Frequently Asked Questions

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Eligibility & Program Requirements

Can you provide a list of previous successful projects?

Please search USAspending.gov for previous projects funded by the Embassy. Set your filters as follows:

- Fiscal Year: specify. U.S. government fiscal years begin on October 1st and end of September 30th. FY25 began on October 1st, 2024.
- Award Type: Grants
- Agency: Department of State
- Country: Germany

Click Submit.

You can click on the number in the Prime Award ID column to see additional public information.

What are key components of a strong proposal?

A strong proposal should:

- Clearly align with U.S. foreign policy goals and priorities.
- Include robust strategic planning, with a clear analysis of the problem, defined target audiences, and specific objectives to be achieved by the program.
- Incorporate U.S. elements, such as American expertise, cultural and historical connections, people-to-people ties, and opportunities for mutual learning and exchange.
- Explicitly articulate and detail the above elements to demonstrate their relevance and importance.
- Present a well-developed performance monitoring plan with explicit targets and indicators for outputs and outcomes.
- Provide evidence of the applicant's capacity to implement the program effectively, including experience, empirical data, and relevant qualifications.

Can we apply for funding to conduct projects in the United States or third countries?

No. As the Public Diplomacy Section of the U.S. Embassy in Germany, our mandate is to engage the German public within Germany. However, bringing Germans to the United States as part of exchange programs is permissible.

Can we apply for funding activities that will be in the past by the time the award is issued?

This is not possible, all projects most begin after the period of performance indicate on the award documents, and no costs may be incurred before the award has been fully approved by a grants officer.

Is our project eligible for funding?

Eligibility depends on the programmatic priorities, target audiences, and project types outlined in the respective Notice of Funding Opportunity. Please review these carefully to determine if your project aligns with the funding criteria.

Is my organization eligible for funding even though we already receive funding by another U.S. government entity?

Yes, your organization is eligible, provided the funding from other U.S. government entities is for a separate project and does not overlap with the proposed activities.

Can my organization request funding to continue a previously funded project?

Yes, your organization may apply for funding to continue a previously funded project, provided the following criteria are met:

- Successful Completion of the Previous Project: The prior project must have been completed successfully, meeting all stated objectives and reporting requirements.

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- Distinct New Iteration: The proposed continuation must represent a new phase, iteration, or component of the original project. It should have clear, distinct objectives and demonstrate how it builds upon or expands the impact of the previous work.
- Alignment with Current Funding Priorities: The new project must align with the Embassy's current programmatic priorities and objectives. This ensures the proposed project contributes meaningfully to strategic goals.

Can we apply if certain program elements are not confirmed yet?

Yes, you may apply even if some program elements are not yet finalized. For example, if you are applying on behalf of a festival and cannot confirm a complete lineup, you can still seek grant funding by clearly defining your planned programmatic elements and demonstrating how they align with our themes and priorities. Applications should outline your intended programming and provide evidence of your ability to recruit presenters, speakers, or guests of equivalent quality and qualifications to those proposed.

Is it a prerequisite that programs must reach several regions and involve several partners?

This depends on the specific Notice of Funding Opportunity and its programmatic guidelines. While such scope may enhance a program's impact, it is not a general requirement unless explicitly stated in the funding opportunity.

Why are U.S. and third country applicants required to partner with German organizations?

U.S. and third-country applicants are required to partner with German organizations to ensure the success and effectiveness of public diplomacy programs. This requirement reflects several considerations:

Local Expertise and Cultural Context: German organizations provide essential insights into the local cultural, political, and social environment, enabling programs to be more relevant and impactful. U.S. and third-country applicants may lack deep familiarity with these nuances.

Network Strength: German partners typically have stronger connections and trust within their communities. These networks are critical for participant recruitment and program implementation.

Language and Accessibility: Many German audiences are more comfortable engaging in German. Partnerships help overcome language barriers and enhance the inclusivity of program offerings.

