

**U.S Department of State
U.S. Embassy Nicosia
Notice of Funding Opportunity**

A. Basic Information

1. Overview

Funding Opportunity Title	Strengthening ties between the U.S. and Cyprus
Funding Opportunity Number	PAS-CY600-FY25-0001
Announcement Type	Initial announcement
Deadline for Applications	June 30, 2025 at 17:00 Cyprus time
Assistance Listing Number	19.040
Length of performance period	Up to 18 months
Number of awards anticipated	5 awards
Award amounts	Awards may range from a minimum of \$5,000 to a maximum of \$15,000
Total available funding	\$50,000, pending availability of funds
Type of Funding	FY25 Smith Mundt Public Diplomacy Funds
Anticipated project start date	October 1, 2025

Funding Instrument Type: Grant, fixed amount award (FAA). Federal Awards glossary and definitions of each type of award are available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.1>

Project Performance Period: Proposed projects should be completed in 18 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

This notice is subject to availability of funding.

2. Executive Summary

The Public Diplomacy Section of the Embassy of the United States of America in the Republic of Cyprus is pleased to announce an open competition for Federal Awards (Grants) through the Public Diplomacy Small Grants Program, aiming to support the strengthening of ties and advancing relations between the U.S. and Cyprus. This notice is an Annual Program Statement, outlining the Embassy's funding priorities, strategic goals, and procedures for submitting funding proposals.

3. Priority Program Areas:

To achieve the objective of the Public Diplomacy Grants Program, grant proposals, from American or Cypriot organizations or individuals, which advance the following priorities, will be considered for funding:

- **Enable exchanges and academic collaboration:** Projects which promote academic, student, and professional short-term exchange opportunities between the U.S. and Cyprus; support English language teaching by Americans in Cyprus; promote the English language for business/commercial purposes; and/or facilitate linkages between American and Cypriot educational institutions
- **Promote cooperation in STEM fields:** Projects which enhance cooperation between the United States and Cyprus in the fields of science, technology, engineering, and mathematics; leverage U.S. expertise in energy, AI, and cybersecurity; promote the application of U.S. technology and innovation.
- **Support American economic prosperity:** Projects which enhance business and commercial ties between the U.S. and Cyprus; teach entrepreneurial or business skills using U.S. models; reduce causes of illegal migration.
- **Enhance regional security:** Projects which encourage Greek Cypriot and Turkish Cypriot interaction, towards a durable solution to the Cyprus issue, for the advancement of regional stability and to safeguard regional U.S. interests.
- **Provide EducationUSA services:** Provide accurate, comprehensive, and unbiased information on all accredited U.S. colleges and universities to local individuals and institutions in Cyprus through maintaining a virtual advising office and representing the EducationUSA network for in-person educational events, fairs, and activities.

4. Priority will be given to:

- Proposals which most directly and most clearly further the priorities established above;
- U.S. and Cypriot individuals and organizations with a proven record of executing events, exchanges, and programs;
- Proposals which demonstrate long-term self-sustainability of the project and/or outcomes;
- Projects which encourage Greek Cypriot and Turkish Cypriot interaction.

B. Eligibility

1. *Eligible Applicants*

The following are eligible to apply:

- American, Cypriot, or other foreign individuals

- American, Cypriot, or other foreign not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- American, Cypriot, or other foreign public and private educational institutions
- Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

The portion of project costs not paid by U.S. Federal funds and contributed instead by the applicant or a separate sponsor. Cost share is encouraged, but not required, and can include cash contributions, third-party in-kind services, materials, or any combination thereof. Whether a proposal includes cost sharing has consideration in the merit review.

3. Other Eligibility Requirements

All organizations must have a Unique Entity Identifier (UEI) issued via [SAM.gov](https://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.

The following categories are not eligible for funding under this NOFO:

- For-profit institutions, such as those registered as commercial and/or private businesses;
- Charitable or development activities; fundraising campaigns;
- Construction programs;
- Programs that support specific religious activities;
- Lobbying for specific legislation or programs; investments primarily benefitting only one or a small number of businesses or individuals;
- Scientific research;
- Programs intended primarily for the growth or institutional development of an organization, social welfare projects, acts of charity, or international development projects;
- For-profit institutions, such as those registered as commercial and/or private businesses;
- Scholarships for the study of English outside specific Department of State programs; exchange programs with countries other than the U.S. and Cyprus; and
- Programs that duplicate existing programs.

