Annual Program Statement (APS)

U.S. Embassy Zimbabwe, Harare PD 2025

Harare, Department of State

Opportunity number: AF-HAR-FY25-01

Application deadline: August 1, 2025

Contents

[**A.** **Basic Information** 3](#_Toc180764858)

[**B.** **Eligibility** 4](#_Toc180764859)

[**C.** **Program Description** 5](#_Toc180764860)

[**D.** **Application Contents and Format** 6](#_Toc180764861)

[**E.** **Submission Requirements and Deadlines** 8](#_Toc180764862)

[**F.** **Application Review Information** 11](#_Toc180764863)

[**G.** **Award Notices** 13](#_Toc180764864)

[**H.** **Post-Award Requirements and Administration** 13](#_Toc180764865)

[**I.** **Other Information** 15](#_Toc180764866)

**U.S Department of State  
U.S. EMBASSY ZIMBABWE, Harare**

**Annual Program Statement**

### **Basic Information**

##### ***Overview***

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| --- | --- |
| **Funding Opportunity Title** | **U.S. Embassy Zimbabwe, Harare PD 2025 Annual Program Statement** |
| **Funding Opportunity Number** | **AF-HAR-FY25-01** |
| **Announcement Type** | Initial Announcement |
| **Deadline for Applications** | August 1, 2025 |
| **Assistance Listing Number** | 19.040; 19.022 |
| **Length of performance period** | 2 to 18 months |
| **Number of awards anticipated** | 10 awards (dependent on amounts) |
| **Award amounts** | Awards may range from a minimum of US$10,000 to a maximum of US$40,000\* with the majority in the US$15,000-30,000 range. |
| **Total available funding** | $250,000 USD pending funding availability |
| **Type of Funding** | FY25 Smith Mundt Public Diplomacy Funds  FY25 Fulbright Hays Educational & Cultural Affairs Funds |
| **Anticipated program start date** | Rolling basis starting in January 2025 |

The U.S. Embassy Harare Public Diplomacy (PD) Section of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants 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, fixed amount award (FAA), or cooperative agreement. Cooperative agreements and some FAAs are different from grants in that U.S. Embassy Harare staff are more actively involved in the grant implementation (“Substantial Involvement”).

**Program Performance Period**: Proposed projects should be completed in 18 months or less.

The Department of State will rarely entertain applications for continuation grants funded under these awards beyond the initial budget period. If selected, the application can be processed 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.

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

##### ***Executive Summary***

**Priority Region:** Zimbabwe

**Executive Summary**

PD Harare invites proposals for projects that **strengthen networks between the people of the United States and the people of Zimbabwe** through exchanges highlighting our shared goals and values. All programs MUST include an American component, such as an American expert engagement (physical or virtual) in Zimbabwe or Zimbabweans traveling to the United States to collaborate and exchange best practices in a specific field that will promote increased understanding of U.S. perspectives. Projects that incorporate strong American components into their design will be prioritized over other proposals.

### **Eligibility**

##### ***Eligible Applicants***

The following organizations are eligible to apply*:*

* *PD Harare accepts applications from both the United States and Zimbabwe, with a preference towards local applicants:*
* *Registered not-for-profit organizations, including think tanks, trusts and civil society/non-governmental organizations with programming experience;*
* *Individuals; and/or*
* *Non-profit or governmental educational institutions.*

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

##### ***Cost Sharing or Matching***

Cost sharing is not required but encouraged

##### ***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.

Financial Capacity

Pressures on Zimbabwe’s financial systems may affect the selected applicant’s ability to follow through with the grant agreement. PD Harare does not infuse additional funds into a grant agreement to compensate for currency fluctuations or for unforeseen work. To guard against non-compliance owing to cash shortages borne of banking complications, it is strongly suggested that applicants have a Foreign Currency Account in addition to a local currency account. Applicants should be aware of their banking institution’s policies and fees regarding electronic deposits, transfers and withdrawals of U.S. dollars. Applicants should ensure their bank has a corresponding relationship with U.S. banks. You will only be asked to supply banking information if your proposal is selected for funding.

