

**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:** Inclusive Cultures: Promoting Respect for All

**Announcement Type:** Cooperative Agreement

**Funding Opportunity Number:** STATE-BISHKEK-PDS-24-0008

**Deadline for Full Proposals:** September 20, 2024 (11:59 p.m. Bishkek Time)

**Assistance Listing Number:** 19.040 – Public Diplomacy Programs

**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](mailto:support@grants.gov) for technical assistance.
- For assistance with the requirements of this solicitation, contact the Public Diplomacy Section (PDS) Grants Team at the U.S. Embassy in Bishkek by email at [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov).
- To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at [HunterDS@state.gov](mailto:HunterDS@state.gov).

In order to be eligible to receive an award under this NOFO, organizations must have a Unique Entity Identifier (UEI) number issued via [www.SAM.gov](http://www.SAM.gov) as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please begin the registration processes immediately to ensure the registrations are completed well in advance of the submission deadline. The process can require several weeks for the registrations to be validated and confirmed. See Section E: Submission Requirements for further details.

Due to the volume of applicants and inquiries, the PDS **does not** accept letters of intent, concept papers, or requests for meetings or phone calls prior to submission of an application, as described below.

**It is the responsibility of the applicant to ensure that the full application package has been received in their entirety. Incomplete application 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. PROGRAM DESCRIPTION

### Executive Summary:

The Embassy of the United States of America, Bishkek, announces an open competition to implement a program to support equal access to public services, educational institutions, and economic opportunities for all peoples, including minorities and marginalized groups.

This program supports an inclusive society and vibrant, effective civic engagement by competitively awarding cooperative agreements to nonprofit, nongovernmental organizations (NGOs) and associations, civil society organizations (CSOs), educational institutions and independent local media organizations in the Kyrgyz Republic. Respect for others is a shared value between the Kyrgyz and American people, but understanding of and sensitivity toward diversity, equity, inclusion, and accessibility (DEIA) concepts remains limited in the Kyrgyz Republic. By promoting understanding of DEIA concepts, this project will advance U.S. foreign policy priorities to reduce discrimination and advance the human rights of historically marginalized groups.

### Background:

The Public Diplomacy Section (PDS) of the U.S. Embassy in the Kyrgyz Republic is soliciting applications for cooperative agreements that focus on the requirements below. Applicants should pay close attention to PDS priority goal/s, program areas, target audiences, and geographic location when developing their proposals. **The full proposal package comprises of six documents, including the narrative proposal template and the short budget proposal. The narrative proposal template cannot exceed three pages, otherwise the package will be disqualified from consideration. In addition, if the package does not contain the required six documents, it will be disqualified from consideration.**

Over the past year, PDS has implemented two initiatives focused on accessibility and promoting DEIA terminology in the Kyrgyz language: 1) [DEIA Kyrgyz-language flashmob with local Kyrgyz-speaking social media influencers](#); and 2) [Installation of the elevator specifically designed for wheelchair users](#).

This funding opportunity seeks to support projects promoting respect for human rights in the Kyrgyz Republic. Potential projects may include, but not limited to:

- Expanding and popularizing DEIA terminology in the Kyrgyz language: Translating existing resources and DEIA-related vocabulary, developing educational materials.
- Engaging youth in DEIA initiatives: Developing innovative ways to promote DEIA values among the local youth.
- Integrating DEIA terminology into public discourse: Organizing workshops or events that introduce DEIA terminology and promote DEIA values in Kyrgyz in the public lexicon;

- Facilitating collaboration with Kyrgyz language experts: Organizing workshops and collaborative initiatives with the State Kyrgyz Language Committee and Kyrgyz language experts and language enthusiasts.

**Project Goal:** Increase support for equal access to services, educational institutions, and economic opportunities for all peoples, including minorities and marginalized groups, by promoting understanding of DEIA concepts.

**Project Audience(s):**

Primary

- Kyrgyz-speaking general public
- Kyrgyz speaking rural audience
- Underserved and vulnerable populations in rural regions

Secondary

- Traditional and social media representatives
- Local ministries and state agencies

**Project Objectives:** *Project proposals may address one or more of these objectives or propose other objectives that support the goal above.*

Within 12 months:

- 1) Raise awareness and understanding of DEIA concepts and terminology in Kyrgyz language among the rural Kyrgyz population
- 2) Facilitate networking and collaboration between U.S. and Kyrgyz language state agencies and institutions to share best practices and develop joint strategies to promote DEIA concepts and principles through roundtables, networking events, and other initiatives.
- 3) Equip at least 20 journalists, bloggers, influencers, and content creators with the ability to create media content that amplifies DEIA concepts and principles of inclusion.

**Potential Outcomes for Measurement:** This is an example list of the outcomes that can be measured for some of the above objectives.

