Educational and Cultural Affairs
U.S. DEPARTMENT *of* STATE

U.S. Department of State
Bureau of Educational and Cultural Affairs (ECA)
Notice of Funding Opportunity (NOFO)

FY 2025 Arts and Music Envoy

Funding Opportunity Number: DFOP0017280
Application Deadline: August 15, 2025

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A. **Basic Information**

1. **Overview.**

Funding Opportunity Title	FY25 Arts and Music Envoy
Funding Opportunity Number	DFOP0017280
Announcement Type	New Cooperative Agreement
Deadline for Applications	August 15, 2025, 11:59pm Eastern (Washington DC time)
Assistance Listing Number	19.415
Length of Performance Period	27 months
Number of Awards Anticipated	1 award
Award Amount	$3,010,000
Total Available Funding	$3,010,000 pending availability of funds
Type of Funding	FY25 Educational and Cultural Exchange Programs (ECE) Funds
Funding Instrument Type	Cooperative Agreement

| Anticipated Award Date | September 15, 2025 |

This notice is subject to the availability of funding. Issuance of the NOFO does not constitute an award commitment on the part of the Government.

ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Pending satisfactory implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this award for two additional, consecutive fiscal years, before openly competing it again.

1. **Executive Summary.**
2. **The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) Office of Citizen Exchanges, Cultural Programs Division (ECA/PE/C/CU) is announcing an open competition for the FY 2025 Arts and Music Envoy Program. This program will send American artists and arts experts of high artistic merit overseas in programs developed in partnership with U.S. Missions to support foreign policy goals and advance American interests. Programs will showcase American artistic and cultural excellence to build strategic partnerships to enhance American global competitiveness, promote freedom of speech, and foster regional stability through cultural exchange and person-to-person diplomacy.**
3. **The Semiquincentennial, known as "America250", will be the overarching theme for programming in 2026 and will highlight our nation's rich history in music and the creative arts. Programs may include high-profile engagements, performances, workshops, and masterclasses, which serve as essential vehicles to elevate the United States' global standing and influence through the arts and highlight the arts as a patriotic expression of America's cultural achievements.**

In addition to cultural exchanges, the program will develop multi-media resource toolkit(s) for America250, but not exclusively, to support U.S. diplomats engaging with general audiences, English learners, and emerging musicians and creative artists. The applicant should propose topic areas and toolkit elements that showcase American artistic excellence.

The program will feature cultural exchanges abroad maintaining a focus on countries important to the Department of State's public diplomacy mission to build mutual understanding. Through this cooperative agreement, approximately 30 cultural exchange programs will be facilitated by engaging approximately 180 professional U.S. artists and cultural experts overseas as envoys. As part of the America250 commemoration, the applicant should be prepared to facilitate high-level requests from U.S. Ambassadors. The applicant is highly encouraged to go beyond these numbers should their expertise lead to cost-efficiencies.

The envoys will engage with key foreign audiences through performances, collaborations, workshops, and master classes. The program will provide comprehensive support for the five-day to three-week exchanges. Virtual and hybrid engagements offer additional flexibility to program offerings.

The cooperative agreement will include a competitive selection process to maintain a robust roster of artists representing the highest artistic merit across genres and creative industries to showcase American excellence and spirit of innovation in the arts. ECA anticipates that the single award recipient will manage the comprehensive organizational and administrative responsibilities of these programs.

B.   Eligibility

1. **Eligible Applicants.**
   The following organizations are eligible to apply*:*
   - U.S. Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
   - U.S. Not-for-profit Public and private educational institutions

   Please see the Proposal Submission Instructions (PSI) for additional information.

2. **Cost Sharing.**
   There is no minimum or maximum percentage of cost sharing required for this program.

3. **Other Eligibility Requirements.**
   a. 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 E. Submission Requirements and Deadlines* for more information.
   b. ECA's Grant Guidelines require that organizations demonstrate at least four years of experience in conducting international exchanges to be eligible for awards exceeding $130,000 in ECA funding. As noted in *Section A. Basic Information*, ECA anticipates issuing one award, for approximately $3,010,000. Therefore, organizations must demonstrate four years of experience in conducting international exchanges in your proposal to be eligible to apply under this competition.
   c. All proposals must comply with the requirements stated in the NOFO and the PSI; not doing so may result in your proposal being declared technically ineligible and given no further consideration in the review process.
   d. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.
   e. Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only*

consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

C.   Program Description

1.   Authority.
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. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

2.   Purpose.
The Cultural Programs Division (ECA/PE/C/CU) plays a pivotal role in promoting U.S. interests globally through cultural diplomacy. By facilitating international exchanges with artists and cultural experts, ECA/PE/C/CU highlights American creativity, innovation, and democratic values, reinforcing the United States as a global leader. These programs not only foster economic growth and build networks but also advance U.S. security and foreign policy objectives by engaging global audiences and strengthening cross-cultural understanding. Through strategic initiatives, ECA/PE/C/CU showcases the power of the arts as a force multiplier to maintain American perspectives at the forefront of international discourse.