### **Program Description**

##### ***Goals and Objectives***

PD Harare encourages applicants to apply to this opportunity unless the idea better fits an individual 2025 NOFO. This Annual Program Statement welcomes proposals in areas that:

* Promote democratic principles including freedom of speech and civic participation; particularly if they share best practices for citizen advocacy or explore the challenges modern media houses face in a digital economy and the ethical standards needed to gain public confidence.
* Advance an inclusive economy; particularly connecting social entrepreneurs and the creative community with online marketing tools.
* Deepen U.S.-Zimbabwean university partnerships; particularly if they bolster stronger research capacity and explore opportunities for increased internationalization of tertiary education in Zimbabwe.
* Promote understanding and use of emerging technology for Zimbabweans to make the most of innovation to promote development.
* Deepen U.S.-Zimbabwean professional networks through organized workshops and rekindling alumni exchange partnerships and networks to solve new problems.
* Foster social inclusion of underserved communities, such as disabled persons, minority ethnic groups, LGBTQI+, and those in remote rural areas.

**Priority Program Areas:**

**Mission Goal 1:** Zimbabwe improves accountable, democratic governance that serves an engaged citizenry and respects fundamental human rights.

**Mission Goal 2:** Zimbabwe has a market-oriented economy that provides an opportunity for all Zimbabweans to prosper.

**Participants and Audiences:**

* *Civil society organizations*
* *Media houses and journalists*
* *Advocacy groups*
* *Academic institutions focusing on political science and media studies*
* *Social entrepreneurs*
* *Creative community members (artists, designers, etc.)*
* *Small and medium-sized enterprises (SMEs)*
* *University administrators and faculty*
* *Tech startups and innovators*
* *Educational and Research institutions*
* *Government agencies*
* *Non-governmental organizations (NGOs) promoting tech literacy*
* *Alumni of exchange programs*
* *Organizations supporting disabled persons*
* *Minority groups such as LGBTQI+, people living with disabilities, and minority ethnic groups*
* *Community leaders in remote rural areas*

**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.

### **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**

The proposal should:

* Clearly serve the goals and objectives of this funding opportunity;
* Be specific and concise in describing the who, what, why, when, where, how and cost aspects of the project;
* Provide all documents in English; and
  + Include a budget narrative and a budget table in U.S. dollars breaking down costs per unit rates, quantities as well as totals.

The following documents are **required**:

##### ***Mandatory application forms***

* Completed U.S. Embassy application form
* Detailed projected budget form
* SF-424 (Application for Federal Assistance – Organizations)

or SF-424-I (Application for Federal Assistance – Individuals)

* SF-424A (Budget Information for Non-Construction programs)
* SF-424B (Assurances for Non-Construction programs) note: the SF-424B is only required for individuals, organizations exempt from registration, and for organizations not required to fully register in SAM.gov
* Unique Entity Identifier (UEI) and an active registration with the SAM.gov

##### ***Proposal***

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.

##### ***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.

##### ***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.

### **Submission Requirements and Deadlines**

##### ***Address to Request Application Package***

Email [PublicDiplomacyGrants-ZIM@state.gov](mailto:PublicDiplomacyGrants-ZIM@state.gov); an automatic reply with the Application forms will be sent. Forms are also available at [www.grants.gov](http://www.grants.gov)

##### ***Department of State Contacts***

If you have any questions about the grant application process, please contact: [MawereR@state.gov](mailto:MawereR@state.gov) / PublicDiplomacyGrants-ZIM@state.gov

