

Notice of Funding Opportunity (NOFO)

American Spaces Notice of Funding Opportunity  
(AS NOFO)

**EAP/U.S. MISSION VIETNAM PUBLIC DIPLOMACY SECTION  
U.S. DEPARTMENT OF STATE**

Opportunity Number: SVM300-25-PDS-AS

Application deadline: **August 17, 2025**

## Contents

<b>A.</b>	<b>Basic Information .....</b>	<b>3</b>
<b>B.</b>	<b>Eligibility .....</b>	<b>5</b>
<b>C.</b>	<b>Program Description .....</b>	<b>6</b>
<b>D.</b>	<b>Application Contents and Format.....</b>	<b>8</b>
<b>E.</b>	<b>Submission Requirements and Deadlines.....</b>	<b>11</b>
<b>F.</b>	<b>Application Review Information.....</b>	<b>14</b>
<b>G.</b>	<b>Award Notices .....</b>	<b>17</b>
<b>H.</b>	<b>Post-Award Requirements and Administration .....</b>	<b>17</b>
<b>I.</b>	<b>Other Information: Guidelines for Budget Submission .....</b>	<b>19</b>

**U.S Department of State**  
***EAP / U.S. Mission Vietnam Public Diplomacy Section***  
**Notice of Funding Opportunity**

**A. Basic Information**

**1. Overview**

**Funding Opportunity Title:** American Spaces Notice of Funding Opportunity

**Funding Opportunity Number:** SVM300-25-PDS-AS

**Deadline for Applications:** August 17, 11:59 p.m. GMT +7

**CFDA Number:** 19.441 – ECE – American Spaces

**Length of Performance Period:** Proposed program should ideally be planned for a period of 12 months but can be longer depending on the nature of the program.

**Total Amount Available:** Subject to the availability of funds

**Maximum for each award:** Range from \$10,000 to \$35,000 per award

**Type of Funding:** Funding authority rests primarily on Fulbright-Hays FY2025 Public Diplomacy funding

Anticipated project start date: After Sep 30, 2025

Submit your applications to: [achanoi@state.gov](mailto:achanoi@state.gov)

**Funding Instrument Type:** Grant, fixed amount award (FAA), or cooperative agreement. Cooperative agreements include substantial involvement of the bureau or embassy in program implementation of the project. An FAA can also include substantial involvement. Examples of substantial involvement are included in section C.2 below.

**Project Performance Period:** Proposed program should be planned ideally for a period of 12 months but can be longer depending on the nature of the program.

The U.S. 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 the availability of funding.**

## ***2. Executive Summary***

**Priority Region:** Vietnam

### **Executive Summary**

#### **Commemoration of America's 250th Anniversary**

On July 4, 2026, the United States of America will celebrate the 250th anniversary of the signing of the Declaration of Independence. Throughout 2026, the U.S. Mission Vietnam's American Spaces will prioritize activities to commemorate this milestone by promoting the American story in Vietnam, celebrating American excellence and showcasing the American leadership in innovation, education and culture to Vietnamese audiences.

The U.S. Mission Vietnam Public Diplomacy Section (PDS) of the U.S. Department of State is pleased to announce an open competition for organizations to submit applications to compete for a grant or cooperative agreement award to promote a safer, stronger, and more prosperous America and showcase American excellence through interactive, engaging programming at American Spaces in Vietnam.

American Spaces are the U.S. Department of State's key touchpoints for millions of people globally, building connections between the United States and communities worldwide. Managed by U.S. embassies and consulates, often in partnership with local institutions, American Spaces are strategically aligned to U.S. foreign policy and national security goals. They showcase the United States' core values and reflect the American spirit to international audiences. Through their engagement with foreign audiences, American Spaces support U.S. interests, foster a greater understanding of the United States, and offer opportunities for the United States to connect with aspiring leaders.

Mission Vietnam's American Spaces are located in Hanoi, Thai Nguyen, Ho Chi Minh City, Thai Nguyen, An Giang and Can Tho. The project activities under this NOFO must be implemented/conducted at a minimum of two American Spaces, which are the U.S. government-operated American Centers in Hanoi and Ho Chi Minh City and partner American Spaces at the Diplomatic Academy of Vietnam, Thai Nguyen University, and An Giang University. Grantees are responsible for securing permissions to conduct project activities at the partner American Spaces, including meeting the partner institutions' paperwork requirements.

This Notice of Funding Opportunity outlines our funding priorities, strategic themes, and the procedures for submitting requests for funding. Please note that the agreement will be signed under a federal assistance award. The funding is not eligible for a service agreement.

Please follow carefully all instructions below.

## **B. Eligibility**

### ***1. Eligible Applicants***

The Public Diplomacy Section (PDS) encourages applications from the United States and Vietnam:

- Registered not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience.
- Not-for-profit or governmental educational institutions.
- Registered social enterprises; or
- Governmental institutions.

