**U.S. Embassy France**

**Public Diplomacy Section**

**Annual Program Statement Checklist**

Before submitting your application to GrantsFrance@state.gov, please make sure you can check all the *Mandatory* boxes:

**Mandatory:**

☐ Application form

☐ Budget form

☐ Unique Entity Identifier (12-character alphanumeric ID assigned by SAM.gov)

☐ SF424 signed with a handwritten or a certified digital signature

☐ SF424A completed

☐ SF424B signed with a handwritten or a certified digital signature

**Optional:**

☐ Program supporting documentation

☐ Resumes of personnel involved in the program

☐ Letters of support

As a reminder all documents must be submitted in English and budget in U.S dollars