##### ***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”)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fsd.gov%2Fgsafsd_sp%3Fid%3Dgsafsd_kb_articles%26sys_id%3Dc81018e71b1601d0937fa64ce54bcb57&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=W2ShcazZBQbanYGj0cLOTnUJwv%2BGL4xfwr83%2BycQY2E%3D&reserved=0) with the Federal Service Desk (FSD) online at [www.fsd.gov](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.fsd.gov%2F&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=t32ANWzgpiB93pMWoq%2BFCSHz4YJY9QF1S1iQzCsS6RM%3D&reserved=0) 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](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feportal.nspa.nato.int%2FAC135Public%2Fscage%2FCageList.aspx&data=05%7C01%7Cfjeldkk%40state.gov%7C0cc4e2b471f44abcd32308db093ecead%7C66cf50745afe48d1a691a12b2121f44b%7C0%7C0%7C638113937577534024%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v3TLT8F%2FNfk5SuTcI2zw7SMhV4HK542OhP9XDx4ln%2BY%3D&reserved=0)

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool (nato.int)](https://eportal.nspa.nato.int/Codification/CageTool/home)

**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](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/subpart-A/section-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.

##### ***Submission Dates and Times***

Applications may be submitted for consideration at any time before the closing date of August 2, 2025*.* No applications will be accepted after that date.

##### ***Funding Restrictions***

1. 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).

##### ***Other Submission Requirements***

All application materials must be submitted by email to [PublicDiplomacyGrants-ZIM@state.gov](mailto:PublicDiplomacyGrants-ZIM@state.gov) (with “2025 Annual Program Statement Proposal” in the subject line).

### **Application Review Information**

##### ***Review Criteria***

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

**Goals and Objectives (20 pts):** Goals and objectives are clearly stated. Project approach is clearly matched to goals and likely to provide maximum impact in achieving the proposed results.

**Embassy Priorities and American Component (20 pts):** Applicant has clearly described how the project’s stated goals are related to and support U.S. Embassy Harare PD’s priority areas. The required U.S. component of the project is clearly articulated.

**Budget (10 pts):** The budget justification is detailed, with a narrative description that matches the budget numbers. There is a budget spreadsheet showing per unit cost breakdowns, subtotals, and totals in U.S. dollars. Estimated expenses 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 (10 pts):** The monitoring plan articulates realistic key indicators, outputs, outcomes, and milestones to indicate progress toward goals outlined in the proposal. It describes how and when indicators will be measured. The evaluation plan describes measures to be used in assessing the outcome and impact of the project. The plan may address potential pitfalls and possible contingencies to correct the course of the project.

**Sustainability (10 pts):** The proposal addresses follow-on activities that will sustain and continue the positive impact of the project after its completion.

**Organizational Capacity (10 pts):** 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 and understanding of the Zimbabwean entrepreneurship ecosystem and experience in implementing complex programs.

##### ***Review and Selection Process***

Applications are reviewed on a competitive basis by the Public Diplomacy Grants Committee, depending on availability of funds, on the technical and substantive criteria above.

All qualified proposals will remain on file through September 30, 2025 forthe committee for consideration at any time, if additional funds become available.

If you wish to receive an update on the status of your proposal, please email [PublicDiplomacyGrants-Zim@state.gov](mailto:PublicDiplomacyGrants-Zim@state.gov) with the Subject line: “*Request for Update on my Submitted Proposal [Title/Date of submission].”*

##### ***Risk Review***

1. 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:

* 1. Financial stability
  2. Management systems and standards
  3. History of performance
  4. Audit reports and findings
  5. Ability to effectively implement requirements

### **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 email no later than October 15, 2025.

**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 will be made via electronic funds transfer.

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

##### **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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.200&rgn=div5) (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](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.25&rgn=div5)
* [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.170&rgn=div5)
* [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.175&rgn=div5)
* [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.182&rgn=div5)
* [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&node=pt2.1.183&rgn=div5)
* [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](https://www.ecfr.gov/cgi-bin/text-idx?SID=81a5f41de81c46a9844617d93a9db081&mc=true&tpl=/ecfrbrowse/Title02/2chapterVI.tpl)
* [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](https://www.state.gov/federal-assistance-policies-appeals/)

##### ***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.

### **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.