*Individuals, for-profit or commercial entities are **not eligible** to apply.*

### ***2. Cost Sharing or Matching***

Cost sharing is not required.

### ***3. Other Eligibility Requirements***

All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see Section D.3 for more information.

## **C. Program Description**

### ***1. Goals and Objectives***

Proposal submissions under this NOFO should advance the America250 theme to promote a safer, stronger, and more prosperous America and showcase American excellence through interactive, engaging programming at up to five American Spaces in Hanoi, Thai Nguyen, Ho Chi Minh City, Thai Nguyen, and An Giang. Proposals should include a robust calendar of activities spanning at least three months under one or more of these themes.

All proposals must engage Vietnamese audiences and include a U.S. element or connection with American expert(s), organization(s), or institution(s) in a specific field that will promote increased understanding of U.S. policy and perspectives. An organization can submit a single proposal to cover multiple programs on different thematic priorities at multiple American Spaces locations.

Potential applicants should propose detailed specific, measurable, achievable, and relevant (SMART) project objectives for their proposed programs. Potential applicants should develop outcome-based objectives that incorporate measurable outcome indicators and propose methods to measure them.

### **Priority Theme: America250**

Proposals should clearly state how the project will advance U.S. priorities in Vietnam, and should respond to at least one of the following thematic priorities through exhibits, lectures, trainings, workshops, social media content, and public diplomacy campaigns:

#### **Share the American Story and Celebrate 250 Years of American Diplomacy**

Engage Vietnamese audiences with a compelling narrative of American history, global leadership, and American diplomacy.

- Highlight America's founding principles, emphasizing the Declaration of Independence, the Constitution, and key milestones in American history.

- Organize exhibits or cultural programs that increase understanding of the United States, its founding documents, history and leading historical features
- Promote a deeper understanding of America’s founding values and history.

### **Celebrate American Excellence**

Showcase the United States as a global engine of innovation, leadership, creativity, and cultural leadership.

- Highlight U.S. leadership in AI, space exploration, medical research, and other frontier and emerging technologies.
- Celebrate uniquely American cultural exports — film, music, literature, sports — that inspire global audiences and create shared experiences.
- Host cultural festivals, innovation expos, film screenings, or artist exchanges that spotlight the dynamism of American excellence and illustrate how American creativity drives global prosperity.
- Explore the key U.S.-led developments in economic and agricultural development as well as local governance and management and how lessons learned can be applied in Vietnam.

### **Participants and Audiences:**

Mission Vietnam’s American Spaces include the following participants and audiences. Successful proposals will demonstrate an understanding of audience needs to achieve a specific outcome. Applicants should be as specific as possible in their proposals about their program’s primary audience. The term “general public” is not an adequate description of the targeted audience.

- High school students and university students
- Young professionals (aged 22 – 28) and mid-level leaders (aged 28 – 40) who are engaged in different industries
- Community leaders, entrepreneurs, youth groups.

### **The following types of programs are not eligible for funding:**

- Programs relating to partisan political activity;
- Charitable or development activities;

- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization; or
- Programs that duplicate existing programs.

## ***2. Substantial Involvement***

Some examples of substantial involvement include, but are not limited to:

- Active collaboration with the recipient in the implementation of the award.
- Review and approval of one stage of work before another can begin.
- Joint preparation or presentation of results with the recipient.
- Involvement in the recruitment and selection of participants or program venues.
- Specific programmatic oversight in the award, beyond normal monitoring.

The following are not considered areas of substantial involvement:

- Approval of key personnel.
- Approval of the recipient's budget or plan of work prior to the award.
- Standard oversight, monitoring, and administration of Federal awards.
- Actions to correct recipient performance or administrative deficiencies identified during the implementation of the award.

## **D. 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 the goals and objectives 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.
- 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***

- **SF-424** (Application for Federal Assistance – organizations)
- **SF-424A** (Budget Information) – please follow instructions to complete this form
- **SF-424B** (Assurances for Non-Construction programs) (*note: the SF-424B is only required for organizations exempt from registration, and for organizations not required to fully register in SAM.gov*)

### ***2. Proposal (ten pages maximum)***

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

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact.
- **Introduction to the Organization applying:** A description of past and present operations, 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 problem to be addressed and why the proposed program is needed
- **Project Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Project Activities:** Describe the program activities and how they will help achieve the objectives.

- **Project Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **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 Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

### **3. Budget Justification Narrative**

After filling out the SF-424A Budget Information, use Budget Narrative (Excel file) to describe each of the budget expenses in detail. See section *I. Other Information: Guidelines for Budget Submissions* below for further information.

### **4. Other Attachments**

- 1-2 page short bios of key personnel who are proposed for the program
- Proof of an active Sam registration or in the registration process
- Letters of support from program partners describing the roles and responsibilities of each partner *(if applicable)*
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file. *(if applicable)*
- Official permission letters, if required for program activities with program partners, for instance. *(if applicable)*

## E. Submission Requirements and Deadlines

### **1. Address to Request Application Package**

Application forms required above could be downloaded at: <https://bit.ly/30KH6X> or are available at U.S. Embassy & Consulate in Vietnam website and MyGrants.