At home and abroad, ECA/PE/C/CU's programs elevate the voices of cultural leaders, build trust, and promote peace and prosperity. By emphasizing American cultural contributions and fostering collaborative relationships, ECA/PE/C/CU strengthens America's global influence, directly benefiting both the American people and our international standing.

3.   Program Specific Guidelines.
This cooperative agreement will begin on or about September 15, 2025, and will end on or about December 31, 2027.

The Arts and Music Envoy program will include three components:
- **America250 High-profile engagements at Priority Posts and Signature Events:** Quarterly high-profile engagements featuring distinguished leaders in the creative arts and music to open avenues of diplomacy that further America's interests.
  Short-term outbound programs: Approximately 180 envoys will take part in approximately thirty separate overseas programs each lasting from 5 days to 3 weeks.

U.S. Missions will draw from a list of recommended artists and arts experts to lead programs in various genres, including music, culinary arts, dance, visual arts and textile arts. America 250 programs will celebrate U.S. excellence and innovation through music and the creative arts, promoting strategic and economic interests by showcasing our Nation's rich history and cultural achievements.

- **Multi-Media Resource Kits:** U.S. Missions worldwide will have access to virtual resources that include America250 playlists and related content, video interviews, online workshops, and virtual masterclasses. The comprehensive kit will enable U.S. Missions to promote American creative innovation and engage general audiences, English language learners, and emerging artists.

Competitive proposals can be expected to include the following:

a. Resumes of experienced staff who have demonstrated a commitment to implementing and monitoring international exchange projects and achieving target outcomes.

b. Resumes of experienced personnel to manage cultural and arts exchanges, including appropriate credentials (e.g. degrees, licenses) to ensure the initiative implementation is compliant with leading industry practices.

c. A clear outline and description of the roles and responsibilities of all proposed partner organizations in terms of program implementation and logistics, management and oversight (e.g., the travel arranger and the passport/visa facilitator), including letters of intent from any partner organizations and resumes of staff.

d. A strategy for implementing recruitment and selection of program participants and review criteria based on merit. A strategy for planning exchanges including pre-departure orientations and post-program assessment including collecting quantitative data on outcomes for individuals and groups.

e. A specific outline of how medical and safety issues will be managed, an outline of how honoraria, lodging costs, and airline tickets will be disbursed to program participants and how passports/visas will be handled based on the information below.

f. A specific outline of the type of agreement that will be established between the award recipient and the individual envoys to specify funding and terms and conditions for each overseas program.

g. A plan outlining the creation of the multi-media resource kit described above.

4. Recipient Responsibilities.
The responsibilities of the recipient organization are as follows:

Envoy Recruitment and Selection
a. Design a plan to form partnerships with U.S. and international organizations, and other relevant partners to expand and amplify the work of the Arts and Music Envoy program,

foster resources to draw on for envoy selection, and create sustainability for the program.

b. Maintain an online application form for candidates, to receive and review applications/statements of interest.

c. Design a transparent process to identify, select, review and propose professional artists and arts experts that represent multiple genres including but not limited to music, dance, culinary, visual arts, film, literature/spoken word, and textiles/fashion. **All selected envoys should be able to address programmatic themes supporting current U.S. foreign policy goals and thematic priorities.** This process should allow sufficient time for ECA to review and approve all recommended artists. ECA retains final approval of all artists. The process should include:

- A transparent, nationwide, open competition process for performing arts groups with clearly articulated selection criteria based on artistic merit and a formal review process that is inclusive of U.S. Department of State input and outside experts.
- The final slate will consist of envoys ranging from solo artists up to 10-member groups, which will represent the broadest possible range of American music genres and other specified cultural fields.

d. All envoys must be:

- at least 19 years old
- U.S. citizens
- demonstrate the highest artistic, performance, and teaching abilities
- dedicated to interactive educational activities targeting various age-groups and artistic abilities, and have a strong interest in inter-cultural exchange
- conversant with broader aspects of contemporary American society and culture
- adaptable to rigorous touring through regions of the world where travel and performance situations may be difficult.