Cost Efficiency: Travel and logistical expenses for U.S. or third-country staff can strain budgets. Collaborating with local partners helps optimize resources by leveraging their existing infrastructure and reducing travel costs.

Sustainability: Programs involving German partners tend to have a greater long-term impact, as they are rooted in local contexts and relationships, ensuring continuity even after initial funding ends.

Can you clarify restrictions related to the engagement of U.S. citizens with Embassy grant funds?

Embassy grant funds, governed by the Smith-Mundt Act and related regulations, must exclusively engage foreign audiences outside the United States. Programs funded by these grants cannot target U.S. citizens or residents as their primary audience. While incidental participation by U.S. citizens may occur, grantees must not design activities, outreach, or materials to appeal specifically to them.

For exchanges funded by Embassy grants, participants must be foreign nationals, as the program's purpose is to engage and benefit foreign audiences in alignment with U.S. foreign policy objectives. While exchanges may involve travel to the United States or interactions with Americans as part of the experience, the primary focus and measurable outcomes must center on the development, education, or networking of the foreign participants. Any incidental exposure to U.S. citizens should not constitute a program goal or evaluation metric.

Americans may take active roles in Embassy-funded programs as speakers, workshop facilitators, trainers, or contributors, provided their participation directly supports the program's objective of engaging foreign audiences. These roles are encouraged as they leverage American expertise to foster mutual understanding and achieve U.S. public diplomacy goals. However, Americans cannot participate in passive roles, such as attendees or consumers of program content, as the grant's focus must remain exclusively on benefiting foreign audiences.

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What if U.S. citizens are incidental participants in the program?

Attendance by U.S. citizens does not inherently violate rules but should not result from deliberate outreach or program design.

The Statutory Authority on the Notice of Funding Opportunity states Fulbright Hays and not Smith Mundt, what is the difference?

If the program is funded under the Fulbright-Hays Act authority, the restrictions related to engaging U.S. citizens are different. The Fulbright-Hays Act explicitly permits programs that include U.S. citizen participation, particularly for educational and cultural exchanges that foster mutual understanding between the United States and foreign nations. This means U.S. citizens can actively participate in such programs, including as exchange participants, provided the activities align with the statutory objectives of promoting international understanding and cooperation. It's essential, however, to ensure the program design clearly reflects the distinct statutory basis and objectives.

Application Process

How can we apply?

Please refer to the respective Notice of Funding Opportunity for detailed application instructions.

Why is there no contact information available?

We are unable to provide direct contact information due to the high volume of inquiries and applications that do not meet formal or substantive requirements. This approach helps streamline the process and reduce processing times.

Do we need a DUNS number to apply for funding?

No, a DUNS number is no longer required. It has been replaced by the SAM.gov Unique Entity Identifier (UEI). Additionally, (N)CAGE numbers are no longer required for overseas recipients applying solely for financial assistance.

When should we submit our application?

Please adhere to the deadlines listed in the respective Notice of Funding Opportunity. For funding opportunities with multiple application rounds, we recommend submitting your proposal as early as possible, as funding levels or programmatic requirements may change over time.

Is there a deadline for submitting a grant application and when is the next deadline?

Deadlines are specified in each Notice of Funding Opportunity. Please visit de.usembassy.gov/pd-grants or the respective funding opportunity on grants.gov for the latest information on deadlines and funding opportunities.

Can an application be changed after submission?

An application can only be revised if the Embassy explicitly requests changes following the conclusion of the merit review. If the project has been approved for funding, the implementer may propose minor changes to program implementation provided they do not substantively change the scope and objectives of the project.

Is there a limit to the number of grant applications that an organization can submit?

Yes, only one application per applicant per funding opportunity will be accepted at a time. Applicants may revise and resubmit rejected proposals if there are open funding opportunities.

When can we expect to hear if our grant application has been approved?

You can expect a funding decision within approximately six weeks of the application deadline.

What does "Subject to availability of funding" mean?

