Notice of Funding Opportunity (NOFO)

Alumni Engagement Innovation Fund Program FY 2025

U.S. Embassy in North Macedonia, Department of State

Opportunity number: SMK800-25-PAS001

Application deadline: April 30, 2025

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**U.S Department of State  
U.S. Embassy in North Macedonia**

**Notice of Funding Opportunity**

### **Basic Information**

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

|  |  |
| --- | --- |
| **Funding Opportunity Title** | Alumni Engagement Innovation Fund Program FY 2025 |
| **Funding Opportunity Number** | SMK800-25-PAS001 |
| **Announcement Type** | Modification of previous announcement |
| **Deadline for Applications** | April 30, 2025 18:00 CET |
| **Assistance Listing Number** | 19.022 |
| **Length of performance period** | Up to 12 months |
| **Number of awards anticipated** | Two awards (dependent on amounts) |
| **Award amounts** | Awards may range from a minimum of $5,000 to a maximum of $35,000 (approximately) |
| **Total available funding** | $70,000 pending availability of funds |
| **Type of Funding** | Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. |
| **Anticipated project start date** | September 2025 |

**Funding Instrument Type:** Grant.

**Project Performance Period**: Proposed projects should be completed in twelve months or less.

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

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

**Priority Region:** North Macedonia

**Executive Summary**

### The Embassy of the United States in North Macedonia announces an open competition for past participants (“alumni”) of U.S. government-funded and U.S. government-sponsored exchange programs to submit applications to the 2025 Alumni Engagement Innovation Fund (AEIF 2025). We seek proposals from teams of at least two alumni that meet all program eligibility requirements below. Exchange alumni interested in participating in AEIF 2025 should submit proposals to SkopjeGrants@state.gov by April 30, 2025, 18:00 CET.

### **Eligibility**

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

Non-for-profit organizations meeting the following criteria are eligible to apply:

* Organization is from North Macedonia.
* Applications must be submitted by alumni associations of USG exchange alumni or by a team of at least two exchange alumni (individuals) through a not-for-profit, non-governmental organization, think tank, or academic institution that will serve as partner for implementing project activities.
* Applicant key staff/ project teams must be alumni of a U.S. government-funded or sponsored exchange program (https://alumni.state.gov/list-exchange-programs) or a U.S. government-sponsored exchange program (https://j1visa.state.gov/).
* Projects teams must include at least two (2) alumni.
* Alumni who are U.S. citizens may not participate as primary applicants but may participate as team members in a project.
* Alumni teams may be comprised of alumni from different exchange programs and different countries.

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

Inclusion of cost share is not a requirement of this opportunity.

##### ***Other Eligibility Requirements***

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in 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. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

### **Program Description**

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

### **Program Objectives:**

AEIF provides alumni of U.S. government-sponsored and facilitated exchange programs with funding to expand on skills gained during their exchange experience to design and implement innovative solutions to global challenges facing their community. Since its inception in 2011, AEIF has funded nearly 500 alumni-led projects around the world through a competitive global competition. This year, the U.S. Embassy will accept public service projects proposed by local USG Alumni organizations and managed by teams of at least two (2) alumni which directly support the Embassy’s goals and foreign policy objectives, promote shared interests, and benefit local communities. This year, AEIF 2025 will support United States’ commitment to “Deepen North Macedonia’s democracy and implementation of reforms to improve its reliability and capability as a U.S. partner”. Proposals are expected to address a specific theme such as:

• Reinforcing democratic values;

• Promoting rule of law and anti-corruption;

• Increasing social cohesion among groups;

• Empowering tomorrow’s leaders;

• Supporting North Macedonia’s energy independence;

• Cyber Security and Combating Malign Propaganda;

• Fostering civic responsibility, public service, or community-driven change, especially in local communities;

• Promoting cross-cultural understanding, celebrating heritage, culture, and/or arts as a catalyst for progress; and

• Fostering ties between North Macedonia and U.S.A.