Program Management

a. The U.S. Department of State maintains exclusive rights to the program name Arts and Music Envoy for and relating to the production, sponsorship, advertising, and distribution of performances, and similar educational and cultural services. To carry out the terms of the Cooperative Agreement, the U.S. Government will grant the award recipient a non-exclusive license to use the name to carry out the terms and conditions of this Cooperative Agreement and the recipient will need to use the name in all literature, promotional materials and other products produced and/or distributed under the terms and conditions of this Cooperative Agreement.

b. Provide day-to-day monitoring of the program to prevent and/or manage any issues or complications that may arise.

c. Designate a project manager(s) to oversee exchange activities and all the corresponding projects, coordinate logistical and administrative arrangements, ensure the interests of the various stakeholders are represented, serve as a primary point of contact for the

        program office, and initiate and manage communications between parties involved in the program.

d. Work in consultation with ECA program staff on the implementation of the program, provide timely reporting of progress to ECA, and comply with financial and program reporting requirements.

e. Design and implement a Performance Monitoring and Evaluation plan, adhering to the MODE framework and Performance Monitoring and Evaluation (M&E) and indicators that assesses the impact of the program.

f. Prepare programmatic and communication timelines for all program activities and submit to ECA program staff.

h. Prepare necessary educational and promotional materials that support the program. All materials and correspondence related to the program will acknowledge this as a program of the Bureau of Educational and Cultural Affairs at the U.S. Department of State. ECA will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. Include particular emphasis on English language learning materials. Materials may include but are not limited to, a website, program handbook for cultural exchanges, social media and workshop guidance, and media packets.

i. Arrange for and manage digital content, ensuring that all content is accurate, current, and incorporates professional expertise. Produce visual and audio documentation of program activities, ensuring proper 508 compliance, branding, captioning, and foreign languages when appropriate, and including virtual reality components, when appropriate and advantageous. Monitor and collect media associated with the program and regularly share media reporting with the ECA program office. Foster artist and partner interest in the program. ECA retains final approval over all media and public relations strategies.

j. Exhibit a high level of responsiveness and be able to work in close consultation with ECA and the Public Affairs Sections of participating U.S. Missions.

k. Enroll participants in ECA's Accident and Sickness Program for Exchanges (ASPE). More information on ASPE is available at https://www.sevencorners.com/gov/usdos.

Exchange Activities

a. Develop multi-media toolkit(s) featuring American music(ians) and creative art(ists) that can be used as part of America250 commemorations, but not exclusively. The toolkits will be developed in collaboration with ECA, to support U.S. Missions as they engage with general audiences, English learners, and emerging artists.

b. Develop and issue contracts to artists participating as envoys including but not limited to outlining expectations, cancellation policies, and intellectual property policy, details of payment. ECA has final approval of the general terms of the contract.

c. Provide program orientations to all participants and coordinate with staff at post to share information with participants to ensure adequate preparation. Devise an innovative and multi-faceted pre-tour orientation and country-specific briefings for all envoys, including media and workshop guidance for cross-cultural exchanges. Provide cultural and logistical information about the host countries, and a context for their diplomatic role as U.S. Department of State program participants.

d. Contact participants in advance to solicit information regarding specific requirements such as current passports, dietary, medical, travel, etc.
e. Provide comprehensive programming logistics, including arranging international travel for all participants and coordinating with U.S. Embassy and Consulate staff on travel, considering health and security. Handle all envoy travel preparations, such as passports, visas, immunizations, and purchase Fly America Act compliant round-trip international travel. Coordinate hotel accommodations with the State Department and manage travel costs and per diems.
f. Liaise with ECA and program participants to ensure the program schedule is compatible with needs and objectives.
g. When necessary, advise U.S. Embassies and Consulates on best practices, including, but not limited to, schedules, masterclasses, and workshops. Advise on required equipment needs.
h. Provide on-going and detailed information to the program office regarding program schedules, performances, collaborations, workshop results, tour highlights, media coverage, and attendance.
i. In coordination with Public Affairs Sections at posts, develop innovative and multi-faceted plans for the exchange activities with detailed timelines for accomplishing each project activity, whether activities occur in-person or virtually. International site locations will be determined in consultation with the participating U.S. embassy and given final approval by the ECA program office.
j. Plan and develop follow-on programs and initiatives to enhance and maintain the network Arts and Music Envoy alumni, as requested.
k. Host de-briefing sessions at the end of each exchange for assessment to summarize the project activities and document initial outcomes and experiences.
l. Collect and enter required data for departmental records systems, safeguarding Personally Identifiable Information. Data entry will facilitate envoys joining the ECA alumni network.