This phrase reflects the inherent uncertainties in the U.S. Federal budget process. The U.S. government's fiscal year runs from October to September, but funding timelines often depend on the political budget cycle, which can delay or alter anticipated

funding streams. Factors such as continuing resolutions, shifts in government priorities, or government shutdowns may temporarily suspend funding for discretionary programs.

Federal law requires funding to be confirmed before any project is approved. This involves a thorough review and final authorization by a financial management officer to ensure responsible resource allocation. Applicants should be aware that these external factors, beyond the Embassy's control, can affect the timing and availability of funding.

Which conditions do we need to fulfill before we apply for a grant?

Organizations need a SAM.gov Unique Entity Identifier (UEI) to apply (individual applicants do not need a UEI). Recipient organizations must also have a valid and active registration in SAM.gov before they can receive government funding.

Can the SAM.gov registration be obtained after the application deadline?

No, applicants must have a valid SAM.gov registration at the time of submission, and it will be checked during the technical review process.

If we apply for the maximum amount and receive notice that our proposal has been accepted, will we receive the full amount?

Approval of your proposal does not guarantee the full requested amount. The committee evaluates applications based on multiple factors, including the availability of funds.

Should we apply for less than the maximum amount to increase our organization's chances?

Focus on developing a proposal that most effectively addresses the funding opportunity's requirements and objectives. The requested amount should reflect the actual resources needed for successful project implementation.

How do we complete form SF-424(a)?

Guidance for completing SF-424 forms is available online. Minor errors will not negatively affect your application, as we understand the forms can be challenging to navigate.

Are there any opportunities for feedback or resubmissions for unsuccessful applicants?

Yes, we provide a brief justification for rejected proposals to help applicants refine their concepts and resubmit, if eligible.

Is there any support or guidance provided for the application process?

The Embassy does not offer individualized support for applications. However, webinars may be hosted approximately four weeks before application deadlines, and guidance documents and templates are available in the "Related Documents" tab on Grants.gov for the respective funding opportunity.

SAM.gov

What is SAM.gov?

The System for Award Management (SAM.gov) is a system operated by the General Services Administration (GSA). Organizations are required to obtain a UEI and register in SAM.gov in order for a federal assistance action (Grants, contracts, etc.) to be obligated and for the Department of State to issue payments against those obligations.

We are a department or office of a larger organization; do we need a SAM registration?

Only the organization applying for and receiving the award will need a SAM registration. If you are a subsidiary or Department, please indicate your mother organization as the applicant/recipient. You will then not need to register.

Why is annual renewal of my organization's registration important?

SAM.gov requires organizations to maintain registration by verifying and updating information annually. Having an active registration is required for organizations to receive payments on current awards and to receive new awards (or amendments). It is important to renew your registration before, not after, it expires. SAM.gov gives priority first to organizations renewing their registration; organizations who have allowed their registration to lapse are assisted with lower priority.

We are prompted to provide notarized, English-language documentation to validate our entity information. How do we do this?

Overseas registrants may self-translate and self-certify entity information documents. Please use the following language to self-certify:

Certification by Translator
I [insert typed name], certify that I am fluent (conversant) in the English and [insert foreign language] languages, and that the above/attached document is an accurate translation of the document attached entitled [insert translated document name].
[Signature]
[Typed Name]
[Address]
[Certification Date]

What documentation (notarized English translation) may be required to validate my organization's legal business name?

Please refer to this FSD site for extensive guidance.

What documentation (notarized English translation) may be required to validate my organization's legal physical address?

Please refer to this FSD site for extensive guidance.

The system shows dated or incorrect information for my organization during validation.

Entity Validation is the process during which SAM.gov verifies that the organization registering is a valid organization. Entity validation is the first step of the SAM.gov registration process. If the organization's correct entity name and address do not match what is displayed in SAM.gov, or there is no address at all, the organization should select "Create Incident" on the SAM.gov page. The entity should attach documents that identify their information and fully describes that there was no match for the organization in the provided text box. SAM.gov will automatically create an entity validation ticket for the entity. This is the only way to create a ticket for entity matching issues.

