

## Annual Program Statement (APS)

# U.S. Embassy Mozambique Public Diplomacy Section (PDS) Annual Program Statement

AF-Maputo, Department of State

Opportunity number:

- Application deadline(s):

Cycle 1: 31 December 2024

Cycle 2: 31 March 2025

Cycle 3: 30 June 2025

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**U.S Department of State  
AF - Maputo  
Annual Program Statement**

**A. Basic Information**

**1. Overview**

<b>Funding Opportunity Title</b>	U.S. Embassy Mozambique Public Diplomacy Section (PDS) Annual Program Statement
<b>Funding Opportunity Number</b>	AF-PD-MAP-FY25-01
<b>Announcement Type</b>	Initial announcement
<b>Deadline(s) for Applications</b>	<ul style="list-style-type: none"><li>• Cycle 1: 31 December 2024</li><li>• Cycle 2: 31 March 2025</li><li>• Cycle 3: 30 June 2025</li></ul>
<b>Assistance Listing Number</b>	19.040
<b>Length of performance period</b>	06 to 12 months
<b>Number of awards anticipated</b>	05 awards (dependent on amounts)
<b>Award amounts</b>	\$50,000.00 per award
<b>Total available funding</b>	\$250,000.00 pending funding availability
<b>Type of Funding</b>	FY25 Public Diplomacy Funds
<b>Anticipated program start date</b>	<ul style="list-style-type: none"><li>• Cycle 1: March 2025</li><li>• Cycle 2: June 2025</li><li>• Cycle 3: October 2025</li></ul>

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

**Funding Instrument Type:** Grant or cooperative agreement. Cooperative agreements are different from grants in that bureau/embassy staff are more actively involved in the grant implementation (“Substantial Involvement”).

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

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

## **2. Executive Summary**

**Priority Region:** Mozambique

### **Executive Summary**

**Purpose of Small Grants:** PDS Mozambique invites proposals for programs that **advance the U.S. Integrated Country Strategy for U.S Embassy Mozambique** and promote shared values between our countries. All programs must include an American element. This could be a connection with American expert/s, organization/s, approaches, or institution/s.

Examples of successful PDS Small Grants Program programs include, but are not limited to (suggested examples below):

- Academic exchanges and curriculum-based programs;
- Professional lectures, seminars and speaker programs;
- Performing arts workshops, joint performances and exhibitions;
- Cultural conservation projects around areas of shared heritage;

## **B. Eligibility**

### **1. Eligible Applicants**

The following Mozambican, U.S. and Foreign organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Public and private educational institutions
- Not-for-profit cultural institutions
- Individuals
- Media outlets

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

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

*Cost-sharing is not a requirement*

### **3. Other Eligibility Requirements**

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration on SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization.

## **C. Program Description**

### **1. Goals and Objectives**

The Annual Program Statement presents a funding opportunity through the Public Diplomacy Section to support small grant programs that enhance education, art & culture, entrepreneurship, media engagement, climate conservation, empowerment of women, youth and marginalized communities, and combat youth marginalization within Mozambican communities. The themes provided are aligned with the United States Mission Goals for the country of Mozambique. Possible activities may include educational and cultural exchanges, workshops, speaker programs, English language instruction, nature conservation initiatives, and capacity-building.

Applicants are expected to identify their target audience, scope of work and effectively measure the results of their programs throughout the implementation period. This includes designing a comprehensive monitoring and evaluation plan, detailing how the project's performance will be tracked over time, and outlining the approach and data collection strategies to be utilized, such as pre- and post-test surveys, interviews, and focus groups. Additionally, applicants should develop a marketing or media plan along with communication strategies to promote their initiatives.

### **Priority Program Areas:**

For the current year, PDS Mozambique welcomes proposals focused on one or more of the following themes:

- **Education Partnerships**  
Proposals in this area may focus strengthening links between U.S. and Mozambican education institutions at the secondary and tertiary level. Examples include joint research projects that pair Mozambican and U.S. students and academics to address shared topics of concern, such as climate change, trades fields, migration, economic growth, history, culture, food security, inclusion, accessibility, STEM, and tech access. Vocational and technical training is also welcome.