Fiscal Management
a. The total ECA-funded budget should not exceed $3,010,0000 pending the availability of funds. ECA encourages the award recipient to keep overhead costs as low and reasonable as possible. All proposed costs must be reasonable, applicable, and allocable.
b. Manage all financial aspects of the program, including stipend disbursements to the participants and management of sub-award relationships with partner organizations. There must be a summary budget, as well as breakdown of the budget categories and distinguishing program participant support costs. The award recipient may provide separate sub-budgets for each program component to provide clarification.
c. Coordinate with ECA/PE/C/CU to develop program budgets to predict estimated costs per exchange. Track the approved/obligated costs and calculate available funds for programs. Program reports should include an assessment of cost estimates and recommendations for adjustments if needed.

d. All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See the PSI in the Solicitation Package for information on cost sharing and the cost of audits.

e. Please be sure to include a Summary and Detailed Budget on a separate page before the line-item budget. Following the line-item budget, please include a Budget Narrative that concisely explains how costs were calculated and the rationale for including them in the budget.

f. Please indicate direct participant support costs in the budget, as defined by Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards in § 200.1 .

5. **Goals and Objectives**

The goals are to:

- Advance American Sovereignty and Prestige by elevating and exporting the nation's artistic achievements, ensuring that the United States remains the undisputed leader in global culture.
- Celebrate and Defend American Greatness by ensuring that national art and storytelling reflect American principles, achievements, and enduring strength.
- Empower American Creators by providing direct opportunities for U.S. artists and professionals to showcase their work worldwide, reinforcing American creative leadership and setting global standards of excellence.
- Promote American Brands and Value**s** by sharing American cultural products -movies, music, food, fashion and technology-to enhance the appeal of American brands.
- Foster mutual understanding and deepen trust between the peoples of the United States and other countries to present positive narratives, counter adversarial actors, and advance safety and security;
- Advance and complement U.S. foreign policy objectives;
- Build the capacity of creative leaders and institutions to develop new skills, partnerships, and opportunities, which promote creative industries and entrepreneurship;
- Advance America's global competitiveness and create networks and opportunities for artists and institutions that last beyond the program duration;
- Provide unique opportunities for artistic collaboration and engagement between American artists, foreign artists, and audiences;
- Foster opportunities for educational outreach and community engagement with a broad spectrum of communities, especially youth (ages 12-25).

In submitting a proposal to implement the Arts and Music Envoy program, applicant organizations should clearly demonstrate their understanding of, and commitment to, the following guiding principles:

a. Valuing the narrative power of cross-cultural experiences and promoting the exchanges through a high-quality media and communication strategy;

b. Demonstrating leadership, expertise, and strong networks with U.S. and international arts and culture, and exchange organizations;

c. Demonstrating an original and flexible program design that is balanced with consistently high-quality design, implementation, and assessment; and

d. Planning for a cost-efficient program, while maximizing participant numbers, and building on effective cultural diplomacy initiatives.

6. Program Performance Monitoring and Evaluation (M&E).
Distinct from grants or cooperative agreement monitoring and participant monitoring, performance monitoring is designed to assess progress against a program's goals and objectives. A performance monitoring framework is vital to tracking the direction, pace, and magnitude of change that result from ECA programs.

ECA created the Monitoring Data for ECA (MODE) Framework to measure the performance of ECA programs. **The MODE Framework provides standard indicators and corresponding survey questions to ensure consistent measures across all ECA programs.** More resources and guidance documents on the MODE Framework are available online at: https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and.

The proposal must include the MODE Framework objectives and indicators listed below (note that, because not all MODE objectives and indicators are relevant for a program, the numbering below will not be sequential). In addition to the ECA-required objectives and indicators, applicants may also select additional MODE Framework indicators (see the *Indicator Book* on the MODE Framework website), or design custom objectives and indicators that are specific to the proposed program and this proposal.

- Demographic Questions as outlined in the *Indicator Book* on page vi, and *Performance Monitoring Plan (PMP)* (https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and)
- Objective 1: Advance participant and beneficiary cross-cultural competence and global perspective
  - Sub-Objective 1.1: Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.01: Percent of participants reporting that their program experience offered opportunities to engage with other cultures
    - E1.1.04: Percent of participants with more favorable opinions of the United States Government (core indicator)
    - E1.1.09: Percent of participants who traveled abroad for the first time because of their program (core indicator)
    - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program (core indicator)
    - E1.1.11: Percent of American participants indicating a change in their understanding of their host country's culture and values

- ▪ E1.1.17: Percent of foreign participants with more favorable opinions of the American people (core indicator)
- ▪ E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values (core indicator)
- Objective 2: Increase the impact that participants and alumni have on their communities / countries
  - o Sub-Objective 2.2: Foster participant's belief that civic engagement benefits communities/countries
    - ▪ E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country (core indicator)
- Objective 3: Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - ▪ E3.0.02: Percent of foreign participants who report increasing their network of Americans (core indicator)
  - ▪ E3.0.07: Percent of participants who identify as a Department of State program participant (core indicator)
- Objective 4: Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - ▪ E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
  - ▪ E4.0.03: Percent of participants reporting an increase in soft skills as a result of their program participation
  - ▪ E4.0.05: Percent of participants who report an increase in technical skills as a result of their program participation
  - o Sub-Objective 4.1: Participants engage in language, academic, professional, and cultural exchange programs
    - ▪ E4.1.01: Total number of participants (core indicator)
    - ▪ E4.1.02: Total number of program cohorts (core indicator)
    - ▪ E4.1.16: Number of audience members attending cultural events
- Objective 8: Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - ▪ E8.0.03: Response rate for participant surveys (core indicator)