How do we access our organization's SAM.gov account if the former entity administrator is no longer available?

Use the "Live Chat" feature at www.fsd.gov , a representative can troubleshoot the issue. Live Chat is open during US hours (8 a.m. to 8 p.m. EST)

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Otherwise, your organization can "Create an Incident" submitting an online helpdesk ticket. The helpdesk will contact a POC given during registration. You should try to provide more than one contact upon registering instead of giving one person all the roles.

We can see our organization but can't access our account. Who should we contact?

This is most likely because you are not listed as a point of contact (POC) in your organization's registration.

Use the "Live Chat" feature at www.fsd.gov, a representative can help troubleshoot the issue. Be sure to have your organization's pertinent information.

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Budget Guidance

What is the maximum grant amount that can be requested?

The maximum grant amount is specified in the respective Notice of Funding Opportunity. Please refer to the award information provided there. There are no exceptions to the possible maximum amount.

What is the minimum grant amount that can be requested?

The minimum grant amount is specified in the respective Notice of Funding Opportunity. Please refer to the award information provided there. There are no exceptions to the required minimum amount.

Are there any matching funds or cost-sharing requirements for grantees?

Matching funds or cost-sharing are not required. However, projects that include cost-sharing elements may be evaluated more favorably, as these contributions enhance the overall cost-effectiveness of the program.

Can you clarify which cost items are permissible?

Permissible costs are determined based on the guidance provided in 2 CFR §200.420 . Applicants should review this regulation to assess the allowability of specific expenses. Below is a non-exhaustive list of costs that are explicitly prohibited:

- Costs of entertainment, including amusement, diversion, and social activities and any associated costs
- Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations
- Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-Federal entity's own funds
- Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- The cost of certain influencing activities associated with obtaining grants, contracts, or cooperative agreements, or loans
- Costs of goods or services for personal use of the non-Federal entity's employees
- Costs of selling and marketing any products or services of the non-Federal entity

As part of our review process, any non-permissible cost items included in the budget will be identified and removed during evaluation. The inclusion of such costs will not disadvantage the proposal's evaluation, provided they do not constitute a significant portion of the requested funds.

Can we include item x in our budget?

Your proposal should address the funding opportunity's requirements and parameters in the most effective way. While including non-permissible budget items will not disadvantage your application, these costs will be disallowed during the evaluation process if a positive funding decision is made. Non-permissible items should not constitute a significant portion of the requested budget. For further guidance on allowable costs, refer to 2 CFR 200 Subpart E (Cost Principles).

What is the currency conversion rate for conversions from local currencies to USD to be used in the budget?

You may use a conversion rate that is reasonably close to the current market exchange rate at the time of application submission. All costs in the budget must be presented in USD. Note that award payments will be converted to local currency on the payment date, and fluctuations in exchange rates between the budget and disbursement dates may result in differences in local currency values.

For budget purposes, do you want our full budget for the program or only the part that we would like funding for?

If requesting partial funding, submit the full program budget and clearly identify or highlight the specific cost items for which Embassy funding is requested.

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How are indirect costs budgeted when the applicant does not have a NICRA?

Indirect costs, or overhead, are those incurred for shared objectives and cannot be directly assigned to a specific cost objective. Applicants without a Negotiated Indirect Cost Rate Agreement (NICRA) may request the de minimis rate of up to 15% of the modified total direct cost (MTDC). MTDC excludes equipment, capital expenditures, rental costs, scholarships and fellowships, and subawards exceeding $25,000. The total of MTDC and indirect costs must not exceed the maximum award amount.

How does the Fly America Act (FAA) affect us when purchasing tickets with Federal Award funds?

Under the Fly America Act, air travel and cargo transportation funded by federal awards must generally use U.S.-based airlines. Tickets may include code-shared flights operated by foreign airlines, provided the U.S. airline's designator is listed on the ticket.

The Open Skies agreement between the U.S. and the EU allows U.S.-funded travelers to use EU-based airlines without violating Fly America regulations under certain conditions. Flights are authorized when:
a) Traveling between two EU countries.
b) Traveling between the U.S. and the EU.
c) Traveling between the EU and other destinations under specific provisions of the agreement.