- **English Language Learning**

Proposals in this area may focus on one or more of the following: expanding access to English language education through teacher training programs, direct teaching of English language to targeted groups, curriculum development, expanding language learning resources, professional development, linking English language learning with career development, and improving Mozambican's English level for prerequisite testing for admission to U.S. institutions of higher learning.

- **Social Impact Entrepreneurship**

Proposals in this area develop entrepreneurship ecosystems, by supporting social impact entrepreneurship endeavors that address environmental, educational banking, agricultural, health and accessibility, technological, and infrastructure challenges with for-profit businesses solutions. Proposals may support capacity-building for aspiring entrepreneurs, certifications, and access to seed funding enterprises with a significant social impact. Special emphasis will be given to proposals that are inclusive and demonstrate scalability after the proposal period is complete.

- **Strengthening Media Ecosystem**

Proposals in this area should enhance press freedoms and improve the capacity of journalists (senior and aspiring), to improve reporting standards, the quantity and quality of investigative reports, and increase media literacy for the public. This includes focusing on countering dis/mis information, as well as media access for underserved areas of Mozambique and underserved populations, including people with disabilities and those who only speak vernacular languages. Initiatives may focus on promoting collaboration between Mozambican and U.S. media organizations that deliver key improvements in countering disinformation, establishing ethical journalism standards, improving journalist safety, and increasing the sustainability of independent media outlets.

**In addition to the requirements listed above by program area, all proposals must:**

- Clearly indicate the priority program area for which the proposal is being submitted.
- Explicitly outline the size and scope of the target participants and secondary audiences/beneficiaries impacted by activities described in the proposal.
- Identify the cities/districts/localities in which activities will take place.
- Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant.
- Demonstrate the timeline of events covered by the proposal, as well as post-activity follow up.
- Clearly articulate the U.S. involvement or area of shared values.
- Describe other co-founders or partners, including U.S. Embassy funders outside of PDS, that are responsible for (or you are seeking their support for) any parts of the proposal submitted.

- Provide a traditional and/or social media plan for marketing program activities and outcomes.
- Identify specific outcomes to be achieved by the end of the grant period,
- Identify surveys, beneficiary interviews, focus groups, etc. that will be implemented for Monitoring and Evaluation purposes.

**The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

**2. Substantial Involvement**

In the case of Cooperative Agreements a full description of Substantial Involvement will be included in the award document.

**D. Application Contents and Format**

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

**Content of Application**

Please ensure:

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

The following documents are **required**:

### **1. Mandatory application forms**

- SF-424 (Application for Federal Assistance – organizations) or SF-424-I (Application for Federal Assistance --individuals) at [www.grants.gov](http://www.grants.gov)
- SF-424A (Budget Information for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)
- SF-424B (Assurances for Non-Construction programs) at [www.grants.gov](http://www.grants.gov)

### **2. Summary Page (optional)**

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

### **3. Proposal (10 pages maximum)**

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

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.
- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.



#### **4. Budget Justification Narrative**

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

#### **5. Attachments**

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

### **E. Submission Requirements and Deadlines**

#### **1. Address to Request Application Package**

Application forms required above are available at [www.grants.gov](http://www.grants.gov).

#### **2. Department of State Contacts**

If you have any questions about the grant application process, please contact:  
[maputopdproposals@state.gov](mailto:maputopdproposals@state.gov).

PDS Maputo will conduct Information Sessions to provide clarifications and answer any questions from interested applicants via ZOOM platform, from 16:00 – 17:00 Mozambique time on the following dates:

November 27, 2024 - Wednesday	February 18, 2025 - Tuesday
December 12, 2024 - Tuesday	April 21, 2025 - Monday
January 21, 2025 - Tuesday	May 19, 2025 - Monday

In order to participate in the info sessions please register in advance through <https://statedept.zoomgov.com/meeting/register/vJltcuyurjlpEoJTGPJ9mg3hyfTJbvxB7AY>. After registering, you will receive a confirmation email containing information about joining the meeting.