Performance Monitoring Plans (PMPs)
ECA recommends the use of a PMP to serve as the primary reference document for performance monitoring for this award. If used, the PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. A PMP document that includes all MODE Framework indicators is a part of this solicitation's attachments. Specific instructions on how to modify the PMP to be responsive to this solicitation are included in that document. While ECA recommends the applicant use the PMP format provided, this is not a requirement. A training on how to complete a PMP is available here: https://eca.state.gov/impact/eca-monitoring-evaluation-learning-and-innovation-meli-unit/mode-framework-eca-applicants-and . If a PMP is not included in the proposal, applicants should provide similar information to that

found in the suggested PMP format, in a presentation of your choice. Successful PMPs (or similar documentation) should include the following:

- Objectives. Programmatic objectives are statements of the condition(s) that state what the program is designed to achieve. Objectives are therefore bound by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART; see the ECA Monitoring, Evaluation, Learning, and Innovation (MELI) Unit's pages on the ECA website for more information: https://eca.state.gov/impact/eca-evaluation-division/capacity-building). In addition to those outlined above, the applicant may propose other program objectives from the MODE Framework, the Functional Bureau Strategy (https://eca.state.gov/about-bureau), or other applicant-designed program-specific objectives.
- Indicators. Performance indicators are measures used to gauge progress toward programmatic objectives and sub-objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregation (meaning, breakdowns of the data by subgroups, such as gender or country; the PMP lists the demographic questions required to obtain the information necessary to report the disaggregation). Each indicator should also include a target number to be achieved. A target is a planned level of result to be achieved within an explicit timeframe.
  - If you do not use the PMP format provided, note that any performance monitoring reference document the applicant submits should include the information in the column headers (Indicator Name, Definition, Target, Survey Question, etc.) in the PMP attachment at a minimum.
  - In addition to those indicators outlined in above, the applicant may propose additional custom, program-specific indicators in the PMP (ECA recommends the proposed PMPs include a minimum of one indicator for each custom programmatic objective).
  - During the period of performance of the award, the ECA program office may further revise, add, or remove indicators. Therefore, the applicant's PMP and data collection instruments should be flexible enough to incorporate those once established.

Award recipients are responsible for collecting indicator data only on participant outcomes during the period of performance of the award itself (see the PMP for guidelines as to when these data collection efforts should occur). ECA will measure outcomes of ECA participants at one, three, five, and 10 years after the exchange has ended to capture the long-term outcomes of ECA programming unless otherwise specified in the NOFO and/or POGI. In this instance, the recipient will be responsible for coordinating with ECA on any alumni surveys to de-duplicate questions and minimize potential survey fatigue.

Regardless of the survey platform used, **all** MODE Framework survey questions outlined above are **required** (i.e., should be forced response); please see the Consent Language in the MODE Framework *Indicator Book* for more information on how to convey this to participants/survey respondents.

Program Performance M&E Narrative

Proposals should include information within the program narrative section(s) that outlines how the applicant intends to measure the indicators listed above. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the team structure and responsibilities surrounding performance monitoring.
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including which platform will be used, and when and how surveys will be advertised to participants – detailing strategies to ensure adequate survey response rates (https://eca.state.gov/files/bureau/eca_eval_division_survey_response_rates.pdf), and to reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures.
- An overview of a proposed learning plan and feedback loops to ensure that the Grant Officer (GO)/Grant Officer Representative (GOR) are informed on performance monitoring issues at regular intervals.

Nonmandatory Use of the Qualtrics MODE Survey Builder Data Collection System
ECA has created a guided tool (the MODE Survey Builder) within the Qualtrics survey platform for ECA implementing partners to generate surveys to facilitate the seamless collection and reporting of MODE Framework data. The MODE Survey Builder offers implementing partners a guided workflow that will generate a ready-to-send MODE survey, allows the addition of custom survey questions, and offers a standard report template for a quick overview of survey results that can be submitted in MyGrants (see section below) to fulfill RPM Reporting Requirements. Use of the Qualtrics survey platform can be utilized at no cost to implementing partners. Additional information about the MODE Survey Builder can be found here: https://app.box.com/s/jjr98hmx6deorxj3lwgaxjrwdfec2r91 and here: https://www.youtube.com/watch?v=Jus4fRqOTcM. You can propose use of an alternate survey tool or use the MODE Survey Builder, but if you are utilizing the MODE Survey Builder, you must indicate such in your proposal.