This means most flights on EU-based carriers are permissible for travel funded under Federal awards.

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Grant Administration

What are the State Department's Branding Requirements?

All programs, projects, assistance, activities, and public communications funded partially or fully by the State Department must be appropriately marked overseas with the standard U.S. flag. Detailed policy guidance and resources are available at https://brand.america.gov/. You can download the Mission Germany branding package here.

Which documents do we need to sign?

- SF-424: pre program
- DS1909 Federal Assistance Award, Section 18
- SF270: Request for Advance or Reimbursement, Section 13
- If required: SF-424B Assurances

What is the grant period and when are funds disbursed?

The grant period is determined after the proposal's acceptance, based on programmatic requirements. The maximum period of performance is outlined in the Notice of Funding Opportunity.

Disbursement of funds varies by award type:

- Milestone-based payments: Initial funding upfront, with subsequent tranches released upon receipt of progress reports demonstrating satisfactory program progress.
- Reimbursement/Advance-based payments: Funds are transferred after submission and evaluation of an SF425 Federal Financial Report and an SF270 Request for Advance or Reimbursement.

Is it possible to reallocate funds from one position to another?

Yes, reallocation of funds is allowed if necessary. Changes must be reasonable, justifiable, and communicated to the grants officer in advance.

Can we request custom payment references to help locate the grant payments?

Custom payment references are not available. However, we can assist by providing the payment date and exact payment amount. Payments will be issued by GFS Financial Service Center Charleston.

Can the payment process be accelerated?

Payments typically take three weeks from submission of a signed SF270 to disbursal. To avoid delays, ensure all reporting requirements are met and submit a complete SF270 promptly.

Is there a template for progress reports?

Yes, you may use the provided report template for interim and final reports. If a monitoring plan was required with your application, include the completed plan with the performance narrative.

What are expectations for performance progress reports?

Performance progress reports should compare actual progress to the planned objectives outlined in the original proposal and award agreement. They must include:

- A narrative summary of achievements, challenges, and any deviations from the proposed timeline.
- Quantifiable outputs (e.g., number of participants, events held).
- Outcomes demonstrating changes in audience awareness, attitudes, or behavior.
- Any difficulties encountered and proposed solutions.

Reports must also meet the following formal criteria:

- Include the grant number (e.g., SGE210[...]).

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- Be written in English.
- Be signed by the authorized representative.

All reports should follow the provided template and adhere to the submission schedule specified in the award agreement.

Do we have to submit financial reports and receipts?

For Fixed Amount Awards (check Section 2 of the DS1909 Federal Assistance Award for award type), financial reports are not required. For other award types, use Form SF425 Federal Financial Report to report expenses. Refer to the reporting schedule in the award appendix for specifics.

Grants to Individuals

Which costs does the U.S. Embassy usually cover for recipients of individual awards?

The U.S. Embassy may cover the following costs, subject to negotiation and specific program requirements. Coverage will vary and may include only portions of these costs:

- Honorarium: $300 per program day.
- Per diem: Approximately $300 per program day (including $200 lodging and $100 meals and incidental expenses (M&IE)). Specific rates are determined by location and can be found here.
  - Travel days: 75% of M&IE.
  - Personal days: Per diem is covered for up to two personal days during a full week of programs; no expenses are covered for longer-term personal days.
- Local travel costs: Including taxis and train tickets.
  - Lump-sum taxi costs: $100–$350 depending on itinerary and tour length, with no receipts required.
  - Train tickets: The Embassy typically purchases flexible-rate tickets but may also reimburse costs.
- Transatlantic flights: In accordance with Fly America Act and EU Open Skies agreements. Only U.S. or EU carriers and economy flights are permitted.
  - The Embassy can purchase tickets directly for travelers or reimburse their cost through the grant.

What are the reporting requirements?