### Proposals must address at minimum one of the themes listed here. Proposals that do not address the theme as outlined in the program objectives will be deemed ineligible. All project activities must take place outside of the United States and its territories.

**Participants and Audiences**

Applicants should clearly define specific, realistic, target audience(s). Broad target audiences such as the general public, youth, everyone, etc., should be avoided.

Audiences who are considered a priority for grants funded under this NOFO are:

* Youth and young adult leaders between 13 and 30 years;
* Community leaders and local officials;
* Teachers and academic professionals; and
* Local communities.

Please note that proposals addressing audiences not listed above can still be eligible, but such proposals must clearly indicate why addressing the proposed audience is especially important to achieving the goals stated in this NOFO.

### **Application Contents and Format**

1. **Address to Request Application Package**

Application and budget forms required below are available at: <https://mk.usembassy.gov/education-culture/grants/>.

1. **Content and Form of Application Submission**

Applications and budgets must be submitted using the official AEIF 2025 application and budget forms.

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;
* The proposal addresses all questions in the official AEIF 2025 application form;
* All documents are in English;
* The budget is in U.S. dollars and is submitted using the designated AEIF 2025 budget form;
* All pages are numbered.

The following documents and information are **required**:

1. **Mandatory application forms**

* SF-424 (Application for Federal Assistance – organizations) at <https://www.grants.gov/forms/forms-repository/sf-424-family> (NOTE: The PDF forms available on this portion of the site are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace.](https://www.grants.gov/applicants/workspace-overview/))
* SF424A (Budget Information for Non-Construction programs) at <https://www.grants.gov/forms/forms-repository/sf-424-family> (NOTE: The PDF forms available on this portion of the site are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace.](https://www.grants.gov/applicants/workspace-overview/))
* SF424B (Assurances for Non-Construction programs) at <https://www.grants.gov/forms/forms-repository/sf-424-family> (note: the SF-424B is only required for individuals and for organizations not registered in SAM.gov) (NOTE: The PDF forms available on this portion of the site are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace.](https://www.grants.gov/applicants/workspace-overview/))

1. **2025 Alumni Engagement Innovation Fund Proposal Form**
   1. **About your Project**: Please provide information on the title of your project, the requested budget total, and the primary location of the project. Projects need to take place outside of the U.S. or its territories.
   2. **Project Team Information**: At least two exchange alumni team members are required for a project to be considered for funding. Applications need to provide the name and contact information, describe the role each team member will have in the project, and their experience, qualifications, and ability to carry out that role. Applicants need to indicate what proportion of the team member’s time will be used in support of the project.
   3. **Problem Statement:** Ashort narrative which outlines the proposed project, including challenge/s to be addressed, project objectives, and anticipated impact.
   4. **Project Goals and Objectives:** The goal/s of the proposed project need to describe what the project is intended to achieve and include the objectives which support the goal/s. Objectives should be specific, measurable, and realistically achievable in a set time frame.
   5. **Project Methods, Design, and Timeline**: A description of how the project is expected to work to solve the stated problem and achieve the goal/s. This should include a description of the project’s direct and indirect beneficiaries as well as a plan on how to continue the program beyond the grant period, or the availability of other resources, if applicable. The proposed timeline for the project activities should include the dates, times, and locations of planned activities and events. Applicants may also submit proposed workshop or training agendas and materials.
   6. **Project Timeline**: A timeline of your project activities.
   7. **Beneficiaries:** An estimated number of direct and indirect beneficiaries of your proposed project.
   8. **Local Project Partners:** A list of partners who will support the proposed project, if applicable.
   9. **Communication Plan:** The communication plan should include a communication and outreach strategy for promoting the proposed project. It may include social media, websites, print news, or other forms of media intended to use to share information about the project to beneficiaries and the public. Communications should include AEIF 2025, ExchangeAlumni, and U.S. Embassy branding.
   10. **Project Monitoring and Evaluation Plan:** The Monitoring and Evaluation component of the proposal should outline in detail how the proposal’s activities will advance the program’s goals and objectives. This should include any outcomes showing a change in knowledge, awareness, and attitudes; improved quality of services; increased capacity at a school, group; etc. Proposals should also include how the grantee will measure the impact of planned activities.
2. **2025 Alumni Engagement Innovation Fund Budget Form with Budget Narrative:** Applicants must submit a detailed budget and budget narrative justification utilizing the template provided. Line-item expenditures should be listed in the greatest possible detail. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.
3. **Attachments:**