MyGrants RPM Reporting Requirements
MyGrants is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within MyGrants is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, the recipient(s) of this award will be required to input performance reporting data outlined in this solicitation into the MyGrants RPM. The data stored in the MyGrants RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards familiar to existing awardees.

7. **Allowable Costs.**
   a. The proposed budget should include but not be limited to the following program expenses in the standard budget category:

- Domestic and international travel for participants and staff, including transit costs if applicable, (American carriers or code-share airlines must be used for overseas travel whenever possible and adhere to the Fly America Act).
- Airport taxes and country exit fees.
- Shipping and handling of instruments, props, equipment, etc.
- Excess and overweight baggage fees (Excess baggage estimates may be subject to change once actual programs are scheduled).
- Visa fees for Americans traveling abroad.
- Press kits and promotional materials, trip itinerary booklets, educational materials, and presentation items.

b. Maximum limits on cooperative agreement funding for specific expenses are as follows (if costs for these expenses exceed these limits, organizations are encouraged to cost share any rates that exceed the amounts listed below):
- educational materials allowance-$150 per envoy
- conference room rental costs-$250 per day per room
- consultant/interpreters/group coordinators/escorts fees and daily honoraria-$300/day
- per diem-standard government rates

c. Sub-recipient organizations may be used, in which case the written agreement between the prospective recipient and sub-recipient should be included in the proposal. Sub-awards must be itemized in the budget under General Program Expenses.

8. Cost Share.

ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

9. Program Information and History.

This funding opportunity is a consolidation of the Arts Envoy and American Music Abroad (AMA) program into the Arts and Music Envoy Program to support short-term overseas cultural exchanges featuring public performances, workshops, seminars, and educational and media outreach. Established in 2012 the Arts Envoy program developed as a flexible and responsive mechanism to support U.S. Missions policy objectives with on demand programs engaging American artists and arts professionals from all artistic disciplines. The direct successor to the

original Jazz Ambassadors program AMA, established in 2011, curated a roster of American music groups that participate in one- to three-week, multi-country music and education tours hosted by U.S. embassies and consulates. The Arts and Music Envoy program will retain key aspects such as curated slates of artists and on-demand programming to advance U.S. foreign policy goals. Music diplomacy will remain at the forefront of the combined cultural exchange.

10. Freedom and Democracy Guidelines.
Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

11. Virtual Exchange Component.
When changing political, health, environmental, or other similar circumstances require a suspension or halt of in-person activities and where ECA determines that a virtual alternative is appropriate and viable, award recipients should demonstrate the ability and capacity to transition from in-person to virtual exchanges. Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

12. Communications Guidance for ECA Recipients.
All ECA Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

13. Celebration of America's Semiquincentennial.
ECA is excited to play a key role in making the Semiquincentennial – commonly known as "America250" – a truly global celebration. As the period of performance for this award is

scheduled to cover part or all of calendar year (CY) 2026, the applicant may wish to consider ways the program can celebrate America250. Any America250 focused activities or plans will be subject to ECA approval and direction, and changes may be requested by ECA. Use of any ECA-provided America250 brand elements will be subject to advance ECA approval and require adherence to Department of State and ECA guidelines for such branding.

14. Substantial Involvement.

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring, as follows:

a. Solicit, receive, evaluate, and approve individual project proposals from U.S. missions worldwide, in collaboration with the award recipient. Countries will be those of importance to the U.S. Department of State's public diplomacy mission to build mutual understanding in the following world regions: Africa (AF), East Asia and the Pacific (EAP), Europe and Eurasia (EUR), the Middle East and North Africa (NEA), South and Central Asia (SCA), and/or Western Hemisphere (WHA).

b. Approve the recruitment and selection process, including locations, selection committee, and structure as applicable.

c. Participate in the curation process of the envoy slate, approving final selection of all envoys (artists and art experts).

d. Coordinate with the award recipient the envoy season schedule.

e. Facilitate interaction within the U.S. Department of State to include ECA, the regional bureaus, and overseas posts and artists. In collaboration with the award recipient, communicate with U.S. missions regarding program arrangements and logistics.

f. Identify local partners and sites workshops, masterclasses, and discussions. Arrange necessary equipment for program activities including, but not limited to, performances, workshops, and masterclasses; and in-country media engagements.

g. Reserve the right to review quarterly comparison of actual program costs with project budget estimates, including an analysis to determine if adjustments are needed. Maintain understanding of available program funds to assess the ability to meet requests from U.S. embassies and consulates.

h. Participate in domestic and recruitment events, including orientation and debriefing activities when possible. When possible, represent the U.S. Government at exchange events.

i. When possible, arrange participation of U.S. Department of State representatives in pre-tour orientations, any program de-briefings, and sessions related to assessment of program and sub-award recipients.