Most individual grants do not require reports unless otherwise specified. Recipients will be asked to sign the DS1909I Federal Assistance Award document after project completion and receipt of funds to certify that the project is complete.

I'm a U.S. citizen. Is my grant being taxed?

es, under U.S. tax law, grant funding of $600 or more in a calendar year is considered taxable income for U.S. citizens and Permanent Residents ("Green Card" holders). The Embassy will file IRS Form 1099-G for grants exceeding $600 to U.S.-based recipients.

The full award amount, including honoraria, lodging, meals, local transportation, and materials, is reportable. Certain expenses may be tax-deductible business costs, but the Embassy must report the entire award. Government-furnished materials, such as U.S. government-purchased airline tickets, are excluded from the reportable amount as they are vouchered individually at the time of purchase.

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How to complete the SF-424 Application for Federal Assistance Form

The SF-424 and SF-424A forms are required by law for all federal awards, and as such, they must be included in your application package. We understand these forms feel outdated and cumbersome and may seem to offer little practical value for your project or our review process. Please know that while they are a necessary part of the process, small errors or omissions are not a cause for concern, and we are offering this guidance to assist with completion. We appreciate your patience with this requirement.

Instructions below illustrate how a German non-profit entity applying for an Embassy funding opportunity should fill out the SF-424.

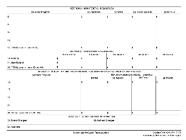| Item	Name	Entry	Example
1	Type of Submission	Application	
2	Type of Application	New	
3	Date Received	Leave Blank	
4	Applicant Identifier	Leave Blank	
5a	Federal Entity Identifier	Leave Blank	
5b	Federal Award Identifier	Leave Blank	
6	Date Received by State	Leave Blank	
7	State Application Identifier	Leave Blank	
8a	Legal Name	Enter the legal name of applicant.	Späti Society e.V.
8b	Employer/Taxpayer Identification Number (EIN/TIN)	Only for U.S. applicants: Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service.	44-4444444.
8c	UEI	Enter the applicant organization's 12-digit Unique Entity Identifier number assigned by SAM.gov	LN9PU5M2YZN5
8d	Address	Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	Am Wriezener Bahnhof 10243 Berlin Germany
8e	Organizational Unit	Leave blank or enter the name of the primary organizational unit, department or division that will undertake the assistance activity. Reserved for larger organizations.	
8f	Name and contact information of person to be contacted on matters	Enter the contact information of the program manager in charge if the application process or program planning.	

	involving this application.		
9	Type of Applicant	Select up to three types, our most common ones are: H. Public/State Controlled Institution of Higher Education M. Nonprofit V. Non-US Entity	M. Nonprofit V. Non-US Entity
10	Name of Federal Agency	Department of State, U.S. Embassy Berlin	
11	Catalogue of Federal Domestic Assistance Number	Refer to the number specified in the NOFO under Assistance Listing, usually 19.040.	19.040
	CFDA Title	Refer to the title specified in the NOFO under Assistance Listing, usually Public Diplomacy Programs.	Public Diplomacy Programs
12	Funding Opportunity Number	Refer to the Funding Opportunity number on the funding opportunity coversheet	DOS-DEU-PD-APST-25002
	Title	Refer to the Funding Opportunity title on the funding opportunity coversheet	Transatlantic Partnership Program
13	Competition Identification Number	Leave Blank	
14	Areas Affected by Project	Leave Blank	
15	Descriptive Title of Applicant's Project	Enter a brief descriptive title of the project.	Midnight Think Tank
16	Congressional Districts Of Applicant/Project	For U.S. applicants only: enter Congressional district of applicant. Project district will always be 00.000 (overseas).	00.000
17	Proposed Project Start and End Dates	Enter the proposed start date and end date of the project.	06/01/2025 – 05/31/2026
18	Estimated Funding	Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. Federal: Amount requested from the Embassy Applicant: In-kind/cost-share by applicant State/Local: U.S. only Other: Other third-party contributions to the project Program Income: Leave blank, not generally authorized Total: Sum of all lines above.	Federal: $15,000 Applicant: $2,500 State: Local: Other: Program Income: Total: $17,500
19	Is Application Subject to Review By State Under Executive Order 12372 Process?	c. Program is not covered by E.O. 12372	c. Program is not covered by E.O. 12372
20	Is the Applicant Delinquent on any Federal Debt?	U.S. applicants only: Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.	No
21	Certification	I Agree	I Agree
	Authorized Representative	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required). Date and sign the application.	