* Official permission letters, if required for program activities
* Unique Entity Identifier and System for Award Management (SAM.gov)

### **Submission Requirements and Deadlines**

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

Application forms required above are available at <https://mk.usembassy.gov/education-culture/grants/> and <https://www.grants.gov/forms/forms-repository/sf-424-family> (NOTE: The PDF forms available on this portion of the site are for sample purposes only and cannot be submitted with your application package. If you are applying for a grant, please complete and submit your application using [Grants.gov Workspace](https://www.grants.gov/applicants/workspace-overview/)).

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

If you have any questions about the grant application process, please contact: [SkopjeGrants@state.gov](mailto:SkopjeGrants@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 in 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 this NOFO.

The 2 CFR 200 requires subrecipients to 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 are due no later than April 30, 2025, 18:00 CET.

##### ***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).

1. Certification Regarding Compliance with applicable Federal anti-discrimination laws

None of the funds awarded under this agreement may be used for any initiatives or programs, or any activities that do not comply with Executive Order 14173 titled Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

The Recipient shall submit, prior to award or upon request from Grants Officer, a certification that confirms:

* + 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.

1. AEIF 2025 does not support the following activities or costs, and the selection committee will deem applications involving any of these activities or costs ineligible:

* Any airfare to/from the United States and its territories
* Activities that take place in the United States and its territories
* Staff salaries, office space, and overhead/operational expenses
* Large items of durable equipment or construction programs
* Alcohol, excessive meals, refreshments, or entertainment
* Academic or scientific research
* Charitable or development activities
* Provision of direct social services to a population
* Individual scholarships
* Social travel/visits
* Gifts or prizes
* Duplication of existing programs
* Institutional development of an organization
* Venture capital, for-profit endeavors, or charging a fee for participation in project
* Support for specific religious activities
* Fund-raising campaigns
* Support or opposition of partisan political activity or lobbying for specific legislation

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

All application materials must be submitted by email to [*SkopjeGrants*@state.gov](mailto:SkopjeGrants@state.gov).

### **Application Review Information**

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

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

|  |
| --- |
| **Relevance to Application Theme**  The proposal provides sufficient information on how the activities will support the theme(s) of the competition. The narrative explains any relevant local context the D.C. Selection Committee may not be aware of in relation to this project.  Proposed project ideas must be public diplomacy in nature (i.e. not development or military). |
| **Purpose and Summary, Description, and Implementation Plan**  When developing the purpose, summary, description, and implementation plan, applicants should aim to make all descriptions clear, concise, and compelling.  Reviewers will judge the proposals based on the likelihood for the project to exert a sustained, powerful influence on the community where it is undertaken.  Does the project address an important gap of understanding or need?  If the aim of the project is achieved, how will existing knowledge or practice be improved?  What audience do the applicants hope to reach with this project?  How many will participate?  How will they be selected? |
| **Degree of Alumni Involvement**  Projects must include the involvement of at least two (2) exchange alumni.  They may be the project team leaders or collaborate directly with PAS in formulating the project.  More than two alumni may comprise the team, however, the minimum is two.  As the team leaders, the alumni must be closely involved in project planning, implementation, etc.  Applicants should ensure that the proposal includes the following information for each alumni team member: first name, last name, e-mail address, exchange program, country of citizenship, and roles and responsibilities. |
| **Participation and Support from Local Partners**  The proposal demonstrates buy-in and support from the community where the project will take place.  Local partner involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc. |
| **Evaluation and Impact of the Project**  A monitoring & evaluation (M&E) plan is pivotal to project implementation and important tracking progress towards the project’s objectives and goals.  An M&E plan should consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how that data collection will be accomplished.  Well-crafted indicators should be used to understand a program’s progress toward the desired results.  An M&E plan should be reviewed for the following:  • Completion  • Applicability and logic of objectives and indicators  • Clear approach to monitoring  • Adherence to SMART criteria  • Feasibility of baselines and targets  • Data quality plan  • Capacity to implement plan |
| **Communication, Media, and Outreach Plan**  The project should include a clear plan and timeline for how and when the team will share information about the project.  It is important to ensure that the U.S. Embassy gets recognition throughout the process, if circumstances permit. |
| **Budget and Budget Narrative**  The budget and narrative justification are sufficiently 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.  The results and proposed outcomes justify the total cost of the project.  Budget items are reasonable, allowable, and allocable. |