Questions will be accepted on a rolling basis and can be e-mailed to [maputopdproposals@state.gov](mailto:maputopdproposals@state.gov).

### **3. Unique entity identifier and System for Award Management (SAM.gov)**

#### **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. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from the NOFO.

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

***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 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 prior to registering in SAM.gov.
- **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 to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an 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](http://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 an 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.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

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

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](#)

### **Exemptions**

An exemption from the UEI and SAM.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

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.

### **4. Submission Dates and Times**

Proposals will be accepted throughout the year. Proposals will be reviewed according to the following schedule:

- Proposals received between November 2024 and December 31, 2024 will be reviewed in January 2025, with responses going out by February 2025. Activities are expected to begin in March 2025.
- Proposals received between January 01, 2025 and March 31, 2025, will be reviewed by April 2025, with responses going out by May 2025. Activities are expected to begin in June 2025.
- Proposals received between April 1, 2025 and June 30, 2025 will be reviewed by July 2025, with responses going out by August 2025. Activities are expected to begin in October 2025.

### **5. Funding Restrictions**

- i. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

Award funds cannot be used for:

- Purchasing of alcohol.
- Prizes and awards.
- Funding political campaigns or politics related activities.
- Funding terrorist activities or related activities.
- Other activities and goods that are not related to the program and its objective.
- Activities that appear partisan or that support individual or party electoral campaigns.
- Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
- Military assistance of any kind, including weapons buy-back or rewards programs.
- Purchase of firearms, ammunition, or removal of unexploded ordnances.
- Payments for any partner government, military, or civilian government employee salary or pension.
- Duplication of services immediately available through municipal, provincial, or national government.
- Funds for market research, advertising (unless public service related to grant program), or other promotional expenses.
- Expenses made prior to the approval of a proposal, or unreasonable expenditures will not be reimbursed.
- Fund-raising campaigns.
- Lobbying for specific legislation or projects.
- Projects intended primarily for the growth or institutional development of the organization.
- Projects seeking funds for personal use.
- Projects that require a participation fee.
- Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction: In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that – Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or
- Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for

collecting the tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.”

- For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.
- ii. Certification Regarding Compliance with applicable Federal anti-discrimination laws

If the place of performance or delivery of any award made under this Annual Program Statement will be **within the United States**, applicants are advised that they will be required to certify the following at the time of award:

- 1) Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
  - 2) It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.
- iii. Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- 1) Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

## **6. Other Submission Requirements**

All application materials must be submitted electronically through [www.Grants.gov](http://www.Grants.gov) or via e-mail at [MaputoPDProposals@state.gov](mailto:MaputoPDProposals@state.gov).

## **F. Application Review Information**

### **1. Review Criteria**

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

**Quality and Feasibility of the Program Idea – 20 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 20 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan – 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 program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

**Support of Equity and Underserved Communities – 10 points:** Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

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

A review committee will evaluate all eligible applications.

### **3. Risk Review**

- i. Risk factors

Under the merit review as required by 2 CFR § 200.206, prior to making a Federal Award the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements
- f. Legal government resignation of applicant organization, and capacity of implement projects in Mozambique.

## **G. Award Notices**

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The 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.

**Unsuccessful applicants:** Unsuccessful applicants will be notified by e-mail.

### **Payment Method:**

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Payments may be made in at least four installments, as needed to carry out the program activities.

## **H. Post-Award Requirements and Administration**

## **1. 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:

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 89 FR 30046 on April 22, 2024 , particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  - 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 pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).
- 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



## **2. Reporting**

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

Financial Reports must be submitted through the SF425 form, available on [www.grants.gov](http://www.grants.gov). Program reports can be submitted on MS. Word or PDF document and should provide concrete evidence of actual activities and comparison against original grant award goals and objectives, report on completion status of project components, and explain achievements and challenges during the reporting period.

**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 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 \$10,000 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 \$10,000 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 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.

“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.