How to complete the SF-424a Budget Information Form

Instructions below illustrate how a German non-profit entity applying for an Embassy funding opportunity should fill out the SF-424a.

Item	Name	Entry	Example
1a	Budget Summary Lines 1-4 Column (a) Grant Program Function or Activity	Refer to the title specified in the NOFO under Assistance Listing, usually Public Diplomacy Programs. You will only need to use line 1. Lines 2-4 are for more complex programs, which require further activity breakdowns.	Public Diplomacy Programs
1b	Budget Summary Lines 1-4 Column (b) CFDA Number	Refer to the number specified in the NOFO under Assistance Listing, usually 19.040	19.040
1c 1d	Estimated Unobligated Federal Funds (c) and (d)	For new applications, leave Column (c) and (d) blank.	
1e	New or Revised Budget: Federal (e)	Enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project. Enter the amount requested from the Embassy into column (e).	$15,000
1f	New or Revised Budget: Non-Federal (f)	Enter the amount provided by non-Embassy funders into column (f). This includes in-kind contributions by the applicant as well as third-party funding already secured.	$2,500
1g	New or Revised Budget: Total (g)	The sum of columns (a) to (f)	$17,500
2-4	Lines 2-4	Leave Blank	
5	Totals	Calculate totals for each column	$15,000 / $2,500 / $17,500

Section B – Budget Categories

Page 2: Grant Program Function or Activity switches from rows (vertical) to columns (horizontal).

In the column heading (1), enter the title of the same program, function, and activity shown on Lines 1, column (a)

6	Grant Program, Function or Activity	Identical with value in item 1a on the previous page.	
6a	Personnel	Enter funds required for personnel from the selected program. If not applicable, leave blank. This category includes the salaries and wages for all non-Federal entity personnel who will be working on the project. The budget narrative should indicate the base salary and time each person will spend on the project. The narrative should also include any method used to arrive at the requested amount.	$10,000
6b	Fringe Benefits	U.S. applicants only: Enter funds required for fringe benefits from the selected program. If not applicable, leave blank. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.	

6c	Travel	Enter funds required for travel from the selected program. If not applicable, leave blank. This category includes domestic and international travel costs. The budget narrative should indicate who will travel, where, and why, and should include estimated air fare (or other mode of transportation), accommodations, meals and incidental expenses, and other costs such as conference fees, visa expenses, and inoculations. I	
6d	Equipment	Enter funds required for equipment from the selected program. If not applicable, leave blank. Equipment is defined as tangible personal property with a unit purchase price of $10,000 or more and having a useful life of more than one year.	
6e	Supplies	Enter funds required for supplies from the selected program. If not applicable, leave blank. This category includes all tangible personal property other than those described as equipment.	$2,500
6f	Contractual	Enter funds required for contractual costs from the selected program. If not applicable, leave blank. This category includes both contracts and subawards.	$5,000
6g	Construction	Not applicable for Public Diplomacy awards.	
6h	Other	Enter funds required for other costs from the selected program. If not applicable, leave blank. Other directs costs are any costs not included in the other categories.	
6i	Total Direct Charges	Sum of rows a-h	
6j	Indirect Charges	Indirect costs, often called overhead, or facilities and administrative costs, may only be charged to a Federal award that is subject to 2 CFR § 200, Subpart E when: • The applicant has a current Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal agency (described below in greater detail); or • The applicant elects to charge a de minimis rate of 15% of modified total direct costs (MTDC), which is allowable if the organization does not have a current agreement.	
6k	Totals	Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants, the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5.	$17,500
7	Program Income	Enter the estimated amount of total income, if any, expected to be generated from this project. If not applicable, leave blank.	