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

The U.S. Embassy Public Affairs Section will use the criteria outlined above to evaluate all applications.

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

1. Risk factors – must include

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
  6. If there are any program specific risk factors that will be considered, describe them here.

### **Award Notices**

The award 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 counter-signature. The recipient may only start incurring project expenses beginning on the start date shown on the 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 September 30, 2025, via email.

**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.

### **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/about-us-office-of-the-procurement-executive/)

##### ***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. All reports must be signed and certified by an authorized representative of the Recipient organization. All financial reports must be submitted using form SF-425—Federal Financial Report. As appropriate, performance reports must contain: a comparison of actual accomplishments to the objectives of the federal award established for the period; the reasons why established goals were not met; and additional pertinent information including an analysis and explanation of cost overruns or high unit costs. The award document will specify additional reporting requirements.

**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.

### **Other Information**

**Guidelines for Budget Justification**

Please refer back to Funding Restrictions in section D for costs not supported through the 2025 AEIF.

Venue Costs: Calculate costs for renting space for project-related activities such as workshops or other training activities. Consider looking for donated space first. If donated space is not possible, costs should be reasonable based on the local environment. All expenses must be itemized and explained.

Promotional Items and Advertising: These items aim to amplify your project. All requests should be reasonable and relevant to the project. All expenses must be itemized and explained.

Meals and Beverage: Include reasonable costs for snacks, non-alcoholic beverages, and meals if essential to the project. Break down meals by the cost per person per meal.

All expenses must be itemized and explained.

Speaker/Consultant/Training Fees: Speaker: Maximum of $250 per day for full programming. Trainer: Maximum of $250 per day or $25 per hour. Consider asking fellow Alumni with expertise to cost-share speaker/training fees. Consultant: A reasonable consultant fee may be included by Alumni for project management and oversight. However, consider cost-sharing as the AEIF cannot provide salary type expenses. All expenses must be itemized and explained.

Lodging and Per Diem: List per diem rates and hotel costs which directly support the implementation of the project and indicate single or double occupancy. Per diem rates should be calculated according to the U.S. government allowable rates or be adjusted to local prices if appropriate. Please consult with your U.S. Embassy/Consulate. All expenses must be itemized and explained.

Travel: If the program involves travel, include a brief statement of justification for that travel. Estimate the costs of travel for this project, consultants or speakers, and participants/beneficiaries. Costs can include in-country and intraregional air fare or local travel costs required for the actual implementation of the project. Travel between the U.S. and project country is not supported. The AEIF does not support travel in business class or higher. All expenses must be itemized and explained.

Supplies, Materials, Equipment: Include general office supplies, computer software, consumable automotive supplies (i.e. fuel), small equipment such as laptops, projector, etc., and expendable materials (i.e. paper, paint). Rent equipment rather than purchase if it is more cost-efficient. All expenses must be itemized and explained.

Other: Describe other costs directly associated with the program, which do not fit in the other categories. Commonly cited items are administrative and accounting costs, shipping costs for materials and equipment, and monitoring and evaluation. All expenses must be itemized and explained.

“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.