### **2. Department of State Contacts**

If you have any questions about the grant application process, please contact: [achanoi@state.gov](mailto:achanoi@state.gov)

### **3. Unique entity identifier and System for Award Management (SAM.gov)**

#### **Required Registrations**

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration in SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

The 2 CFR 200 requires subrecipients to obtain a UEI. Please note the UEI for subrecipients is not required at the time of application but will be required before an award is processed and/or directed to a subrecipient.

***Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.***

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI prior to registering in SAM.gov.

- **Organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove an NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket (“incident”) with the Federal Service Desk (FSD) online at [www.fsd.gov](http://www.fsd.gov) using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain an NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that **DO NOT** plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that **DO** plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

[NCAGE Code Request Tool \(nato.int\)](https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx)

## **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](https://www.ecfr.gov/current/title-25/chapter-I/subchapter-B/part-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 may be submitted for consideration at any time before the closing date of August 17, 2025 | 11:59 P.M. GMT+7. No applications will be accepted after that date.

#### **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. Prohibition on Funding Activities that Encourage Mass-Migration Caravans towards the United States Southwest Border (only include for projects with a principal place of performance located within the Western Hemisphere):

None of the funds awarded under this grant may be made available to encourage, mobilize, publicize, or manage mass-migration caravans towards the United States southwest border. Funds may not be made available for legal counseling on the United States asylum process; and/or for referrals to legal representation in the United States.

Funds may only be used for cash cards for use in the country in which they are provided or to facilitate assisted voluntary returns and other purposes that do not encourage, mobilize, publicize, or manage mass migration caravans towards the United States southwest border. The provision of humanitarian assistance is permitted.

- iii. 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.

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

Applicants are advised that IHEs must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

1) 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.

## ***6. Other Submission Requirements***

All application materials must be submitted to this email: [achanoi@state.gov](mailto:achanoi@state.gov) or through Mygrants.

## **F. Application Review Information**

### ***1. Review Criteria***

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

**Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline and engaging activities likely to be of interest/benefit to the target audience.

**Creativity and Sustainability - 15 points:** The program idea takes a novel approach to advancing a priority and program results are likely to have a lasting and positive impact after the program ends. To make this assessment, reviewers will consider whether the USG has funded similar activities in Vietnam and what the results were, whether the grantee has conducted similar activities and related outcomes, and whether other donors have supported similar activities with the grantee.

**Organizational Capacity and Record on Previous Grants – 15 points:** The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives – 20 points:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. Grantee demonstrates understanding of target audience and overall problem set along with Vietnam context.

**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:** Applicant demonstrates it is able to measure program success against key indicators and provides 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.

## ***2. Review and Selection Process***

U.S. Mission Vietnam strives to ensure that each application receives a balanced evaluation by two separate panels. A Technical Grants Review Panel will evaluate all applications to assess eligibility. This panel will determine the eligibility of each submitted proposal to ensure its applications are technically eligible for this NOFO and are reviewed against the requirement in section *D. Application Contents and Format*.

A second Grants Review Panel will then evaluate all technically eligible applications. The Grants Review Panel will evaluate how the application addresses the NOFO request, U.S. foreign policy goals, and the overall priority needs of the Embassy, against the same six criteria, which include

- Quality and Feasibility of the Program Idea
- Creativity and Sustainability
- Organizational Capacity and Record on Previous Grants
- Program Planning/Ability to Achieve Objectives
- Budget
- Monitoring and Evaluation plan.

The Grants Review Panel may provide conditions and recommendations on applications to enhance the proposed program, which the applicant must address before further consideration of the award. To ensure effective use of the funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and program activities.

### **3. Risk Review**

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

## **G. Award Notices**

The award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to the recipient for review and countersignature. 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.

If approved for funding, it is important to note that the recipient understands that they bear the legal and sole responsibility for any tax liability they may incur and for obtaining all permissions and approvals relevant to carrying out the grant.

**Unsuccessful applicants:** Unsuccessful applicants will be notified during the week of September 22, 2025 via email.

### **Payment Method:**

Recipients will be required to request payments by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer.

## **H. 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**

**Reporting Requirements:** Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted.

**Foreign Assistance Data Review:** As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

### **I. Other Information: Guidelines for Budget Submission**

Proposals may cover personnel/honoraria and travel for in-country speakers and program facilitators. Funding may also cover resources, materials, supplies, setup and evaluation. Please note that this funding cannot cover U.S.-based speakers/facilitators' transportation, per diem and honoraria traveling from the U.S. to Vietnam.

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program

involves international travel, include a brief statement of justification for that travel.

**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, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the 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.