will dedicate to grant-based activities. If your organization is charging an indirect cost rate, you must apply it to the modified total budget costs (MTDC), refer to 2 CFR 200.68. Budgets that are not in the provided format will not be considered. **Budgets must be submitted in U.S. dollars** and final grant agreements will be conducted in U.S. dollars.
 - In addition to the translated title, publishing short informational

publications, manuals and public informational materials is allowable. All publishing should be clearly linked to the project activity, should describe the intended audience, provide a clear understanding of the material's content, how materials will be distributed, and specify who is responsible for the distribution of the materials.

- Salaries (including income tax and social deductions), equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salaries or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. While salary expenses are permissible for local personnel, payment of honoraria and other expenses for foreign experts will be reviewed on a case-by-case basis.
- Coffee breaks and working lunches only will be considered on a case-by-case basis and should be clearly justified and limited to a maximum of 10% of the total award amount. This includes expenses associated with individual per diems for grant-related activities.
- Lodging costs should be indicated separately from meal costs related to the project activities.
- BTP funds should not be used to pay for travel to the United States or for travel grants. Projects involving regional travel will be considered on a case-by-case basis and must have a clear justification outlining why the travel is integral to the project.
- Alcohol and entertainment costs are not allowable expenses.
- **Audit Requirements:** Please note the audit requirements for Department of State awards in the Standard Terms and Conditions: <https://www.state.gov/m/a/ope/index.htm> and 2 CFR 200, Subpart F – Audit Requirements. The cost of the required audits may be charged either as an allowable direct cost to the award OR included in the organization's established indirect costs in the award's detailed budget.

Section 6—Key Personnel and Project Partners

- **Key Personnel:** A résumé or curriculum vitae (CV), not to exceed one page in length, must be included for the proposed key staff persons, such as the Project Director and Finance Officer, as well as any speakers or trainers (if applicable). If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a résumé.
- **Project Partners:** Letters of support should be included for sub-recipients or other partners. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
- **Permission Letters:** Official permission letters should be included, if required

for project activities.

F. REVIEW AND SELECTION PROCESS

1. Acknowledgement of receipt. Applicants will receive acknowledgment of receipt of their proposal.

2. Review. All submissions are screened for technical eligibility. **If a submission is missing any required forms/documents listed, it will be considered ineligible and will not be reviewed by the grants review committee.** A technical review panel will review the proposal based upon the criteria noted in this NOFO.

3. Follow up notification. Applicants will generally be notified within 60 days after the NOFO deadline regarding the results of the review panel.

G. APPLICATION EVALUATION CRITERIA

Round 1 - Statements of Interest will be evaluated based on the criteria listed below: (total 30 points)

Each Statement of Interest application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. Note: see section "Round 2" for details on each criterion.

- **Project Planning/Ability to Achieve Objectives – 10 points.**
- **Relevance of the Proposed Title to Priority Themes and Target Audience – 10 points**
- **Budget – 5 points**
- **Organizational Capacity and Record on Previous Grants – 5 points**

Round 2 - Full proposals will be evaluated based on the criteria listed below: (total 100 points)

Criteria: Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.

- **Suggested Title Idea, Project Planning/Ability to Achieve Objectives – 40 points:** The organization demonstrates that it has a clear understanding of the target audience and the relevance of the title to Kyrgyzstan. The title clearly supports one or more priority themes. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The organization has a clear follow-up plan for distribution and programming, including a book launch. Proposals should also demonstrate how the program will support DEIA principles and engage underserved communities in their program administration, design, and implementation.

- **Budget – 25 points:** The budget and narrative justification are sufficiently detailed. The budget demonstrates that the organization has devoted time to accurately determine expenses associated with the project instead of providing rough estimates. The project’s budget is well organized and reasonable.
- **Monitoring and Evaluation - 10 points:** Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The organization has clearly articulated how it will assess and measure its own performance throughout the project implementation phase using concrete quantitative and qualitative assessment tools.
 - o Expenses directly associated with monitoring and evaluation are considered allowable. The suggested template includes a space to list the portion of the total budget amount directly associated with monitoring and evaluation activities.
- **Organizational Capacity and Record on Previous Grants – 25 points:** The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project:
 - o The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
 - o The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
 - o Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
 - o Where partners are described, the applicant details each partner’s respective role and provides curriculum vitae (CVs) for persons responsible for the project and financial administration. The organization must have a staff member with working level English skills to negotiate the copyright acquisition process and liaise with the U.S. copyright owner. Proposed personnel, institutional resources, and partners are adequate and appropriate.

H. 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 project 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.

The Federal government is not obligated to make any Federal award as a result of the announcement. 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. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Administrative and National Policy Requirements

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

- [2 CFR 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 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:

- [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).

The Bureau of South and Central Asian Affairs (SCA) prioritizes inclusive and integrated programs that address the barriers to access for individuals and groups based on their religion, gender, disabilities, ethnicity, or sexual orientation and gender identity. In accordance with the

Executive Order on Advancing Racial Equity and Underserved Communities, proposals should demonstrate how the program advances principles of diversity, equity, inclusion and accessibility (DEIA), such as related to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and/or disability.

The proposal should also demonstrate how the program will further engagement in underserved and under resourced communities and with individuals from underserved and under resourced communities. Proposals should demonstrate how addressing racial equity and/or the status of 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.

Reporting Requirements: Recipients are required to quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 120 days after the close of the project period.

All reports are to be submitted electronically.

Awardees that are deemed to be high risk may be required to submit more extensive and frequent reports until their high-risk designation has been removed.

The Awardee must also provide the Embassy on an annual basis an inventory of all the U.S. government provided equipment using the SF428 form.

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.

I. 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 project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for both program staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

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

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

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

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a

Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

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

Branding Requirements

As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. Note: Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Copyrights and Proprietary Information

If any of the information contained in your application is proprietary, please note in the footer of the appropriate pages that the information is Confidential – Proprietary. Applicants should

also note what parts of the application, program, concept, etc. are covered by copyright(s), trademarks), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.