Section C – Non-Federal Resources
Leave Blank

Section D – Forecasted Cash Needs

13	Federal Total for 1st Year	Sum of Federal 1st Quarter – 4th Quarter Forecasted Cash Needs	$15,000
	Federal Forecasted Cash Needs for Quarter	Enter the forecasted cash needs from federal sources for the each quarter of the first program year. If not applicable, leave blank.	
14	Non-Federal Total for 1st Year	Sum of Federal 1st Quarter – 4th Quarter Forecasted Cash Needs.	$2,500
	Non-Federal Forecasted Cash Needs for Quarter	Enter the forecasted cash needs from non-federal sources for the each quarter of the first program year. If not applicable, leave blank.	
15	Total for 1st Year	Totals for each column	$17,500

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

16a	Grant Program	Identical with value in item 1a on page 1.	Public Diplomacy Programs
16b	First	Enter the estimated federal funds that will be required in the first funding year for the selected program, if applicable.	15,000
16c	Second	Enter the estimated federal funds that will be required in the second funding year for the selected program, if applicable.	

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16d	Third	Enter the estimated federal funds that will be required in the third funding year for the selected program, if applicable.	
16e	Fourth	Enter the estimated federal funds that will be required in the fourth funding year for the selected program, if applicable.	
20	Total	Total Sum of Estimated Federal Funds needed for balance of project per year.	
Section F – Other Budget Information			
21	Direct Charges	Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.	
22	Indirect Charges	Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.	
23	Remarks	Provide any other explanations or comments deemed necessary.	

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How to complete the SF-424I Application for Federal Assistance Form (Individuals)

The SF-424I is required by law for all federal awards to individuals, and as such, it must be included in your application package. We understand this form feel outdated and cumbersome and may seem to offer little practical value for your project or our review process. Please know that while it is a necessary part of the process, small errors or omissions are not a cause for concern, and we are offering this guidance to assist with completion. We appreciate your patience with this requirement.

Instructions below illustrate how a German individual applying for an Embassy funding opportunity should fill out the SF-424I.

Item	Name	Entry	Example
1	Name of Federal Agency	Department of State, U.S. Embassy Berlin	
2	Catalogue of Federal Domestic Assistance Number	Refer to the number specified in the NOFO under Assistance Listing, usually 19.040.	19.040
	CFDA Title	Refer to the title specified in the NOFO under Assistance Listing, usually Public Diplomacy Programs.	Public Diplomacy Programs
3	Date Received	Leave Blank	
4	Funding Opportunity Number	Refer to the Funding Opportunity number on the funding opportunity coversheet	DOS-DEU-PD-APST-25002
	Title	Refer to the Funding Opportunity title on the funding opportunity coversheet	Transatlantic Partnership Program
5a	Name and Contact Information	Enter your name and contact information.	
5b	Address	Enter your address. For German applicants, **State** should be left blank, and **Province** used to enter the German Federal State. **Country** should be DEU: Germany. If USA is pre-populated and hardcoded, no worries.	
5c	Citizenship Status	Indicate if U.S. citizen. If no, indicate country of citizenship and potential residency dates in the U.S.	
5d	Congressional District of Applicant	Enter Congressional district of applicant. Overseas (i.e. German) applicants should use 00.000	00.000
6a	Project Title	Enter a brief descriptive title of the project.	Midnight Think Tank
6b	Project Description	Enter a brief project description. Feel free to just copy the project summary from the application summary page.	
6c	Proposed Project Dates:	Enter proposed start and end dates. Be realistic and mindful of the funding opportunity's timeline and necessary processing/review times.	09/01/2025-03/31/2026
7	Certification	Check I AGREE, sign, and date the form.	

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Additional Resources

2 CFR 200 Regulatory framework governing grants administration

Brand.America.gov Branding Guidance

Fly America Act Guidance

Foreign Per Diem Rates

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