D.   Application Contents and Format

Please read the complete announcement before sending inquiries or submitting proposals.

Applicants must follow all instructions in the Solicitation Package, including the PSI document, which contains guidelines for proposal preparation.

1. Budget Format.

Applicants must submit a budget (SF-424A), detailed line-item budget, and a budget narrative.

Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

2. Content of Application.

Please see the PSI for information about the application and formatting guidelines.

E.   Submission Requirements and Deadlines

1. Address to Request Application Package.

The entire Solicitation Package may be downloaded from the Grants.gov website at https://www.grants.gov or from ECA website at https://www.state.gov/eca-grant-opportunities/.

2. Department of State Contacts

For questions about this announcement, contact: Kathryn Warnes, U.S. Department of State, Cultural Programs Division, ECA/PE/C/CU*,* 771-205-8764, warnesk1@state.gov*.*

All correspondence with ECA concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation. Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

The terms and conditions published in this NOFO are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding.

3. Unique Entity Identifier (UEI) 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.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts.

For more detailed instructions for registering with SAM, refer to: https://sam.gov/content/entity-registration

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](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. Required Registration with MyGrants.
All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's MyGrants system by accessing https://mygrants.servicenowservices.com and clicking the "create an account" link. MyGrants is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used MyGrants as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at https://afsitsm.servicenowservices.com/ilms/.

5. Submission Instructions.

Method of Submission
Applications may only be submitted electronically through Grants.gov (https://www.grants.gov). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

Grants.gov Registration, Application Submission, and Receipt Procedures
Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants.

How to Register to Apply through Grants.gov
Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:
https://www.grants.gov/applicants/applicant-registration

How to Submit an Application to ECA via Grants.gov
For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants

Grants.gov Support and Submission Issues
Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support
Contact Center Phone: 800 -518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays.
Email: support@grants.gov

6. Submission Dates and Times.

Application Deadline Date
Friday, August 15, 2025. Midnight ET

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. <u>There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system and will be found technically ineligible.</u>

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Grants.gov Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of the Adobe software is compatible with Grants.gov, by visiting https://grants.gov/applicants/adobe-software-compatibility

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal (https://www.grants.gov) to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

7. **Funding Restrictions for this Announcement.**
   a. **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).

8. **Certification Regarding Compliance with applicable Federal anti-discrimination laws**

   - If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:
   - 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. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

9. **Certification Regarding Compliance with 20 U.S.C. 1011f and any other applicable foreign funding disclosure requirements.**

   Applicants are advised that institutions of higher education (IHEs) must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:
   - Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

10. **Other Submission Requirements.**

    a. Applications must be submitted electronically through Grants.gov.

    b. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.

c. Key Personnel

ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, roles and experience/qualifications of key personnel involved in the program to the Grants Officer and GOR within 30 days of an award being issued. Applicants should also identify what proportion of their time will be used in support of the program. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions.

Intergovernmental Review of Applications Executive Order 12372 does not apply to this program.

F.   Application Review Information

1.   Review Process.

ECA will check that all proposals meet the technical requirements in this solicitation. Proposals that do not meet the guidelines, including those under the eligibility section above or in the PSI, will be ineligible for further review.

All *eligible* proposals will be reviewed by the program office before being reviewed by an ECA grant panel. Applications may also be reviewed by Public Affairs Sections overseas, State Department regional bureaus, or other State Department offices, as appropriate. All reviewers, including the ECA grant panels, will review any eligible proposals based on the criteria below.

Proposals recommended by an ECA grant panel will be reviewed for compliance with Federal and Bureau regulations and guidelines and assessed for risk. Final funding decisions are made by the ECA's Assistant Secretary. Only an ECA Grant Officer has the final authority to issue assistance awards.

