

**U.S. EMBASSY FRANCE, PULBIC DIPLOMACY SECTION**

**FY2025 ANNUAL PROGRAM STATEMENT – AMERICA 250**

**COVER SHEET**

|  |  |
| --- | --- |
| **Organization Legal Name:**  |  |
| **Organization Address:** |  |
| **Unique Entity Identifier:***(12-character alphanumeric number)* |  |
| **SAM.gov Registration:** | **□ Yes** *(Expiration date\_\_\_\_\_\_\_\_)* **□ In progress** |
| **Organization EIN or Siret Number:** |  |
| **Person of Contact:***(Name, Title, E-mail, Phone Number)* |  |
| **Date of Submission:** |  |
| **Project Title:** |  |
| **Project Start/End Dates:** |  |
| **Amount Requested (USD):** |  |
| **Brief Summary of Proposal:** |  |



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Please attach all required documents separately and send to**GrantsFrance@state.gov**

**Proposal Summary:** Short narrative (1-2 paragraphs) that outlines the proposed project, including project objectives and anticipated impact.

*Insert text here*

**Introduction to the Organization Applying:** A description of past and present operations, showing ability to carry out the project, including information on previous grants from the U.S. Embassy and/or U.S. government agencies.

*Insert text here*

**Problem Statement:** A concise description of the problem you are addressing and why the proposed program is needed.

*Insert text here*

**Project Goals and Objectives:** Describe what the program is intended to achieve. What aspect of the relationship between the U.S. and France will be supported? These should be achievable and measurable.

*Insert text here*

**Project Activities:** A description of project activities and how they will help achieve the objectives.

*Insert text here*

**Proposed Project Schedule:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.

*Insert text here*

**Project Beneficiaries/Audience:** A description of who will be targeted and benefit from this program.

*Insert text here*

**Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal.

*Insert text here*

**Promotion and Communications Plan:** Include a suggested communications plan that will give visibility to your project.

*Insert text here*

**Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the project. What proportion of their time will be used in support of this project? Please note if any of the key personnel are alumni of a U.S. government-funded exchange program.

*Insert text here*

**Project Partners:** Names and type of involvement of key partner organizations and sub-awardees, if any.

*Insert text here*

**Program Monitoring and Evaluation Plan:** What is the expected outcome of this project, and how will the activities be monitored? What is success, and how will you measure it?

*Insert text here*

**Future Funding or Sustainability:** Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources to continue the program, if applicable.

*Insert text here*

**Budget Justification Narrative:** Describe each of the budget expenses in detail.

*Insert text here*

**REMINDER**: In order to receive funding from the U.S. government, all organizations must have a Unique Entity Identifier and should be registered in SAM.gov (www.SAM.gov)

**Please send the following documents along with this proposal to** **GrantsFrance@state.gov****:**

* Budget Form
* Mandatory Application Forms SF-424 SF-424A SF-424B

Also available for download on <https://www.grants.gov/web/grants/forms/sf-424-family.html>

*If applicable:*

* *Short CV or resume of key personnel who are proposed for the project;*
* *Letters of support from project partners, if any, describing the roles and responsibilities of each partner;*
* *Official permission letters, if required for project activities with program partners, for instance;*
* *Documentation of non-profit or non-commercial status*

For questions about the grant application process, please contact GrantsFrance@state.gov.

**Please note:** We do not provide any pre-consultation for application related questions that are addressed in the Notice of Funding Opportunity/Annual Program Statement document.