- 1) Increased public awareness of the DEIA terminology and their usage in Kyrgyz among project participants. (Objective 1)
- 2) Frequency and reach of DEIA-related keywords and hashtags in Kyrgyz language social media posts and discussions (Objective 1)
- 3) Social media engagement (likes, shares, comments) on DEIA-related content in Kyrgyz (Objective 1)
- 4) Number of formal collaborations (joint events, projects, or initiatives) between the U.S. Embassy and respective ministries and agencies (Objective 2)
- 5) Increase in usage of DEIA vocabulary in Kyrgyz official communications, reports, and publications in their lexicon (Objective 2)
- 6) Number of the traditional and social media content of DEIA-related terminology and vocabulary in Kyrgyz media. (Objective 3)

## B. FEDERAL AWARD INFORMATION

**Funding Mechanism Type:** Cooperative Agreement

**Estimated Award Ceiling:** \$30,000

**Length of Project Period:** 9-12 months

**Number of Awards Anticipated:** 1 (Pending availability of funds)

**Anticipated Program Start Date:** November 2024

Public Diplomacy Section (PDS) 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.

**Funding Range:** The average approved award range is between \$10,000 and \$30,000. PDS may choose to decrease the award ceiling to allow for more projects if desired.

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

**Funding Instrument Type:** Cooperative agreements are different from grants in that Embassy staff are more actively involved in the grant implementation.

In the case of a cooperative agreement,

The PDS will be substantially involved in carrying out the following aspects:

*PDS Responsibilities:*

- Provide final approval of the DEIA terminology translations.
- Provide final approval of the media content if applicable.
- Provide final approval of trainers and participants if applicable.
- Provide final approval of the M&E and work plan.
- Review and provide final approval of training materials and other written publications produced as part of grant activities.

*Recipient Responsibilities:*

- Confirm list of participants, trainer/s, and schedule with PDS.
- Confirm with PDS the place and time for the planned trainings.
- Invite PDS representatives for the project activities, training sessions and any other events in accordance with a pre-determined plan.

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

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

**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.

### C. ELIGIBILITY INFORMATION

1. The following **not-for-profit** organizations are eligible to apply:

- *Not-for-profit organizations,*
- *Civil society/non-governmental organizations,*
- *Educational institutions, and*
- *Media organizations*

**For this announcement, only organizations based in the Kyrgyz Republic are eligible to apply.** Organizations unique to the Kyrgyz Republic will be prioritized over local branches of international NGOs/CSOs.

2. For-profit entities, even those that may fall into the categories listed above, are **not** eligible to apply for this NOFO. Organizations may sub-contract with other entities, but only one non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal. For-profit organizations may not be sub-awardees.

3. In order to be eligible to receive an award, all organizations must have a unique entity identifier assigned by [SAM.gov](http://SAM.gov), as well as a valid registration on [SAM.gov](http://SAM.gov).

4. Cost sharing or matching is encouraged, but not required for this funding opportunity.

5. Pre-award costs are generally not an allowable expense for this funding opportunity, but may be considered on a case-by-case basis.

6. 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;
- Art or cultural projects;
- Commercial projects; or
- Projects that duplicate existing projects; or
- Illegal activities.
- Psychological assistance/therapy.

**Application Deadline:** All applications must be received by September 20, 2024, 11:59 p.m. Bishkek time.

**Application Submission Process:** Submit all application materials directly to the following email address: [BishkekProjectProposals@state.gov](mailto:BishkekProjectProposals@state.gov). Applications **must include** the Funding Opportunity Title and Funding Opportunity Number in the subject line of the email.

**D. TECHNICAL REQUIREMENTS FOR APPLICATION SUBMISSION:**

***Applicants are required to include the following documents and information from Sections 1–6 below, as applicable:***

**Section 1— Required Registrations**

**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](http://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** (Attachments 1 and 2)

All submissions must include the SF-424 Application for Federal Assistance (Attachment 2a) and the SF-424A Budget Information—Non-Construction (Attachment 2b). 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**

- A. **Applicant Organizational Information Sheet:** Applicants may complete and submit the form provided (Attachment 6). This form is not required, but the information requested should be conveyed in a format chosen by the applicant. An authorized signature by the applicant should be provided on this form.
- B. **Proof of Registration:** A copy of the organization's registration should be provided with the proposal application. Kyrgyz-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

### **Section 4—Technical Proposal**

Applicants must submit a complete narrative proposal in a format of their choice, or they may use the attached Narrative proposal (Attachment 3). 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
- 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 5), 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 contain the following information:

- a. **Monitoring and Evaluation Narrative:** In narrative form, applicants should describe how they intend to monitor and evaluate the activities of their award and collect data that tracks award performance. In addition, the applicant should describe any M&E processes, including key personnel, management structure (where M&E fits into the overall program's staff structure), technology, and provide a brief budget narrative explaining any line-item expenditures for M&E listed in the program's budget. This narrative is limited to one page.
- b. **Theory of Change Diagram:** Applicants will be expected to submit either a Theory of Change diagram or an If-Then Statement that illustrates how project activities will lead to intended outcomes.
- c. **Monitoring and Evaluation Datasheet:** The applicant must include their proposed activities and their expected outputs and outcomes as well as the goals and objectives as written in the NOFO. The datasheet's purpose is to explicitly illustrate how a project's activities lead to tangible results (such as increased beneficiary skills, knowledge, or attitudes) that ultimately address a PDS objective. For more information, please see Attachment 3.1: Instructions. Where feasible, applicants are encouraged to assess at least one of the following:
  - a. Participant satisfaction with the program.
  - b. Participant learning, such as increased knowledge, aptitude, skills, and changed understanding and attitude.
  - c. Participant behavior, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
  - d. Institutional changes, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

## **Section 5—Budget**

- A. **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 4.) 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 shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

Other budget guidelines:

1. 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.
  2. 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. PDS strongly urges applicants to consider utilizing local and regional experts.
  3. Equipment bought with PDS grant money can only be procured locally. Any request for computer equipment must include the procurement of original, not pirated, software.
  4. Any equipment which is procured with grant funds is loaned to the NGO and remains the property of the U.S. Embassy for a minimum of three years. This is to ensure that equipment will not be used for personal matters and that equipment will be returned to the U.S. Embassy should the NGO cease its activities. At the end of the project or three years, PDS will review the work of the NGO to determine whether 1) the loan will be extended, 2) the equipment will be given permanently to the NGO, or 3) the equipment will be returned to the U.S. Embassy.
  5. 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.
  6. Lodging costs should be indicated separately from meal costs related to the project activities.
  7. PDS 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.
  8. Alcohol and entertainment costs are not allowable expenses.
- B. **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**

- A. **Key Personnel:** A résumé, not to exceed one page in length, must be included for the proposed key persons working on the project, 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.

- B. **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.
- C. **Permission Letters:** Official permission letters, if required for project activities.

## E. 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.

## F. APPLICATION EVALUATION CRITERIA

**The proposals will be evaluated based on the criteria below:**

**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.

- **Quality and Feasibility of the Program Idea – 20 points:** The program idea should be innovative and well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined. Proposals should also demonstrate how the program will support Diversity, Equity, Inclusion and Accessibility (DEIA) principles and engage underserved communities in their program administration, design, and implementation.
- **Organizational Capacity and Record on Previous Grants – 10 points:**
  - The project proposal demonstrates that the organization has sufficient expertise, skills, and human resources to implement the project.

- The organization demonstrates that it has a clear understanding of the underlying issue that the project will address.
- The organization demonstrates capacity for successful planning and responsible fiscal management. This includes a financial management system and a bank account.
- Applicants who have received grant funds previously have been compliant with applicable rules and regulations.
- Where partners are described, the applicant details each partner's respective role and provides résumés or CVs for key persons responsible for the project and financial administration. Proposed personnel, institutional resources, and partners are adequate and appropriate.
- **Project Planning/Ability to Achieve Objectives – 25 points:** The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.
  - A media or amplification plan (if appropriate) that shows how the organization will use social or traditional media or otherwise increase the number of people who gain exposure to the issue and knowledge of the activities beyond the core participants.
- **Budget – 15 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. Costs are reasonable in relation to the proposed activities and anticipated results. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.
- **Monitoring and Evaluation - 15 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. This will include a list of proposed project activities, corresponding milestone, output, and outcome indicators, a description of data collection methods, and a timeline for collecting such information. 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.
- **Sustainability – 15 points:** The project proposal describes clearly the approach that will be used to ensure maximum sustainability or advancement of project goals after the end of project activity.

## G. 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 U.S. Embassy in the Kyrgyz Republic and the U.S. 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 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/ope/index.htm>

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

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

- Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

### **Diversity, Equity, Inclusion, and Accessibility**

The Bureau of South and Central Asian Affairs (SCA) prioritizes inclusive and integrated programs that address 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 will advance principles of Diversity, Equity, Inclusion, and Accessibility (DEIA) related to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and/or disability.

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 the program's administration, design, and implementation phases.

#### Definitions:

##### *Diversity:*

The term "diversity" means the practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of a community.

##### *Equity:*

The term "equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as ethnic minorities, and indigenous persons, members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

##### *Inclusion:*

The term "inclusion" means the recognition, appreciation, and use of the talents and skills of persons of all backgrounds.

##### *Accessibility:*

The term “accessibility” means the design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them.

*Underserved communities:*

The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.

## **Reporting**

Recipients are required to submit 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 U.S. government-provided equipment using the SF-428 form.

## **H. 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.

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

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

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

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained. Please note that award funds cannot be used for alcoholic beverages.

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, whether 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), trademark(s), or any other intellectual property rights and provide copies of the relevant documentation to support these copyrights.