2.   Review Criteria.

An ECA grants panel will competitively evaluate all technically eligible applications according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal review.

a. **Quality of the Program Idea, Program Planning, and Achievable Objectives:** The proposal should exhibit originality, substance, precision, and relevance to the Bureau's mission. Proposals should have a detailed work plan that demonstrates your institution's ability to carry out the program. The plan should follow the program guidelines described in this solicitation. All proposed program components should support current policy goals, strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the institution will meet the program's objectives and plan.

b. **Multiplier effect/impact:** Proposals should strengthen long-term mutual understanding between countries, including sharing of information and creating long-term institutional and individual linkages.

c. **Institutional Expertise, Capacity and Ability:** Proposals should include the necessary personnel and institutional resources to achieve the program results. The organization has expertise in the cultural arts field and with exchange programs. The proposal demonstrates it has the internal controls in place to manage federal funds. Proposals should demonstrate an institutional record of successful exchange programs and responsible fiscal management. ECA will consider the past performance of prior recipients, including the timely submission of reports, and the demonstrated potential of new applicants.

d. **Performance Monitoring and Evaluation (M&E):** Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.

e. **Cost-effectiveness:** The budget should be supported in detail by the budget narrative and demonstrate that all proposed costs (including Cost Share, if included) are verifiable, allowable, reasonable, and allocable. The identified time, personnel, and other resources should be appropriate for the scope and scale of the proposed program activities and reflect the number of participants and program components proposed, support the project narrative, and be adequate to carry out the program effectively. All costs should show correct calculations to justify and assess how each line item is calculated, including any subawards**.**

3. Responsibility/Qualification Information in SAM.gov.

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider (see 41 U.S.C. 2313);

An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

G.   Award Notices

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. Successful applicants will receive a Federal Assistance Award (FAA) from an authorized Grants Officer in ECA's Grants Division. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by a Grants Officer and transmitted to the recipient's responsible officer (as identified in the application) for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the fully signed award document.

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. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding.

Unsuccessful applicants:
Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

Payment Method:
Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS).

H.   Post-Award Requirements and Administration

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.

The Department of State will review and consider proposals for funding pursuant to this NOFO in accordance with OMB guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, including the following:
- [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

- o 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

1. **Reporting.**

Recipients will be required to submit financial reports and program reports. The FAA will specify how often these reports must be submitted. All reports must be submitted in a timely manner. For planning purposes, applicants can expect to provide ECA with an electronic copy of the following required reports:

a. **Performance Progress Reports (PPRs)** shall be required at a minimum annually and no more frequently than quarterly. Annual, quarterly, or semi-annual reports shall be due 30 days after the reporting period. All reports and supporting documentation must be uploaded by the recipient as a *Post Award Activity* under the corresponding record for this award in MyGrants.

b. The **Federal Financial Reports** (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms. Once a financial report has been approved by the Department, the recipient must upload the approved report to MyGrants, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the recipient's eligibility for future awards.

c. Required **MODE data** (see Program Performance Monitoring and Evaluation section) shall be required at a minimum annually and no more frequently than quarterly. MODE data reporting shall be due 30 days after the reporting period. The frequency of these reports will be determined by ECA/P/MELI and the Program Officer. Either a standard report template (if using the MODE Survey Builder) or aggregate data and the raw data file (if

Recipient uses their own survey platform) must be uploaded by the Recipient as an RPM Performance Report under the corresponding record for this award in MyGrants.

d. A **final program and financial report** no more than 120 days after the period of performance of the award ends or termination of the award.

e. **Additional Reporting Requirements.**
Reports should provide, but are not limited to:
1. List of countries and cities reached during exchange if applicable
2. Dates, total number of days, and number of participants per exchange, any notable attributes of envoys in terms of expertise or feedback, number of new vs alumni envoys, and other participant data.
3. Length of each exchange (number of days)
4. List of partner/host organizations/venues.
5. Marketing/collateral materials produced for the program
6. Program calendar
7. Tour agendas and itineraries
8. Program and administrative updates/recaps
9. Audience numbers for the public performances
10. Description and number of workshops/outreach activities conducted (include number of workshop attendees reached)
11. Number of events/concerts/outreach activities held—audience numbers for each event
12. List of press clippings—local, national, international press (including print and digital)
13. List of social media platforms & numbers reached (e.g. Number of Facebook fans; Number of YouTube views; Number of tweets and or followers; Number of visits to website)
14. Number of applications received if applicable
15. Description and number of post-exchange activities if applicable
16. Photo and/or digital documentation of activities.
18. Interim results from surveys and other assessment tools as appropriate.
19. Final report should include cumulative totals for the program metrics provided in the bi-annual reports.
20. Program and cost analysis and proposed actions to create program sustainability
21. MODE: Report in MyGrants Results Data Collection Questions keyed to MODE indicators.

f. **Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with ECA as required. At a minimum, the data must include the following:

1. Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

2. Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules must be received by the ECA Program Officer at least three workdays prior to the official opening of the activity.

I.   Other Information

For Informational Purposes Only - Adherence to All Regulations Governing The J Visa

ECA places critically important emphasis on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://j1visa.state.gov or from:

Office of Private Sector Exchange Designation
U.S. Department of State
SA-5, Floor C2, Room C2L13
2200 C Street, NW
Washington, DC 20522