C. Application Contents and Format

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

Content of Application

Please ensure:

- The proposal clearly addresses priority areas of this funding opportunity
- All documents are in English

- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to fit 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Mandatory application forms

- For organizations: SF-424 (Application for Federal Assistance – organizations) at https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

Or for individuals: SF-424-I (Application for Federal Assistance --individuals) at https://apply07.grants.gov/apply/forms/sample/SF424_Individual_2_0-V2.0.pdf

- SF-424A (Budget Information for Non-Construction programs) at <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- For all individuals, and for organizations exempt from SAM.gov registration: SF-424B (Assurances for Non-Construction programs) at https://apply07.grants.gov/apply/forms/sample/Individual_SF424B-V1.1.pdf

2. Proposal (3-page maximum)

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

- **Proposal Summary:** Short narrative that outlines the proposed project’s activities, objectives, and anticipated impact.
- **Introduction to the Applicant:** A description of past and present operations by the applying organization or individual, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
- **Problem Statement:** Clear, concise, and well-supported statement of the priority area to be addressed and why the proposed program is needed.
- **Project Goals and Objectives:** The *goals* describe what the project is intended to achieve, in line with the Priority Program Areas as defined in Section A. *Objectives* refer to the intermediate accomplishments on the way to those goals. These should be achievable and measurable during your proposed project timeline.
- **Project Activities:** Describe the project activities in quantifiable terms and explain how they will help achieve the objectives.
- **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 Monitoring and Evaluation Plan:** Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner? How will the program be evaluated to make sure it is meeting the goals of the grant?
- **Media and Marketing Plan:** Where, when, and how will you engage the target audience over the course of the project through social media, press, or other media engagement? How will you engage media to further the Priority Program Area(s) (Section A)?
- **Future Funding or Self-sustainability:** Applicant's plan for the continuation of the project and its impact beyond the grant period and after U.S. Federal funding, or the availability of other resources, if applicable.

3. Budget Justification Narrative

After filling out the SF-424A Budget (above), use a separate page to describe each of the budget expenses in detail, including breakdowns for each line item, e.g. per person costs, hourly rates, etc. See *Section I. Other Information: Guidelines for Budget Submissions* below for further information.

D. Submission Requirements and Deadlines

1. Address to Request Application Package

Application forms required above are available at <https://cy.usembassy.gov/grants> and <https://grants.gov>.

2. Department of State Contacts

If you have any questions about the grant application process, please contact: grantsnicosia@state.gov.

3. For organizations: Unique Entity Identifier and System for Award Management ([SAM.gov](https://sam.gov))

Required Registrations

All applying 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 and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to [SAM.gov \(https://sam.gov\)](https://sam.gov) to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Exemptions

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

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Applications are due no later than Sunday, June 30 at 17:00 Cyprus time.

5. Funding Restrictions

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

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

- ii. 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.

By signing the SF-424 or SF-424I Application for Federal Assistance, the Applicant certifies the following:

- 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.

6. Other Submission Requirements

All application materials must be submitted by email to grantsnicosia@state.gov.

E. Application Review Information

1. **Review Criteria:** Each application will be evaluated and rated based on the evaluation criteria outlined below. s

Clarity of Impact on Priority Program Areas and Feasibility of Project – 40 points: The applicant has made a clear explanation of how the project furthers (a) specific Priority Program Area(s) as referenced under Section A. The project idea is well developed, feasible, with project activities explained and quantified, and includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 5 points: The organization or individual has expertise in its stated field and has the internal controls in place to manage federal funds, including a financial management system and a bank account. A recipient's timely reporting and high delivered impact demonstrated in the course of a previous grant with the Public Diplomacy Section will be considered.

Media and Marketing Plan – 15 points: The individual or organization can articulate where, when, and how to engage the target audience over the course of their project through social media or media engagement, and can explain how they will engage social media or media to further the Priority Program Area(s) (Section A).

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

Monitoring and evaluation plan – 15 points: The applicant demonstrates an ability to measure program success against key indicators and identifies milestones to indicate progress toward

goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

Self-sustainability – 10 points: The applicant’s plan for the continuation of the project and its positive impact on the Priority Program Area (Section A) beyond the grant period.

Cost Sharing or Matching – 5 points: The portion of project costs not paid by U.S. Federal funds and contributed instead by the applicant or a separate sponsor. Cost share is encouraged, but not required, and can include cash contributions, third-party in-kind services (such as volunteers’ time and donated venues), materials, or any combination thereof.

2. *Review and Selection Process*

A review committee will evaluate all eligible applications against the criteria as provided above.

3. *Risk Review*

i. Risk factors

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

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

F. Award Notices

The award 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 October 15, 2025 by email from grantsnicosia@state.gov.

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 Program Officer or Grants Officer or Program Officer.

G. Post-Award Requirements and Administration

1. *Administrative and National Policy Requirements*

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

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

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register’s 89 FR 30046 on April 22, 2024, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

2. Reporting Requirements: Recipients will be required to submit financial reports and project performance reports. The award provisions document will specify which reports are required and how often these reports must be submitted. The specific reporting forms required will be available on our website, on Grants.gov, or via your Program Officer.

H. Other Information - Guidelines for Budget Justification

Personnel and Fringe Benefits: Wages, salaries, and benefits of temporary or permanent staff working directly on the project, and the percentage of their time to spent on the project.

Travel: Estimate the project’s costs for travel and per diem for project staff, consultants or speakers, and participants/beneficiaries. Briefly justify international travel. All air travel and cargo transportation services paid by Federal funds are required to use a U.S.-flagged air carrier in compliance with [49 U.S.C. 40118](#) or “[Fly America Act](#).” All travel to and from Cyprus must be conducted through the Republic of Cyprus (ROC) or ROC-approved entry ports.

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, list it under Equipment.

Contractual: Describe goods and services the applicant will acquire through a vendor contract. Describe any sub-awards to non-profit partners which will help carry out 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.